

Minutes of Perrysburg Personnel Committee

Meeting Held June 23, 2026

CALL TO ORDER - 5:00 PM

The meeting was called to order by Chairman, Kevin Fuller at 5:00 p.m.

ROLL CALL

Committee members present were Erin O'Rear and Kevin Fuller. Tim McCarthy arrived at 5:01pm. Also present were Kelly Chalfant, Human Resources Manager, Pat Jones, Deputy City Administrator and Matt Choma, Public Utilities Director.

CITIZEN'S CONCERNS

None.

APPROVAL OF MAY 18, 2026 MEETING MINUTES

There being no objections, the minutes of the May 18, 2026 meeting were approved 3-0.

ADDING DPU OFFICE MANAGER TO PAY GRADE IN 266.15

Ms. Chalfant spoke about the new DPU Manger position. She said that they took the position's description of duties and qualifications and sent it to the City's consultant, and they determined that this position should be placed in Pay Grade 7. Mr. Choma spoke and said that this person would be supervising the two billing specialists at Public Utilities, and the Deputy Director of Public Utilities would be this person's supervisor. Ms. Chalfant said that adding this position makes it so the Director and Deputy Director can focus on supervisory issues with the department. Mr. Fuller asked what the timeline would be to have someone in this position. Ms. Chalfant said that she feels as though this position will be able to be advertised and posted soon, and maybe have an employee by fall. There being no objections, the Committee agreed 3-0 to forward this to Council.

OTHER BUSINESS

None.

ADJOURNMENT

There being no further business, the meeting adjourned at 5:06 pm.

Respectfully submitted,

Kevin Fuller, Chairperson
Personnel Committee

The next meeting is scheduled for **Tuesday, July 21, 2026 at 4:30pm.**

