

Minutes of Perrysburg Personnel Committee

Meeting Held February 21, 2023

CALL TO ORDER - 5:30 PM

The meeting was called to order at 5:30 p.m. by Chairperson Cory Kuhlman.

ROLL CALL

Committee members present were Cory Kuhlman, Kevin Fuller, and Tim McCarthy. Also present were Tom Mackin, Mayor, Patrick Jones, Police Chief, Kelly Chalfant, Human Resources Manager, Amber Rathburn, Finance Director, Gary Kleinfelter, Information Technology Manager, and Nathan Sommers, GIS Software Specialist.

CITIZEN'S CONCERNS

None.

APPROVAL OF 01/24/2023 MEETING MINUTES

There being no objections, the minutes of the January 24, 2023 meeting were approved 3-0.

POSITION AND WAGE UPDATE FOR IT/GIS PERSONNEL

Ms. Chalfant shared the updated job description for IT and GIS Personnel. She explained that there is a new job description and an adjustment in wages to accommodate the new responsibilities that have been added. They will work towards a new job title at some point, which they will work into the paybands. Mr. Kuhlman asked if the compensation change would solve their issue, which Mr. Kleinfelter confirmed yes it would. There being no objections, this is being recommended 3-0 to City Council.

EXECUTIVE SEARCH FOR CITY ADMINISTRATOR VACANCY

Ms. Chalfant stated that there is a Resolution to adopt the agreement for the Executive Search for the City Administrator vacancy. She explained that Baker Tilly US, LLP will do initial video interviews with the candidates that they feel are best suited and then the City will become involved in the next round of selection. Mr. Kuhlman asked why this is appropriate. Mayor Mackin explained that they have had difficulties in the past getting qualified candidates for the City Administrator position. He stated that they hired a company to help find the Fire Chief and they found an excellent candidate, which is a perfect example of how the system should work. Mayor Mackin added that it is worth the investment, given the importance of the position, and is the best approach to get the best candidate and that it is objective.

Mr. McCarthy is looking forward to seeing if we can find a really good candidate more quickly than we have in the past. Mayor Mackin stated that this will be a very transparent process. Mr. Fuller thanked Mayor Mackin for his thorough explanation. Mr.

Fuller asked about the costs and how we decided to go with this particular firm. Ms. Chalfant stated that the other proposals they received were much higher and that multiple groups declined to provide a proposal because they do not specialize in public sector. Ms. Chalfant added that they are the most economical and also are nationwide. There being no objections, this is being recommended 3-0 to City Council.

PART-TIME EMPLOYEE WAGES

Ms. Chalfant stated that they are looking to expand the pay ranges for the part-time positions in 267, which are well below market value. She added that it is just a draft and they are not asking for any action on it this evening. Ms. Chalfant stated that there would be language giving the Mayor latitude up to \$28.00 per hour and anything beyond \$28.00 would have to come before City Council. Mr. Kuhlman asked if Administration would be able to create positions under that \$28.00 without City Council's approval. Ms. Chalfant stated that there would need to be job descriptions. Mr. Fuller asked if there is any conflict with the bargaining unit. Ms. Chalfant responded that there are recognition clauses in the bargaining agreements which exclude part-time employees. Mr. Kuhlman asked to discuss this at next month's Personnel Committee meeting.

COMPETITIVE PAY AND WAGE UPDATES - ALL DEPARTMENTS

Mr. Kuhlman stated that he wants a timeline in stone, discussing vacancies they may see in the next five years, making sure they stay competitive. Ms. Chalfant stated that they have started updating and revising the numbers, so that they are more current, and can have a better picture of where they are at. Mr. Kuhlman stated that this can be a larger discussion, along with employee evaluations. This will also be discussed at next month's Personnel Committee meeting.

OTHER BUSINESS

Mr. Fuller asked for an update on the Law Director position. Ms. Chalfant stated that they are starting their second round of interviews. Mr. Kuhlman noted that he is drafting legislation for Maternity and Paternity leave, to scale it to twelve weeks paid eventually.

There being no further business, the meeting adjourned at 5:58 p.m.

Respectfully submitted,

Cory Kuhlman, Chairperson
Personnel Committee

Next meeting: Tuesday, March 28, 2023 at 5:00 p.m.

