

Minutes of Perrysburg Personnel Committee

Meeting Held March 28, 2023

CALL TO ORDER - 5:00 PM

The meeting was called to order at 5:04 p.m. by Chairperson Cory Kuhlman.

ROLL CALL

Committee members present were Cory Kuhlman and Kevin Fuller. Committee member Tim McCarthy was not present. Also present were Kelly Chalfant, Human Resources Manager, Brody Walters, Planning and Zoning Administrator, Gary Kleinfelter, IT Manager, Nathan Sommers, Software Specialist, Amber Rathburn, Finance Director, Patrick Jones, Police Chief/Safety Director, and Tom Granata, Deputy Fire Chief.

CITIZEN'S CONCERNS

None.

APPROVAL OF 02/21/2023 MEETING MINUTES

There being no objections, the minutes of the February 21, 2023 meeting were approved 2-0.

REVIEW PROPOSED IT RESTRUCTURE

Mr. Kleinfelter explained that they are proposing to separate the supervisory positions into two Administrator positions, the GIS/Software Administrator and the Hardware Operations Administrator. They would be equivalent positions, geared towards their specialties. The Administrators will each have the ability to be appointed Manager and the Manager position can be appointed to the opposite person at anytime. This will allow the City to retain management and will allow the different specializations to grow into the Manager position.

Mr. Kuhlman asked if Mr. Kleinfelter is appointed by the Mayor. Ms. Chalfant explained that technically herself and Mr. Kleinfelter are Office Managers, and appointments by the Mayor are only Department heads, Directors, and Division heads. Mr. Kuhlman suggested looking into that for the charter review. Mr. Fuller asked how this will work with the current structure and if Mr. Kleinfelter will still be at the top. Mr. Kleinfelter hopes the Mayor will appoint him and stated that, later in his career, when he leaves, the Mayor can immediately appoint the other Administrator to be Manager. There being no objections, this is being recommended 2-0 to City Council.

Ms. Chalfant noted that Ms. Rathburn pointed out that they have a correction that needs to be made because the Public Utilities Commissioner is actually the Deputy Director of Public Utilities. They are asking permission to make a correction in the paybands to reflect the proper title. There being no objections, this is being recommended 2-0 to City Council.

REVIEW JOB DESCRIPTION FOR GIS/SOFTWARE TECHNICIAN THAT WAS INCLUDED IN THE AMENDED BUDGET

Mr. Kleinfelter explained that they are requesting tonight to create the GIS/Software Technician position, which is part of the amended budget, and add them to Payband E. There being no objections, this is being recommended 2-0 to City Council.

REVIEWING THE PROPOSED ORDINANCE REGARDING PAY RATES FOR PT EMPLOYEES

Ms. Chalfant explained this is to remove the old language and replace it to allow for some latitude up to \$28.00 per hour. Mr. Fuller asked if we are setup in the budget to accommodate for these changes. Ms. Chalfant stated that they will get Ms. Rathburn involved with this. Mr. Kuhlman has no problem with this legislation, but needs to get Finance involved and start looking at the long term implications of what it costs to employee people now. There being no objections, this is being recommended 2-0 to City Council.

REVIEW PROPOSED WAGE ADJUSTMENTS FOR 5 STAFF MEMBERS

Mr. Kuhlman made a motion to enter into Executive Session to discuss personnel. Seconded by Mr. Fuller.

The Committee entered into Executive Session at 5:29 p.m.

Mr. Kuhlman made a motion to return from Executive Session. Seconded by Mr. Fuller.

The Committee returned from Executive Session at 5:57 p.m.

Mr. Kuhlman stated that they are tabling the other four staff members, to take a more comprehensive look across all departments, to address wage compression issues that they are facing. Mr. Kuhlman added that they want to address Deputy Chief Granata's wages, since they just had a recent hire in the Fire Department. Ms. Chalfant stated that they are recommending a \$12,982 equity adjustment to compensate for compression in the department. Mr. Kuhlman appreciates Deputy Chief Granata's service. This is being recommended 2-0 to City Council.

PARENTAL LEAVE

Mr. Kuhlman stated that this legislation essentially gives the City paid pregnancy and parental leave, working up to twelve weeks, or 60 eight hour shifts, by January 1, 2028. Mr. Kuhlman confirmed with Ms. Chalfant that currently employees have zero weeks of paid parental leave and are forced to exhaust paid sick time and vacation time. He added that if their goal is to be a City where you want to raise a family, their policy should be to promote that for their own employees. Mr. Fuller asked where this originated from. He responded that state senator, Theresa Gavarone, introduced similar legislation at the state level and former president trump implemented similar policies on the federal level.

Mr. Kuhlman's idea is to encourage a positive family environment and for their employees wanting to raise children in this community. Mr. Fuller asked about health insurance. Ms. Chalfant responded that if they are on paid leave, their benefits would continue without interruption. Mr. Kuhlman would like Mr. McCarthy to weigh in and hopes to have some feedback from Administration on this.

OTHER BUSINESS

None.

There being no further business, the meeting adjourned at 5:59 p.m.

Respectfully submitted,

Cory Kuhlman, Chairperson
Personnel Committee

Next meeting: Tuesday, April 25, 2023 at 5:00 p.m.