

PERSONNEL COMMITTEE

SEPTEMBER 17, 2018

The meeting was called to order at 6:19 p.m. by Chairperson Becky Williams. Committee members present were Tim McCarthy, Barry VanHoozen and Becky Williams. Also present were Bridgette Kabat, City Administrator, and Kelly Chalfant, Human Resources Manager.

WE CARE TLC CLINIC UPDATE

Ms. Chalfant stated that she met with representatives from the Clinic and they provided reports showing the overall utilization of the Clinic by the three entities involved including the peak days and hours, and they prepared a similar report specific to the City of Perrysburg utilization. She said that the search for a physician is still moving along. The candidate that was interviewed several weeks ago is under contract with another entity until the end of the year. Ms. Chalfant stated that the next phase is to roll in occupation health including drug testing and workers' compensation injuries for all three entities. Ms. Williams asked if that was included in the original agreement, and Ms. Chalfant said it was. Ms. Williams asked if there has been any feedback from our employees. Ms. Chalfant said that she has heard some comments regarding confusion about the hours of the clinic. Mr. McCarthy asked about the open hours indicated on the report. Ms. Chalfant said that they indicated it is normal for a clinic when it first starts up.

UPDATE ON LAW DIRECTOR SEARCH

Ms. Chalfant stated that twelve applications were received for the Law Director's position. Ten of those have been passed along to the selection committee comprised of Ms. Williams, the Finance Director, the Police Chief, the Prosecutor, the Planning and Zoning Administrator, and herself. She said that the two that were not passed along did not meet the qualifications because one was not an attorney and the other graduated from law school in 2011. Ms. Chalfant noted that some of the ten remaining candidates do not have any public sector experience. Mr. McCarthy asked that City Council be sent a list of candidates who are recommended to be moved forward before any cuts are made.

LATEST REVISION OF THE DRAFT EMPLOYEE HANDBOOK

Ms. Chalfant distributed the revised handbook to the Committee. She said that there are still a couple of sections that are a challenge, and she did not include the chart from the addendum. She said that she will be sitting down with Ms. Kabat to review the chart because there are some conflicts between the Code and current practice. Ms. Williams asked about the Table of Contents. Ms. Chalfant said that it needs some attention. Ms. Williams asked that when the final draft is completed, that City Council be given at least three weeks for review and comments. Mr. VanHoozen asked for summary pages showing what changes have been made through this process.

There being no further business, the meeting adjourned at 6:38 p.m.

Respectfully submitted,

Becky Williams
Chairperson, Personnel Committee

Next meeting: Thursday, October 25, 2018 at 6:00 p.m., which is a change from the regular date and time.