

PERSONNEL COMMITTEE

JUNE 22, 2021

The meeting was called to order at 5:10 p.m. by Acting Chairman Tim McCarthy. Committee members present were Tim McCarthy and Mark Weber. Cory Kuhlman was absent. Also present were Bridgette Kabat, City Administrator, Kate Sandretto, Law Director, and Kelly Chalfant, Human Resources Manager.

APPROVAL OF MINUTES

There being no objections, the minutes of the May 20, 2021 meeting were approved.

ZASHIN & RICH WAGE AND COMPENSATION STUDY

Scott DeHart of Zashin and Rich was present via Zoom to review the wage and compensation study prepared by his firm. Mr. DeHart gave the background on how they prepared the study. He said that they proposed broad bands each with minimum and maximum salaries. He said they used double contiguous counties which is recognized by labor fact finders, and they also used cities close to Perrysburg in demographics. Mr. DeHart explained the methodology used in the Executive Summary for Deputy Finance Director. Mr. Weber asked if the Administration has had internal discussions about the study. Ms. Kabat said that there are three or four positions with more than a 30% differential of their counterparts. She said that they plan to meet with the Mayor at some point to discuss these, but would like the Committee to move the band concept on to City Council. She added that they may need action from City Council on equity adjustments that are beyond what the Mayor can approve. She said they would also like to have language to maintain the bands with scheduled reviews in the future.

DISCUSS COUNCIL'S PROPOSED POSITION OF CLERK OF COUNCIL

Council President Jonathan Smith was present. He said that he would like to see the Clerk of Council position and the Finance Director position be separated. Also, since the position of Recording Secretary needs to be filled, he recommends creating a part-time position for a Clerk of Council. He proposed the position be 15-20 hours a week, and they would report directly to City Council. Mr. Smith said that Ravenna and Centerville both have a separate Clerk of Council position. He said the job duties could include preparation of documents, research, attend meetings, and prepare minutes. He recommended a pay range of \$18-\$23 per hour. He said that he would like to discuss this at the next City Council meeting.

DISCUSS SALARIES FOR MAYOR AND COUNCIL

This item was tabled since Mr. Kuhlman was not present.

There being no further business, the meeting adjourned at 6:04 p.m.

Respectfully submitted,

Tim McCarthy, Acting Chairman
Personnel Committee

Next meeting: Tuesday, July 27, 2021 at 5:00 p.m.