

PERSONNEL COMMITTEE

JANUARY 14, 2019

The meeting was called to order at 5:34 p.m. by Chairperson Becky Williams. Committee members present were Barry VanHoozen and Becky Williams. Tim McCarthy was absent. Also present were Bridgette Kabat, City Administrator, Kelly Chalfant, Human Resources Manager, and Jon Eckel, Service Director.

REVIEW AND APPROVE JOB DESCRIPTIONS FOR VARIOUS POSITIONS:

The Committee reviewed the job description for public information officer. Ms. Kabat said that at the last meeting there were some questions, and they have cleaned up some of the language. They checked with neighboring jurisdictions on the pay range and found that it varies from \$24 to \$36 dollars an hour. She said there is \$30,000 budgeted which would work out to \$29 an hour for twenty hours a week. She said they are proposing a pay range of \$24 to \$36 dollars an hour to give them more flexibility with who they hire, understanding that the number of hours per week will need to be reduced to stay within the \$30,000 budgeted. The Committee agreed 2-0 to recommend approval of the job description and pay range for the public information officer position.

Ms. Williams moved to go into Executive Session to discuss the appointment, employment or compensation of a public employee. Mr. VanHoozen seconded. Ayes: (2). Nays: (0). The Committee went into Executive Session at 5:42 p.m.

Ms. Williams moved to return from Executive Session at 6:15 p.m. Seconded by Mr. VanHoozen. Ayes: (2). Nays: (0).

The Committee agreed 2-0 to recommend approval of the job descriptions and pay ranges for the full-time and part-time Construction Inspector and Assistant Prosecutor positions. Ms. Williams stated that the full-time assistant prosecutor position is supported by the case load and the consistency that a full-time employee will provide.

UPDATE ON PERRYSBURG HEALTH AND WELLNESS CLINIC

Ms. Chalfant distributed a packet containing an executive summary and a variety of charts and graphs with statistics for the health and wellness clinic for 2018. She said that it also includes information about Dr. Bryan, the doctor hired for the clinic. She said that the number of flu shots administered was down this year, but there were some scheduling challenges and we will do it differently next year. Ms. Chalfant added that the staff at the clinic is learning about drug testing so they will be able to do pre-employment physicals and the mandatory drug testing for CDL's. Ms. Williams asked if our cost will increase for these additional services. Ms. Chalfant said that it will not unless some specific equipment is needed. Ms. Kabat said that the clinic thought they would be at 65% utilization after the first year, and we're now at 48% utilization but we aren't at the one year mark yet.

DISCUSSION REGARDING TRAINING FOR COUNCIL/COMMISSIONS/BOARDS

Ms. Williams stated that per Administrative Code Rule V(a)(4) the Personnel Committee can recommend orientation or training for City Council and commissions and boards. She asked if anyone had any thoughts on training regarding public records, Sunshine law, and

responsible social media. Ms. Kabat said that the Law Director has done some training for elected officials in the past, and she will talk to her and have her follow-up with Ms. Williams. Ms. Kabat suggested that Roberts Rules of Order might also be included in the training because questions have come up in the past. Mr. VanHoozen said that training and education is never a bad thing, and he agreed that Roberts Rules of Order should be included.

OTHER BUSINESS

Mr. VanHoozen asked if there are any consequences for an employee who makes allegations that are found to not be true. Ms. Kabat said that she will check with our legal counsel.

There being no further business, the meeting adjourned at 6:34 p.m.

Respectfully submitted,

Becky Williams
Chairperson, Personnel Committee

Next meeting: Tuesday, February 26, 2019 at 5:00 p.m.