

Minutes of Perrysburg Personnel Committee

Meeting Held January 23, 2024

CALL TO ORDER - 5:00 PM

The meeting was called to order at 5:00 p.m. by Chairperson Cory Kuhlman.

ROLL CALL

Committee Members present were Mark Weber, Tim McCarthy, and Cory Kuhlman. Also present were Joe Fawcett, City Administrator, Tim Effler, Law Director, and Kelly Chalfant, Human Resources Manager.

CITIZEN'S CONCERNS

None.

APPROVAL OF 10/24/23 MEETING MINUTES

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

IT MANAGER POSITION

Ms. Chalfant explained that there are some minor updates to the Information Technology Manager job description. Mr. Weber asked how many applications there are. Ms. Chalfant responded that they have thirty-six applications and they will have interviews scheduled in the next two weeks. Mr. Kuhlman requested to be notified at Committee level if there are changes to descriptions regarding department and division heads. Ms. Chalfant noted that there is a section regarding Personnel reviewing non-bargaining employee job descriptions. Mr. Effler added that he could draft a Resolution, and it could be beneficial to the City as well, so they do not have to delay the advertisement of open positions. Mr. McCarthy is interested in hearing about the creation of any new positions in particular.

PARALEGAL/EXECUTIVE ASSISTANT POSITION

Mr. Fawcett stated that he looks at the organization holistically and they looked at the needs when Elaine Pantorno retired. Mr. Effler needs administrative support and to help facilitate records requests. Mr. Fawcett noted that there is no increase to the budget, as they are broadening the functions of an already existing position. Ms. Chalfant added that there are sixteen applications and six of those applicants are certified paralegals. Mr. Kuhlman likes the habit of a City Council liaison sitting in on the interviews for department and division heads.

OTHER BUSINESS

There was a conversation about the open Victim's Advocate/Administrative Assistant position. Mr. Effler will have a conversation with the current Prosecutor, if they should

wait to hire this position until a new Prosecutor is hired first or if it does not matter. Mr. Effler could update the description to say that a Victims Advocate Certification is a plus. There being no objections, the legislation to approve the new Pay Bands is being forwarded 3-0 to City Council.

ADJOURNMENT

There being no further business, the meeting adjourned at 5:24 p.m.

Respectfully submitted,

Cory Kuhlman, Chairperson
Personnel Committee

Next meeting: Tuesday, February 27, 2024 at 4:00 p.m.