

Minutes of Perrysburg Personnel Committee

Meeting Held March 26, 2024

CALL TO ORDER - 4:00 PM

The meeting was called to order at 4:03 p.m. by Chairperson Cory Kuhlman.

ROLL CALL

Committee Members present were Cory Kuhlman, Mark Weber, and Tim McCarthy. Also present were Joe Fawcett, City Administrator, Kelly Chalfant, Human Resources Manager, and Matt Choma, Director of Public Utilities.

CITIZEN'S CONCERNS

None.

APPROVAL OF 2/27/24 MEETING MINUTES

There being no objections, the minutes of the February 27, 2024 meeting were approved 3-0.

NON-BARGAINING UNIT PERSONAL PROTECTIVE EQUIPMENT (266.09-8)

Ms. Chalfant explained that this is for new language to permit them to purchase equipment such as OSHA approved steel-toed shoes or PPE for non-bargaining employees. Mr. Kuhlman asked if they anticipate anything higher coming out. Ms. Chalfant responded that they do not anticipate anything at this time. Mr. Kuhlman suggested a provision that over \$200.00 per person, per calendar year, can be approved by Administration. There being no objections, this is being forwarded 3-0 to City Council.

VACATION (266.08-1 THROUGH 5) - NEW LANGUAGE AND REPEALING PREVIOUS LANGUAGE

Ms. Chalfant explained that the change to 266.08-1 is simplifying everything into a concise chart and also proposes that employees would have ten days of vacation upon the date of hire. Mr. Weber asked if any current employees would have to be retroactively given these days. Ms. Chalfant responded that they have adjusted vacation for non-bargaining employees. Mr. Kuhlman asked if there is a probationary period for access to the ten days of vacation. Ms. Chalfant responded that oftentimes employees will give notice of booked vacations during the job offer process and there is language that accounts for if a person leaves before their first year is complete.

Ms. Chalfant explained that 266.08-2 is where salaried employees were being treated like hourly employees. It also addresses how they calculate vacation coming in for new hires. Mr. Kuhlman asked if this is regarding the provision for salaried employees' hours and if it is adequately addressed. Ms. Chalfant responded that it is.

Ms. Chalfant explained that 266.08-3 changes for vacation to have the ability to be taken in half hour increments, rather than hour increments. Mr. Kuhlman asked about the reasoning. Ms. Chalfant stated that Finance Department asked it to be consistent across the board, since sick time can be taken in half hour increments already. Mr. McCarthy asked about the labor agreements. Ms. Chalfant can provide some information about those in Executive Session. Mr. Fawcett added that it brings us more in line with each other than anything.

Ms. Chalfant explained that 266.08-4 is adding a carry-over or cash out provision for non-bargaining staff to cash out up to forty hours at the end of their anniversary year.

Ms. Chalfant explained that 266.08-5 clarifies how vacation is paid out upon separation, that were granted vacation upon hire, so they have to be here at least six months.

There being no objections, these are all being forwarded 3-0 to City Council.

WAGE BAND (266.15-2) - 4% NON-BARGAINING UNIT ACROSS THE BOARD
WAGE ADJUSTMENTS; NEW UTILITIES SUPERVISOR POSITION

Ms. Chalfant explained that they are proposing that they amend the paybands to increase the entry level and top of each payband by four percent, which is the budgeted amount for pay increases for 2024.

Ms. Chalfant shared the Public Utilities Supervisor Position that they are hoping to hire two of. Mr. Choma explained that Brian Homer is their Field Operations Superintendent and these two positions would be underneath Mr. Homer. One of these two employees would be able to potentially step into Mr. Homer's position upon his retirement. Mr. Kuhlman asked if it was budgeted for in 2024 and Mr. Choma responded that it was. Mr. Choma noted that they have fifteen individuals that could apply for these positions right now. Mr. Kuhlman would like to see a more particular range of wages advertised for this position.

Mr. Choma stated that they have an outstanding team and this will help them be even stronger. Mr. Kuhlman asked if the City pays for endorsements or licenses. Ms. Chalfant responded that all of the internal employees already have Class B's and they do provide City paid training for Class A's. Mr. Weber asked if his employees are accepting of the new structure. Mr. Choma responded that they have addressed the staff's concerns.

Mr. Kuhlman asked about the long term plan with the paybands. Mr. Fawcett responded that the City is consistently inconsistent when it comes to wage increases, which is not a good thing and we should be in a cyclical rhythm of a wage increase happening with the first pay period of July. The Committee Members agreed that the four percent is fair considering the rate of inflation over the last year.

There being no objections, this is being forwarded 3-0 to City Council.

ASSISTANT CITY ADMINISTRATOR

Mr. Fawcett explained that the Assistant City Administrator would be a good conduit for department and division heads to bounce ideas off of and get insight to the Administrator. His recommendation is that the Assistant City Administrator have direct supervisory responsibility over the Executive Assistant, PIO, Planning and Zoning, HR, and IT. The job listing is live online, and then they will go into an evaluation period where they have two rounds of interviews. Mr. Fawcett is assuming that this person would not begin working until July of this year.

OTHER BUSINESS

Mr. Kuhlman requested that they enter Executive Session to discuss compensation of public employees. Seconded by Mr. McCarthy.

The Committee entered into Executive Session at 4:47 p.m.

Mr. Kuhlman moved to return from Executive Session. Seconded by Mr. Weber.

The Committee returned from Executive Session at 5:01 p.m.

ADJOURNMENT

There being no further business, the meeting adjourned at 5:01 p.m.

Respectfully submitted,

Cory Kuhlman, Chairperson
Personnel Committee

Next meeting: Tuesday, April 23, 2024 at 4:00 p.m.