

Minutes of Perrysburg Personnel Committee

Meeting Held June 25, 2024

CALL TO ORDER - 4:00 PM

The meeting was called to order at 4:00 p.m. by Chairperson Cory Kuhlman.

ROLL CALL

Committee members present were Cory Kuhlman and Mark Weber. Tim McCarthy was absent. Also present were Joe Fawcett, City Administrator, Tim Effler, Law Director, and Amber Rathburn, Finance Director.

CITIZEN'S CONCERNS

None.

APPROVAL OF 5/28/24 MEETING MINUTES

There being no objections, the minutes of the May 28, 2024 meeting were approved.

AMENDING CODIFIED ORDINANCE 266.15-2

Mr. Effler stated that the proposed change to Section 266.15-2, Pay Bands, is to add a position to Pay Band E for Legal Assistant/Clerk of Council. Mr. Effler called attention to the job description that was sent to the Committee. He said that Bowling Green has a similar position, and either position could grow into its own position at some point. Mr. Kuhlman asked about the other Legal Assistant and Paralegal/Executive Assistant positions in the Pay Band. Mr. Effler said that the Legal Assistant position is vacant, and they did not find a successful candidate for the Paralegal/Executive Assistant position, so they filled it as an Executive Assistant instead. Mr. Kuhlman said it would make him more comfortable if they removed the Paralegal/Executive Assistant position. Mr. Weber asked why they think they'd be more successful filling this position. Mr. Fawcett stated that these two positions are more closely related. Mr. Kuhlman asked what they anticipate for starting pay. Mr. Effler said probably upper middle of the band. Mr. Kuhlman stated so closer to \$60,000. He said that this is a problem that needs to be solved, and this seems like a good solution. Mr. Weber wished them the best of luck finding someone. The Committee agreed 2-0 to move this on to City Council.

OTHER BUSINESS

Mr. Fawcett gave an update on implementing performance evaluations. He said that the supervisor training is scheduled for the following day.

Mr. Kuhlman asked how the Archer study is going. Mr. Fawcett said that he and Kelly Chalfant are scheduled to meet with the president of the company next week.

ADJOURNMENT

There being no further business, the meeting adjourned at 4:15 p.m.

Respectfully submitted,

Cory Kuhlman, Chairperson
Personnel Committee

The next meeting is scheduled for Tuesday, July 23, 2024 at 4:00 p.m.