

## **Minutes of Perrysburg Personnel Committee**

**Meeting Held January 28, 2025**

### **CALL TO ORDER - 4:00 PM**

The meeting was called to order at 4:02 p.m. by Chairperson Cory Kuhlman.

### **ROLL CALL**

Committee members present were Cory Kuhlman, and Mark Weber. Tim McCarthy was absent. Also present were Kelly Chalfant, Human Resources Manager, Joe Fawcett, City Administrator, Andy Snyder, IT Manager, Bill McCullough, Fire Chief and Matt Choma, Director of Public Utilities.

### **CITIZEN'S CONCERNS**

None.

### **APPROVAL OF 10-22-2024 MEETING MINUTES**

There being no objections, the minutes of the October 22, 2024 meeting were approved 2-0.

### **GIS ADMINISTRATOR**

Ms. Chalfant introduced this position to the committee and she stated that the Finance department has approved new positions in the 2025 budget including this one. Mr. Snyder then spoke about what qualifications the City will be looking for when hiring for this position. Committee members expressed their approval in the positing of this position and trust that Ms. Chalfant and Mr. Snyder will find the right candidate. The Committee agreed 2-0 to forward the Ordinance including this job title and wage range on to City Council.

### **IT ADMINISTRATOR**

Mr. Snyder spoke about what his department will be looking for when hiring an IT Administrator. He is looking for someone to assist the IT team with troubleshooting various IT systems and performing technical support. Mr. Kuhlman asked about the pay increase for this position. Mr. Snyder stated that the pay increase is due to an increase in job duties also this positions is now requiring more education and experience in the technology field. Mr. Kuhlman asked about the "pay band" for the IT Administrator position and suggested that when the position is posted for people to apply to we should make the pay range narrower. Mr. Snyder then said that he doesn't have the exact numbers with him right now but would send them over to the committee members so they could review them before the position is posted. The Committee agreed 2-0 to forward the Ordinance including this job title and wage range on to City Council.

### **NATURAL RESOURCES MANAGER**

Mr. Choma talked about this position and mentioned that the position is needed due to some retirements within the department as well as the expansion of the City. Mr. Choma stated that duties will include, grant writing, water quality monitoring for containments such as lead, mercury, oil and fat. Mr. Fawcett said that this position would also have a public relations aspect as they would help to educate the public about water contamination and would inform the public about what the City is doing to prevent water contamination. The Committee agreed 2-0 to forward the Ordinance including this job title and wage range on to City Council.

### **DEPUTY FIRE CHIEF**

Chief McCullough spoke about this position. He said that the Fire Division plans to hire two people in Deputy Fire Chief positions. Chief spoke about how one of these positions will have public relations aspects, as they will be speaking with the news, public and being a liaison for the fire personnel. The second Deputy Fire Chief position will focus more on training and education. Chief McCullough stated that having an extra staff member to help train the new employees is important to the department's success, as they currently only have one person who is training for all three shifts. Chief said that these two Deputy positions will be interchangeable where they both will be able to fulfill each others duties if needed. The Committee agreed 2-0 to forward the Ordinance including this job title and wage range on to City Council.

### **OTHER BUSINESS**

Mr. Kuhlman asked about our current legislation on parental leave as he would like to move forward to change the current language in the code. Mr. Weber asked about the up and coming Sexual Harassment seminar that the City is having. Mr. Fawcett said that it is open to any staff member and council member that would like to attend. He expressed that seminars like this are important conversations to have as they help to maintain a safe and positive working environment.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 4:40 p.m.

Respectfully submitted,

Cory Kuhlman, Chairperson  
Personnel Committee

The next meeting is scheduled for Tuesday, February 25, 2025 at 4:00 p.m.