

Minutes of Perrysburg Personnel Committee

Meeting Held August 26, 2025

CALL TO ORDER - 4:00 PM

The meeting was called to order at 4:00 p.m. by Chairman pro tem Tim McCarthy.

ROLL CALL

Committee members present were Tim McCarthy and Mark Weber. Cory Kuhlman was absent. Also, present were Kelly Chalfant, Human Resources Manager, Elaine Bishop, Human Resources Coordinator, and Pat Jones, Deputy City Administrator.

CITIZEN'S CONCERNS

None.

APPROVAL OF MAY 27, 2025 MEETING MINUTES

There being no objections, the minutes of the May 27, 2025 meeting were approved 2-0.

NEW BENEFITS SOFTWARE PROPOSAL-NEGOV

Ms. Chalfant spoke to the Committee about 2026 goals for the Human Resources Department. One of the areas that needs improvement is the management of employee benefits, one segment of which is the annual open enrollment for medical and dental insurance. Currently, all aspects of these activities are done manually in the HR office. Ms. Chalfant stated after research they found that CoreHR, which system the City already uses, would be the best choice for what the City is looking for with respect to benefits. It provides employees with a self-service portal where they can update their contact information, like addresses or telephone numbers, or make a name change. Employees can access the portal, make their changes, include documentation if necessary, and then the request will alert HR and Finance of the changes. The total cost for the remainder of 2025, 2026 and 2027 is \$49,916.05, and the agreement can be canceled with no penalty. The Committee agreed to forward this 2-0 to City Council.

LEXIPOL POLICY UPDATE

Mr. Jones informed the Committee that the administration is looking into a software platform that will allow us to issue policies and procedures to employees electronically. This will allow employees to read and sign the employee handbook and other administrative policies electronically. Human Resources is also able to easily keep track of every policy signed as paper copies are not necessary. Mr. Jones also said that issuing new policies to sign is an easier process as well, because they are sent by email for the employees to sign.

OTHER BUSINESS

None.

ADJOURNMENT

There being no further business, the meeting adjourned at 4:18 p.m.

Respectfully submitted,

Tim McCarthy, Chairman Pro Tem
Personnel Committee

The next meeting is scheduled for Tuesday, September 23, 2025 at 4:00 p.m.