

Personnel and Finance Committee Minutes

May 21, 2024

We convened the meeting at 6:00pm.

In attendance were committee members Mayor Bailey, Patricia Rollins, Jeffrey Kirkbride and Bob Schacht. Also attending were guests Eric Campbell and Chief Vaughn.

Chief Vaughn briefed us on his desire to give Officer Jason Kwapich a raise from \$21.75 to \$24.00/hour. Officer Kwapich has been with the Pemberville Department for 18 years. He fills in for Chief Vaughn in his absence, covers events in town and is available to cover other needs. He currently works 2 scheduled 10-hour days a week for the Village. The committee voted to bring a raise request to Council.

We discussed the Ordinance to be presented to council on the Employee Handbook changes. There have been some concerns and questions about the handbook. We feel the changes are headed in the right direction for clarity and for compensating our employees for their time and their dedication to the village. We acknowledge that it is a work in progress and any problems will be addressed during the wage ordinance discussions at the end of the year. The Phone Call Policy and the Time Clock policy will be evaluated and reviewed at that time.

We talked about the policy for Work Orders. Work Orders have not been used recently. This is tabled for now.

We also discussed the need for a Village Administrator and the fact that it is not a financial possibility at this time.

The meeting was adjourned at 6:47 pm.