

Personnel Committee Minutes
Village of Thornville, 3 South Main Street
June 3, 2024
7:00PM

Committee Members:

Tasia Savage – Committee Chair
Ashley Moore – Vice Chair
Sterling Krout

Other Village Officials:

Amanda Lackey – Mayor
Abby Tolliver – Clerk of Councils
Melissa Brofford – Village Adminstr.

Guests Present: Kim Billman, Dale Brussee, Lynne Snider

Call to Order/Pledge of Allegiance:

Committee Vice Chair Ashley Moore called the meeting to order at 7:23PM.

Roll Call:

Roll Call was taken with Committee Vice Chair Ashley Moore and Committee Member Sterling Krout both present. Committee Chair Tasia Savage was excused.

Review & Approval of Business Agenda for June 3, 2024:

Committee Vice Chair Ashley Moore asked for a motion to approve the business agenda for June 3, 2024. Committee Member Sterling Krout made the motion, and was seconded by Committee Vice Chair Ashley Moore. A roll call vote was taken with all committee members voting aye.

Roll Call:

Ashley Moore – aye
Sterling Krout – aye

Motion Passed 2-0

Old Business:

- **Ethical Termination via Ohio Revised Code in Village Employee Handbook:** Mayor Lackey distributed a draft to each Committee member with wording on ethical termination to add to the Village Employee Handbook. After review, the Committee agreed that it was easy to understand and got the point across, and to send the draft to Solicitor Zets and Council for approval.
- **Employee Evaluation Incentives to be taken to Finance Committee:** Committee Vice Chair Ashley Moore confirmed that the Village Finance Committee would be looking at the Personnel Committee's proposed pay incentives based on Employee Evaluations at their meeting on June 3rd.

New Business:

- **Village Job Description Updates:** Village Administrator Melissa Brofford has recently provided Village Employees with their current listed job descriptions for review. Employees will take notes on the job description based on their day to day work schedule, and meet with Administrator Brofford to review and see how the job & job description truly align. All notes and conversation from these meetings will be forwarded to the Committee for review.

Adjournment:


With no further business, Committee Vice Chair Ashley Moore asked for a motion to adjourn the meeting. Committee Member Sterling Krout made the motion, and was seconded by Committee Vice Chair Ashley Moore. A roll call vote was taken with all members voting aye.

Roll Call:

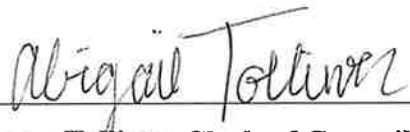
Ashley Moore – aye

Sterling Krout – aye

Motion Passed 2-0



Ashley Moore, Vice Chair



Abby Tolliver, Clerk of Councils