

Personnel Committee Minutes
Village of Thornville, 3 South Main Street
March 10th, 2025
7:00PM

Committee Members:

Dale Brussee – Committee Chair
Lynne Snider – Vice Chair

Other Village Officials:

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

Guests Present: Tasia Savage

Call to Order/Pledge of Allegiance:

Committee Member Dale Brussee called the meeting to order at 6:45PM.

Roll Call:

Roll Call was taken with Committee Chair Dale Brussee and Committee Vice Chair Lynne Snider both present.

Roll Call:

Dale Brussee – aye
Lynne Snider – aye

Excused Absences:

Committee Chair Dale Brussee asked for a motion to excuse Committee Member Eric Wilkins due to illness, and was seconded by Committee Vice Chair Lynne Snider. A roll call vote was taken, with all members voting aye.

Roll Call:

Lynne Snider – aye
Dale Brussee – aye

Motion Passed 2-0

Reinstatement of Three-Member Committees:

Committee President Dale Brussee made a motion to accept the reinstatement of three-member committees, and was seconded by Committee Vice Chair Lynne Snider. A roll call vote was taken, with all members voting aye.

Roll Call:

Lynne Snider – aye
Dale Brussee – aye

Motion Passed 2-0

Review & Approval of Regular Business Agenda for March 10th, 2025:

Committee Chair Dale Brussee asked for a motion to approve the business agenda for March 10th, 2025. Committee Vice Chair Lynne Snider made the motion, and was seconded by Committee Chair Dale Brussee. A roll call vote was taken with all committee members voting aye.

Roll Call:

Dale Brussee – aye
Lynne Snider – aye

Motion Passed 2-0

Review & Approval of Committee Minutes from January 13th, 2025:

Committee Chair Dale Brussee asked for a motion to approve the Committee Minutes from January 13th, 2025 after review. Committee Vice Chair Lynne Snider made the motion, and was

seconded by Committee Chair Dale Brussee. A roll call vote was taken with all committee members voting aye.

Roll Call:

Lynne Snider – aye

Dale Brussee – aye

Motion Passed 2-0

New Business:

i. Overall Village Staffing; Review of Ideal Staffing Levels & Roles:

Administrator Brofford directed the committee to the job descriptions for each Village Position, located in their meeting packets. Administrator Brofford explained that Administrative Assistant Anna Cox is meeting with OPERS to get an official retirement date. Administrator Brofford explained that, with much of the community being younger and the discussion of billing being moved to an online service, a decision needed to be made on whether the Administrative Assistant Position would be hired as full or part time. The Committee agreed to have Administrative Assistant Cox review the job description over the next month, and discuss any notes she had on the description before making a final decision.

Adjournment:

With no further business, Committee Chair Dale Brussee asked for a motion to adjourn the meeting at 6:57PM. Committee Vice Chair Lynne Snider made the motion, and was seconded by Committee Chair Dale Brussee. A roll call vote was taken, with all members voting aye.

Roll Call:


Lynne Snider – aye

Dale Brussee – aye

Motion Passed 2-0



Dale Brussee, Committee Chair



Abby Tolliver, Clerk of Council