

Meeting was called to order at 3:00pm

Roll Call – Karla Dellinger, Connaught Collen, Dylan Skees, Kevin Simons – No others in attendance.

Meeting was rescheduled from the originally planned date of June 22nd because Karla did not ask to get the meeting posted on time.

Main point of discussion for this meeting was the Personnel Policy.

Dylan felt it was long and lengthy.

Connaught noticed that the language needed to be cleaned up. (employer, village, Chauncey – needs to be consistent), also there are no numbers on the pages

Karla also mentioned that the page numbers in the Table of Contents do not match the actual page numbers of the document. Other things she wanted to discuss were as follows.

NN – Holiday schedule – The holidays listed does not match what was approved by council at the end of last year. Kevin stated that they must be approved every year and suggested just making it say, holidays as approved annually by Council and not have them listed. Karla suggested adding the current approved holiday schedule as an Appendix.

MM – Vacation time – They were changed from days to hours, but this is not consistent throughout the policy. – Discussion as to whether the max vacation time allowed was 160 or 200 hours, how much vacation time can be carried over to the following year, and whether we should allow any vacation time to be cashed out. Kevin suggested referring to the Ohio Revised Code.

Also discussed was the fact that the dates on the time sheets and pay stubs do not match and that vacation time is listed as negative hours on the paystubs. Kevin stated that this is due to a programing glitch that he has tried but is unable to change. He said he would reach back out and see if anything had been figured out yet. Karla suggested if it is not able to be fixed that something is put into writing and signed by all employees so that everyone understands this. (Kevin had to leave after this discussion at 3:45pm)

Other items discussed included Brandon being a new hire and the 6-month probationary period. Connaught asked if there was a review form that would need to be completed. (Nobody was aware of one.)

Next meeting set for Monday, August 3rd, 2026, at 3:30pm at Village Hall. Karla will add page numbers to the Personnel Policy and clean up the language to make things clearer.

Motion to adjourn made by Dylan. Seconded by Connaught. AIF. Meeting adjourned at 3:46pm.

Approved By Committee on:

Karla Dellinger, Chair

8/13/2026
x ~~7/9/2026~~ (KO)

Connaught Collen

Dylan Skees

x Karla Dellinger

x Connaught Collen x Dylan Skees