

**Personnel Committee Minutes  
Wednesday, February 17, 2021**

1. **Welcome and Introductions** – Chair, Anne Gerard, welcomed the committee members. Committee members in attendance: Wendy Dyer, Anne Gerard, and Woody Stroud. Excused: None. Staff members in attendance: Ken Collier and Marilyn Ratcliff.
2. **Approval of Minutes** – Mr. Stroud moved to approve the minutes January 14, 2020. Ms. Dyer seconded the motion. The vote was Ms. Dyer – Yes, Ms. Gerard – Yes, Mr. Stroud - Yes. The motion passed.
3. **Public comments on Action Items** – None
4. **Action items:**

**A. Position Reclassifications.** Ms. Dyer moved to recommend to the Transit Board the following positions be reclassified from Pay Grade 4 to Pay Grade 5 and that the current Scheduler be placed at Pay Grade Five, Step 2 with a rate increase of 3.5% and the Fiscal Support Specialist be placed at Pay Grade Five, Step 4 also with a rate increase of 3.5%. Mr. Stroud seconded the motion. The vote was Ms. Dyer-yes, Ms. Gerard-yes, and Mr. Stroud-yes. The motion was approved.

**B. COVID 19 Return to Work Protocols** – The committee discussed protocols for having employees with underlying medical conditions return to the office to work in person. Mr. Collier will develop a plan that includes all current CDC and State of Ohio Guidelines and Health Orders and ways to provide better means of telephone communications for employees currently working remotely. No other action t

**5. Information Items –**

**A. Administrative Assistant Recruitment** – Mr. Collier reported that the job posting for the Administrative Assistant has close and that he is reviewing applications and expects to conduct interviews next week.

6. **Adjournment** – There being no further business Ms. Gerard adjourned the meeting. The next Personnel Committee meeting will be April 21, 2021 at 12 pm.

Respectfully Submitted;

  
\_\_\_\_\_  
Anne Gerard, Chair

\_\_\_\_\_  
May 12, 2021