

Village of Mantua
Processes Committee Meeting Minutes
Monday, May 5th 2025 6:00 p.m.
Mantua Village Hall
4650 West High St. Mantua, Ohio 44255

I. Call to Order 6:00 p.m.

II. Roll Call

Members Present: Dawn King, Denise DiLellio, Kevin Maloney

Others present: Mayor Tammy Meyer

III. Approval of minutes:

- Kevin asked for motion to approve minutes from April 7th 2025. Denise made the motion. Dawn second. All ayes.

IV. Old Business:

- Decorum of meetings Ordinance 2025-20 drafted by solicitor Mason
 - Discussed changes made or to make
 - Kevin made a motion to forward this as discussed with amendments to council. Denise second. All ayes.
- Pay scales and benefits- to employees
 - Discussion on Village Council compensation
- Reviewed different employee evaluation form options
 - Generic across the board or specific to dept.
 - Space for comments on reviews
 - Kevin will draft an evaluation form based off of the evaluation form at the meeting to review at the next Processes meeting
- Standards for staffing with consistency within handbook, codified, etc
- Record Retention Policy and Procedures
- Discussed pay scale of department heads as possibility as salary and what base salary would be
 - Discussed pay scale of what Police Chief and Village Administrator in surrounding communities
 - SRO salary
 - Rate for longevity
 - Specialized training deserving of a bump
 - Officers on duty and their schedules were discussed
 - Part time vs Full time schedule
 - Budget conversation in cutting spending by department
 - Managing time better
 - No deadline for pay scale as of yet

V. Motion to Adjourn: Kevin moved to adjourn at 7:41 p.m. Dawn second. All ayes.

Next Processes Committee Meeting will be held June 2, 2025.