

**Tammy Meyer**  
Mayor



## VILLAGE OF MANTUA

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PHONE (330) 274-8776

**Rachel Sullivan**  
Zoning Inspector

**Maryann Fabian**  
Fiscal Officer

**William Mason**  
Village Solicitor

### Processes Committee Meeting Minutes March 2<sup>nd</sup>, 2026 6:00 p.m.

Call to order 6:00 p.m.

Roll Call: Steve Thorn, Marty Fergus, Denise DiLellio

Others Present: No others present.

Citizens Present: No citizens present.

Approval of Minutes of February 2<sup>nd</sup>:

- ❖ Denise asked for a motion for approval on February 2<sup>nd</sup> Processes Committee Meeting minutes. Steve made the motion. Marty second. All ayes.

Chapters 6 and 7 of the employee handbook were looked at and revisions were made. The committee went section by section in-depth and made revisions. The committee went over such topics as training, tardiness, cyber security, computers, email policy, phone reimbursement and passwords. Marty advised he would look into section 7.7 sexual harassment and the wording of it in the handbook. Next meeting the committee will start with section 7.8. At the end of the meeting there was a SOP review on the 4.7 uniform allowance, as uniform allowance was discussed in a prior meeting.

- ❖ Steve made a motion to move updated 4.7 Uniform Allowance to Finance Committee. Marty second. All ayes.

The committee will send revisions to Bill after all of chapter 7 is reviewed at the next meeting on April 6<sup>th</sup>.

Adjournment 7:33 p.m.

- ❖ Denise made a motion to adjourn the meeting. Steve second. All ayes.