

Village of Mantua
Processes Committee Meeting Minutes
Monday, April 7th 2025 6:00 p.m.
Mantua Village Hall
4650 West High St. Mantua, Ohio 44255

- I. **Call to Order** 6:22 p.m.
- II. **Pledge of Allegiance**
- III. **Roll Call**
 - Members Present:** Dawn King, Denise DiLellio, Kevin Maloney
 - Others present:** Council President Steve Thorn
- IV. **Approval of minutes:**
 - Denise asked on meeting minutes from March 3rd about full time police officer clarification
 - Bill in the process of updating our legislation
 - Kevin asked for a motion to approve March 3rd minutes. Dawn made the motion. Denise second. All ayes.
- V. **Old Business:**
 - Decorum of meetings 121.03 on the codified- Bill is adding to it
 - Will come back to Processes before Council approval
 - Pay scales and benefits- scales verse positions
 - Standardized review forms
 - Discussion on whether each dept head should have same review form
 - Do we have employees review themselves?
 - Discussion on informal and verbal conversations vs documenting
 - Denise emailing out examples of review forms
- VI. **New Business:**
 - Record Retention Policy and Procedures
 - Discussion on whether to have @mantuavillage.com emails instead of personal emails for council members
 - Discussion on official Village work and texting and screen shot
 - Investigating tools to automatically retain email and text in a way that's compliant with Sunshine Laws
 - Village phones and personal phones
 - How do we go about retaining documents
 - Discussion on employee handbook and codified and whether in both or any discrepancies
 - Discussion on handbook review
 - Record retention and not ready to put the information into our handbook yet, looking into neighboring cities ways
 - Next meeting hoping to review modified ordinances
- VII. **Motion to Adjourn:** Kevin moved to adjourn at 7:11 p.m. Dawn second. All ayes.

Next Processes Committee Meeting will be held May 5, 2025.