

Tammy Meyer
Mayor



Maryann Fabian
Fiscal Officer

VILLAGE OF MANTUA

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Rachel Sullivan
Zoning Inspector

William Mason
Village Solicitor

Processes Committee Meeting Minutes January 5, 2026 6:00 p.m.

Call to order 6:36 p.m.

Roll Call: Denise DiLellio, Marty Fergus, Steve Thorn

Others Present: Mayor Tammy Meyer

Elect Chair:

- ❖ Steve made a motion to elect Denise as chair. Marty second. All ayes.

- ❖ Motion to Approve Minutes from last Processes Meeting: Marty made the motion to approve the minutes. Steve second. All ayes.

Employee handbook was discussed in approving chapters 1-3.

- ❖ Denise asked for a motion to move to council chapters 1-3 revisions of the handbook. Steve made the motion and Marty second. All ayes.

Next month we will work on updating chapters 4 and 5 of the handbook. The Village's cyber security policy was discussed. The state of Ohio mandates everyone is more prepared under ORC 90.64 and we need to authorize a member of staff for instant response who will report. We need to have our plan ready by July and decide who our staff member is. We notify OCIC (Ohio Cyber Integration Center) and report the incident if anything were to happen. If it were to happen to an employee, they need to immediately notify their supervisor and then make a call to our IT supervisor Mike Zamecnik. We need to verify Mike would like to take on this role. The mayor also needs to be made aware by phone call so she can report it to Village Council and it was discussed if she should be the reporting authority. Steve mentioned computer back up options and pricing. The mayor discussed Village employee passwords, including who serves as the backup holder, and suggested that the solicitor should also retain them. Next month, Steve will have a written resolution and start working on the things that need accomplished by July.

Adjournment 7:14 p.m.

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