

## **Minutes from Administrative Process Committee Meeting February 11, 2016**

Members and guests in attendance: Chair D. Ray, M. Henwood, Admin. J. White, Mayor T. Moyer, Clerk/Treas. K. Tripp. Troy Tripp was an excused absence.

1. Admin. J. White opened the meeting by reporting that our zoning inspector Shawn Fowler will be resigning his position due to a job promotion in Lancaster. Jeff will be putting together a job description to post in the local news for filling the position. D. Ray, M. Henwood, and J. White will serve as a subcommittee to review applications and interview selections. Administrator White will submit the selected individual for Council approval.
2. Administrator White asked for clarification on what days will be considered in 2016 as the Christmas holiday for our hourly workers. It was decided that it will be the Friday before Christmas Eve and Monday after Christmas Day.
3. Questions were discussed concerning the hiring of the Clerk's Assistant as already approved by the Council. A job description will be formulated (with the aid of the Ohio Municipal League) for attachment to the position but it was agreed that this process should not delay advertizing for the position. It was agreed by this committee and attendees that this person should be capable of learning all aspects of the Clerk/Treasurer job as well as all other clerical jobs attributed to running the village, and that eventually as time goes on and tasks become more familiar to this individual they will very likely be eligible for consideration to an appointment by Council to the Clerk/ Treasurer position should Kelly decide to resign her commission.
4. Review and revisions of sections 11, 12, and 13 of the current Employees Handbook were discussed. (After successfully getting my computer corrected by J. White, I should soon be able to e-mail revisions thus far to all of you for comment.)

Meeting adjourned at 8:15 PM

Respectfully,  
Chairman Ray