

VILLAGE HALL OF HARRISTOWN

June 20, 2022

7/25/22
released

CLOSED SESSION Personnel

The Village of Harristown Board Personnel Committee held a closed session meeting on June 20, 2022 at 5:30 pm to discuss Personnel issues. Trustees Kourt Mooney, Jay Trusner, Kevin Vessels, Les Jenkins, Clerk Penny Allen and Mayor Evelyn Deverell were present.

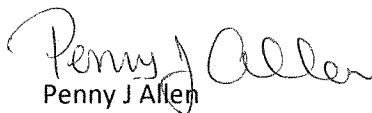
Mayor Deverell discussed the resignation of Stephanie Netterville. Stephanie left her keys, credit card and resignation letter in the drop box last Tuesday (June 14, 2022). She had been sick all week, the week before and Mayor only heard from her twice during that time on her progress. Questioning whether to pay her sick days? She has 3 days left. She has not taken any vacation and she is allowed 3 weeks. The Personnel committee recommended paying her the 3 sick days and her 3 weeks of vacation. She does have the option of staying and paying for insurance; a letter will be sent to her letting her know this.

Currently Misty is working part time and Mayor Deverell feels she would be a good replacement. She is very knowledgeable in office practices and a quick learner. Misty indicated she would need to start at \$18/hr and would not need insurance. Currently the pay for the position is \$17/hr. Trustee Jenkins questioned if the posting of the job would be needed? Trustee Mooney stated, yes, it still needs to be posted. It will be posted in the Herald and Review, website and Sentinel. Trustee Mooney suggested to leave open for additional hours to organize, clean up files. Publish as 30 hours a week. Pay based on experience. Job title clerical support. Must have Microsoft office experience, (word, excel), office machine experience, customer service experience, be able to navigate social media and organizational skills.

Trustee Mooney said J. Closs now has water and sewer licenses. Mayor said he has official notice, just not official license yet. She said we cannot get rid of EJ Water yet as an A license if needed. Trustee Mooney suggested bumping his pay up; talent retention. Mayor stated J. Embrey is taking the water test for the 2nd time and she is not sure about the sewer test for him.

Motion by Trustee Mooney to adjourned. Trustee Trusner 2nd. Approved 4-0.

Meeting adjourned at 6:15 pm


Penny J Allen

Village clerk