

**HUMAN RESOURCE MEETING  
VILLAGE OF KENT CITY  
May 15, 2017 – 7:00 p.m.**

The meeting came to order at 7:00 p.m.

Members Present: John Petruska, Jill Krikke and Greg Goss Mary Portell

Others Present: Debbie Forth (Treasurer) and Dennis Kaminski (Z.A.)

The purpose of the meeting was to discuss the vacant position of Village Deputy Clerk effective May 31, 2017.

John wanted to clarify the IT problem with the computer at the Treasurer's station indicating that was the reason Jen resigned. We needed to hire an outside IT source because Jen was unable to fix the problem due to the limited hours imposed by the council. John stated he would have authorized more hours. Mary stated the issue was that Jen needed to be here when the IT person came to the office and Jen took another job to supplement her income ~ the IT staff was not available when Jen was in the office. Jen stated in her letter of resignation was that her main reason for leaving was her annual income was \$2,000 less in 2016 due to the reduction in hours imposed by the council.

Section 64.1 President is the CEO of the Village.

John stated that the Deputy Clerk reports to the Village President. Mary stated that when Jen was hired, it was established that the Deputy Clerk reported to her. Greg read from the GLV Act that the Village Clerk is the supervisor of a Village Deputy Clerk and the Village Treasurer is the supervisor of a Village Deputy Treasurer.

Mary stated since the state moved village elections to the township clerks, she no longer needs a deputy clerk. She did not want to make any change during Jen's employment because she was hired to work as the clerk's deputy reporting directly to the clerk. It would make sense to hire an office assistant at this point. Greg said it would be helpful to get a list of job duties emailed to the committee members to review over the weekend.

Greg stated that the Village President is the CEO of the Village and hires and fires employees. Mary stated that the Village President needs to be given that specific duty by the council ~ it is the council that ratifies hires and fires. This is will be discussed further.

Dennis asked about his duties ~ is he to take money for sewer, taxes and trash tags? Yes, if no one else is here.

Office hours were discussed ~ survey other GLV.

The meeting adjourned at 7:52 pm.

Respectfully submitted,

Mary Portell, Clerk