

**HUMAN RESOURCE MEETING
VILLAGE OF KENT CITY – 83 Spring St.
May 25, 2017 – 7:00 p.m.**

The meeting scheduled for May 22, 2017 was rescheduled by John Petruska because he had vehicle problems.

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), Dennis Kaminski (Z.A.), and Trustees Steve Buckner and Bert Rose.

The job description was reviewed with two additions. Greg suggested that the wording “other duties may be assigned” be added.

Greg suggested contacting Eunice Goss for the company “Indeed” that the bank uses to advertise for positions. Resumes will be accepted thru June 15th. Greg and IT person (Paul) with ChoiceOne will be village office next Wednesday afternoon to meet with Jen regarding computer system. Greg can keep the website updated until we hire someone. Budget for 10 hours/wk. No wage was discussed.

Debbie and Greg canvassed other villages for office hours.

Clerk will work Monday 9 – 1 and Tuesdays & Wednesday from 9 – 3.

Treasurer will work Tuesdays 11 – 3 and Thursdays 9 – 3.

Z.A will work normal schedule Tuesdays and Thursdays.

In referenced to employees hire and fire, Mary referred to Power of the Village President for GLV’s, President appoints policy officers and personnel with the consent of the council (MDL 70.13). Reference was made to the village manager’s ordinance. In lieu of a village manager, the president assumes duties. Section 5. (2) Appoint or remove those employees under the jurisdiction of the Village Manager, subject to the approval of the Council, except as otherwise provided for by law or ordinance. The Village President has not been given the power to hire and fire employees.

The meeting adjourned at 7:35 pm.

Respectfully submitted,

Mary Portell, Clerk

