



VILLAGE BOARD MEETING

VILLAGE OF HARRISON**From:**

Alissa Van Eperen, Finance Director/Treasurer

Meeting Date:

June 24, 2025

Title:

Open discussion and consideration of appointing Meghan Winkler, Interim Village Clerk to the Village Clerk prior to potentially going into closed session to discuss employment, promotion, compensation, or performance evaluation data over which the governmental body has jurisdiction or exercises responsibility. If approved Oath of Office to follow.

Recommended Action:

Motion to approve the appointment of Meghan Winkler as Village Clerk/Human Resources Manager, effective June 30, 2025.

Issue:

None.

Background and Additional Information:

The Village Clerk position became vacant on May 12, 2025. To ensure continuity of essential administrative operations, Meghan Winkler was appointed as Interim Village Clerk.

Following the approval of the revised Village Clerk/Human Resources Manager job description at the last board meeting, the position was posted on May 30, 2025. The job was posted on GovernmentJobs.com, Indeed, and the Village's internal website. The application deadline for best consideration was set for June 13, 2025.

As of Tuesday, June 17, the Village received 16 applications. The position remains open; however, of the 16 applicants, only the internal candidate—Meghan Winkler—met the qualifications. External applicants generally had backgrounds in human resources but lacked relevant clerk or election experience.

Based on her experience, qualifications, and proven performance in the interim role, it is recommended that Meghan Winkler be appointed to the position on a permanent basis.

Budget Impacts:

Rate of pay will be Grade J, Step 6, \$74,734 or \$35.93 per hour, and this position is exempt.

Attachments:

None.