



VILLAGE BOARD MEETING

VILLAGE OF HARRISON**From:**

Alissa Van Eperen, Finance Director/Treasurer

Meeting Date:

May 27, 2025

Title:

Appoint an Interim Village Clerk while the Village posts and recruits.

Recommended Action:

Motion to approve the Deputy Clerk/Deputy Treasurer/HR Officer, Meghan Winkler, as of May 19, 2025, as the interim Village Clerk.

Issue:

None.

Background and Additional Information:

The current Village Clerk position became vacant on May 12, 2025. In order to ensure continuity of essential administrative functions, it is necessary to appoint an Interim Village Clerk. This interim appointment will provide administrative support, attend board meetings, handle records, and perform the duties required by.

The Interim Village Clerk will serve in the role until a permanent Village Clerk is appointed following the recruitment process.

Budget Impacts:

Increase in pay for the candidate in the interim, but funds are available to support this temporary appointment due to the vacancy. (rate of pay will be Grade J, Step 1 \$31.44 per hour) The Interim Village Clerk will be an exempt position.

Attachments:

None.