

# VILLAGE OF HOMEWOOD



**BOARD AGENDA MEMORANDUM**

**DATE OF MEETING: July 23, 2024**

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**To:** Village President and Board of Trustees

**Through:** Napoleon Haney, Village Manager

**From:** Amy Zukowski, Director of Finance

**Topic:** Oath of Office – Valerie Spada – Full-Time Finance Clerk

## **PURPOSE**

Administer the oath of office to Valerie Spada for the position of full-time Finance Clerk in the Finance Department.

## **PROCESS**

Valerie was hired as a part-time Finance Clerk with the Village on February 27, 2023. Valerie adapted to the part-time position very quickly. Her customer service skills and willingness to assist in all areas in have made her a critical asset to the Finance Department and Village.

Recently, Valerie took on the financial portion of the Business License and Business Operation Certificate process. These added responsibilities, along with the tasks associated with the lead service line replacement project, and the overall value that Valerie adds to the Village, were factors in determining to change her position to full time. Valerie's first day in her full-time position was July 1, 2024.

## **OUTCOME**

This transition from part-time to full-time Finance Clerk will be a significant assist to the Finance Department.

## **FINANCIAL IMPACT**

- **Funding Source:** N/A
- **Budgeted Amount:** N/A
- **Cost:** N/A

## **LEGAL REVIEW**

Not required

## **RECOMMENDED BOARD ACTION**

Request the Village Clerk to administer the Oath of Office to Valerie Spada for the position of full-time Finance Clerk in the Finance Department.

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**ATTACHMENT(S)**

None