

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: June 28, 2022

To: Village President and Board of Trustees

Through: Napoleon Haney, Village Manager

From: Dennis Bubenik, Director of Finance

Topic: Oath of Office – Finance Supervisor

PURPOSE

A recent resignation in the Finance Department was filled with internal candidate, Nerissa Major. Her first day in the Finance Supervisor position was May 23, 2022.

PROCESS

Nerissa began working part time for Homewood's Public Works Department in June 2016. In this role, Nerissa undertook a wide variety of administrative functions including serving as the administrator for Dude Solutions software. Her experience in the Public Works Department was viewed as a great asset to the Finance Department.

Nerissa started working part time in April 2021 assisting the Finance Department with vehicle sticker sales and a variety of front counter duties. In July 2021, Nerissa was hired as a permanent part-time employee in the Finance Department, undertaking all the duties needed to operate the first floor Finance Department at Village Hall. In January 2022, Nerissa was promoted to full-time Water Billing Clerk, responsible for all operations of reading, billing, troubleshooting, and answering questions regarding this Village of Homewood Enterprise Fund.

A May 3, 2022 resignation in the Finance Department allowed for a discussion of options on filling the vacant position. The Village Manager, Finance Director, and Assistant Finance Director discussed options, which included both internal candidates and external candidates. A very well-qualified internal candidate was identified by the group. The Finance Supervisor position was discussed with the internal candidate, and she expressed an interest in the position. The Village offered this position to Nerissa Major and she accepted it.

OUTCOME

The Homewood Finance Department is pleased to retain Nerissa Major as a Village employee to meet its operational needs, both now and into the future.

VILLAGE OF HOMEWOOD



FINANCIAL IMPACT

- **Funding Source:** 50% General Fund & 50% Water/Sewer Fund

LEGAL REVIEW

None

RECOMMENDED BOARD ACTION

Administer the oath of office to Nerissa Major for the position of Finance Supervisor in the Finance Department.

ATTACHMENT(S)

None