

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: January 24, 2023

To: Village President and Board of Trustees

Through: Napoleon Haney, Village Manager

From: Bob Grabowski, Fire Chief

Topic: Oath of Office – Kelly Huscher – Building Division Permit Clerk

PURPOSE

To fill a vacant permit clerk position in the Building Division and administer the oath of office to Kelly Huscher.

PROCESS

Kelly Huscher has been hired as a full-time permit clerk in the Building Division effective January 9, 2023. The position was vacant after former permit clerk Jeanine Cameli was hired in the Fire Department to replace Antonia Urbanski after her transition to a new role in Manager's Office. After advertising and several rounds of interviews, the position was offered to and accepted by Kelly Huscher. Kelly comes to Homewood from the Village of Mokena where she served as a clerk in both the Village Hall and the Building Department.

OUTCOME

Welcome Kelly Huscher to the Building Division and Village.

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 Kelly Huscher for the position of Building Division Permit Clerk.

ATTACHMENT(S)

None