

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: October 10, 2023

To: Napoleon Haney, Village Manager

From: Bob Grabowski, Fire Chief

Topic: Oath of Office – Building Division Permit Clerk

PURPOSE

To administer the oath of office to the recently hired Building Division Permit Clerk, Charise Campbell.

PROCESS

In November 2022, Homewood recruited for the position of Building Division Permit Clerk. Charise Campbell was one of three finalist in that recruitment. With the resignation of our former Building Division Permit Clerk, a vacancy was created and needed to be filled. After discussions with the team that initially interviewed the finalists and after a discussion with staff, it was decided to make an offer to Charise. Everyone involved believed that Charise would be a great fit for the Building Division team.

I am happy to report that Charise Campbell agreed to serve as the Permit Clerk for the Village of Homewood's Building Division. Charise's first day was September 11, 2023.

FINANCIAL IMPACT

- **Funding Source:** N/A

LEGAL REVIEW

Not Required

RECOMMENDED BOARD ACTION

Request the Village Clerk administer the Oath of Office to Charise Campbell for the position of Building Division Permit Clerk.

ATTACHMENT(S)

None