

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: May 27, 2025

To: Village President and Board of Trustees

Through: Napoleon Haney, Village Manager

From: Bob Grabowski, Fire Chief

Topic: Oath of Office – Promotion

PURPOSE

Staff is requesting the Village Clerk to administer the Oath of Office to Administrative Secretary Charise Campbell.

PROCESS

Originally hired in September 2023 as the Building Division Permit Clerk, Charise Campbell has done an outstanding job in the role over the past two years. She has demonstrated a strong understanding of Building Division operations and is widely recognized for her exceptional customer service.

Due to recent structural changes within the Building Division, the permit clerk role has gradually evolved to reflect the responsibilities of a second administrative secretary position. Since her hire, Charise has taken on additional duties in support of both the current Administrative Secretary and the Chief Building Inspector. These responsibilities have since become a regular part of her day-to-day work.

Since her role now closely aligns with the Administrative Secretary position, staff recommended reclassifying her title and responsibilities accordingly. With the approval of the current budget, Charise was officially promoted to Building Division Administrative Secretary effective May 1, 2025.

OUTCOME

Charise Campbell will serve in the role of Building Division Administrative Secretary.

FINANCIAL IMPACT

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

VILLAGE OF HOMEWOOD



LEGAL REVIEW

Not Required

RECOMMENDED BOARD ACTION

Staff requests the Village Clerk to administer the Oath of Office to Building Division Administrative Secretary Charise Campbell.

ATTACHMENT(S)

None