

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: December 14, 2021

To: Jim Marino, Village Manager

From: Bob Grabowski, Fire Chief

Topic: Oath of Office – Antonia Urbanski

PURPOSE

Antonia Urbanski has been hired as a full-time Administrative Secretary effective November 29, 2021 to fill a vacancy in the Fire Department's office of administration. Antonia is ready to take the oath of office at the board meeting to be held on December 14, 2021.

PROCESS

The Village of Homewood recently completed the recruitment process and chose Antonia based on her administrative experience of more than 10 years, and her knowledge of local government processes and procedures.

OUTCOME

Filling the vacancy of Administrative Secretary will allow the Fire Department's operations to continue to function efficiently and effectively.

FINANCIAL IMPACT

- **Funding Source:** No Financial Impact
- **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 Antonia Urbanski for the position of Administrative Secretary in the Fire Department.

ATTACHMENT(S)

None