

# VILLAGE OF HOMEWOOD



**BOARD AGENDA MEMORANDUM**

**DATE OF MEETING: February 27, 2024**

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**To:** Village President and Board of Trustees

**Through:** Napoleon Haney, Village Manager

**From:** Denise McGrath, Chief of Police

**Topic:** Oath of Office – Records Supervisor

## **PURPOSE**

Administer the Oath of Office to Hannale Nelson for the position of Records Supervisor.

## **PROCESS**

After the recent retirement of a full-time records clerk, the position was transitioned to a supervisory role in order to streamline operations and increase efficiency. Hannale Nelson was selected to fill the position of Records Supervisor.

Ms. Nelson has an extensive background in police records systems and processes. She previously worked for the Village of Olympia Fields from 2014 to 2017 in the police records division and most recently for the Village of Flossmoor from 2009 to 2024 in the police records division.

## **OUTCOME**

Welcome Hannale Nelson to the Police Department 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 administer the Oath of Office to Hannale Nelson for the position of Records Supervisor in the Police Department.

## **ATTACHMENT(S)**

None