

# VILLAGE OF HOMEWOOD



**BOARD AGENDA MEMORANDUM**

**DATE OF MEETING: September 13, 2022**

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

**From:** Napoleon Haney, Village Manager

**Topic:** Oath of Office – Communication and Engagement Specialist

## **PURPOSE**

Antonia Urbanski has been hired to fill the position of Communication and Engagement Specialist for the Village of Homewood's Village Manager's Office. Antonia is ready to take the oath of office.

## **PROCESS**

Antonia was initially hired on November 29, 2021 as the Administrative Secretary for the Fire Department. She served in the role well and was able to streamline many of the processes. The Village Manager's Office revamped its former Marketing Director position into a Communication and Engagement Specialist position and performed a recruitment for the position. After two sets of interviews, the hiring team unanimously recommended Antonia (an internal candidate) as their top candidate.

## **OUTCOME**

An offer was made to Antonia. She accepted and started as Communication and Engagement Specialist on Monday, August 15, 2022.

## **FINANCIAL IMPACT**

- **Funding Source:** General Fund
- **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 Communication and Engagement Specialist in the Village Manager's Office.

## **ATTACHMENT(S)**

None