

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: September 13, 2022

To: Village President and Board of Trustees

Through: Napoleon Haney, Village Manager

From: Bob Grabowski, Fire Chief

Topic: Oath of Office - Full-Time Administrative Secretary

PURPOSE

Jeanine Cameli has been hired as a full-time Administrative Secretary effective August 29, 2022 to fill a vacancy in the Fire Department's office of administration. Jeanine is ready to take the oath of office.

PROCESS

The Village of Homewood had a recent internal opening in the Fire Department, and has chosen Jeanine Cameli for the position of Administrative Secretary based on her previous nine plus years of administrative experience and knowledge of local government processes and procedures.

OUTCOME

Filling the vacancy of Administrative Secretary will allow the Fire Department's operational processes 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 Jeanine Cameli for the position of Administrative Secretary in the Fire Department.

ATTACHMENT(S)

None