

# RECORD OF PROCEEDINGS

1151

Minutes of

SPECIAL TRUSTEE Meeting

JACKSON TOWNSHIP TRUSTEES

Held February 12, 2024

3:00pm

Present – Trustee Jakubec, Trustee Hemphill, Trustee Frost, Fiscal Officer Patton, 4 Applicants

**RESOLUTION #24-001:** Resolution Mr. Hemphill moved and Mr. Frost seconded the motion to enter into Executive Session per ORC 121.22(G) (1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, policies or compensation of a public employee for the Position of Administrative Assistant. Trustees are interviewing applicants included in the session. Roll Call Vote: - Mr. Jakubec - Yes; Mr. Frost - : Yes; Mr. Hemphill –Yes.

**RESOLUTION #24-002:** Mr. Jakubec moved and Mr. Hemphill seconded the motion to reconvene after Executive Session. Roll Call Vote: - Mr. Jakubec - Yes; Mr. Frost - Yes; Mr. Hemphill – Yes.

**RESOLUTION #24-003:** Mr. Jakubec moved and Mr. Frost seconded the motion to make an offer for the Administrative Assistant position to Samantha Metts. The position is through NESCO Employment with a starting wage of \$17.00/hr. Tentative start date is March 18, 2023.

There being no further business to come before the Board, the meeting adjourned at 5:14pm.

  
Alan Hemphill, Trustee Chair

  
Thomas Frost, Trustee Co-Chair

  
John Jakubec, Trustee

  
Judy A. Patton, Fiscal Officer