

**Minutes**  
**Special Personnel Committee**  
**Village Office, Three South Main Street**  
**Thornville, Ohio**  
**May 23, 2022**

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**Attendee List:**

**Village Officials:**

**Committee Members:**

Dan Harmon- Mayor

Gina Kaetzel- Chair

Traci Sturgill, Village Administrator/Clerk

Jill Anderson- Vice Chair

Dan Williams, Chief of Police

Kim Billman

**Guests:**

Erica O'Neill

Sterling Krout

Lynne Snider

Jim Royer

Dale Brussee

**Call to Order:**

Committee Chair Gina Kaetzel called the Personnel Committee Meeting to order on May 23, 2022 @ 6:00 p.m.

**Roll Call:**

Roll call was taken with Committee Chair Gina Kaetzel, Committee Vice Chair Jill Anderson and Committee member Kim Billman present.

**Review/Approval of the Special Personnel Committee Agenda for May 23, 2022**

Committee Chair Gina Kaetzel asked for a motion to approve the business agenda for May 23, 2022. Motion made by Committee member Kim Billman and was seconded by Committee Vice Chair Jill Anderson. A roll call vote was taken with all committee members voting aye.

Jill Anderson- aye

Kim Billman- aye

Gina Kaetzel- aye

**Motion passed 3-0**

**Old Business:** None

**New Business:** Fiscal Officer's position

Discussion held. Village Administrator Traci Sturgill introduced Kelly Beem to the committee. She is interested in being the interim Fiscal Officer until we have the position posted, interview and hire for the permanent replacement. We have payroll on Thursday and she is willing to be here to be sure it is ready. Kelly's resume is in everyone's file for review. She currently serves as the Fiscal Officer for the Village of Somerset for the past 8 years. Her duties there also include the water and sewer billing, council clerk and she is very knowledgeable with grants. Personnel Chair Gina Kaetzel stated she reviewed her resume and feels it is very impressive and asked Kelly if she would be interested in applying for the position once it is posted. Kelly stated she has very flexible hours at Somerset and being here every other Thursday for payroll works fine. She has already approved everything with Mayor Johnson for the interim position. She is off on Monday's so she would plan on being at Thornville on Monday's and attending the monthly Council & Committee meetings on Monday evenings. Village of Somerset's meetings are on Tuesday's. After meeting with Traci and seeing everything she is doing, coding of all the payables, which should be the fiscal officer's job, Kelly feels 20 hours or less per

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month is very reasonable. Gina asked if this was something she does in her role at Somerset. Kelly advised yes. Discussion held on the hourly rate of pay. Village Administrator Traci Sturgill advised she did have Attorney Zets prepare an ordinance for tonight which everyone has a copy of. It does state the maximum of 20 hours per month unless she is needed more, we can approve that. It was decided to set the hourly rate at \$25.00 per hour. The interim employee will keep a timesheet of her hours worked so we can gauge how much time is actually needed for the fiscal officer's position.

ORDINANCE #22-08 AN ORDINANCE APPOINTING KELLY BEEM TO SERVE AS INTERIM FISCAL OFFICER FOR THE VILLAGE OF THORNVILLE AND DECLARING AN EMERGENCY

Committee member Kim Billman made a motion to send Ordinance #22- 08 to council for vote at the council meeting tonight. Motion seconded by Committee Chair Gina Kaetzel.

Gina Kaetzel- aye  
Kim Billman- aye  
Jill Anderson- aye  
**Motion passed 3-0**

**Adjournment:**

With no further business, Committee Chair Gina Kaetzel asked for a **motion** to adjourn the meeting. **Motion** made by Committee Vice Chair Jill Anderson and was seconded by Committee member Kim Billman. A roll call vote was taken with all committee members voting aye.

Jill Anderson - aye  
Kim Billman- aye  
Gina Kaetzel- aye  
**Motion passed 3-0.**

Meeting adjourned at 6:25 p.m.

  
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Gina Kaetzel, Committee Chair

  
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Traci Sturgill, Clerk of Council