

Special Meeting Minutes-New Clerk

January 11, 2024

The Town Board met at the Town Hall with Abel Schultz, Scott Roth, Grace Spangler, Doug Lawrence, and Shannon Sheflin present. Deb Cline, Lynn Novak, Joe Eisch, Ron Krupke, Dean Houlberg, Jody and Jim Sterr were also present.

Abel Schultz called the meeting as an informational meeting whereas Grace talked with the Towns Association regarding a new Clerk for the Township of Albany.

Introductions were made for Debbie Cline, Abel Schultz, Scott Roth, and Doug Lawrence.

Deb Cline provided background experience as the former Clerk for Spring Grove Township.

Abel shared that he had spoken with Ariana about some of the upcoming election items, and to update her as to the current contact for Town of Albany. She stated that she knew Deb and that her past experience was good.

Grace Spangler reiterated that this is all informational at this point. The Board knows that they need to appoint somebody to the Clerks position. Research was conducted about the Statues and that the Town Board would like Deb Cline to become the new Clerk but the Clerk position would have to be filled with someone that resides in the Township until the term ends, at which time, it would be possible to change it from elected to appointed. The timing to put this on the ballot would be to send paperwork by January 24, 2024, for the 2025 Election.

Grace explained the two positions could be combined, Clerk and Treasurer but that just wouldn't be possible for her at this time.

Grace also had discussions with the Lawyer but was informed that she or anyone else that held a position on the board, would have to resign first in order to take on the Clerks position. And the same held true with any of the Election workers. Shauna Navarro was mentioned but then she would also have to resign her position.

Abel Schultz brought in a list of Clerk job functions they received from a neighboring community and went through the monthly list of Clerk job functions - Grace Spangler handed it out to reference. It was not all encompassing, and some duties are actually the Treasurers as well as other items are general duties of each board member and not specific to the Clerk or non-applicable. Abel Schultz stated that the Board really just needed someone who would stand in as the Clerk, would sign checks and necessary paperwork.

Grace Spangler went around the room to see if anyone attending would be interested in being appointed to the Clerk position. Anyone that would take the Clerk position would need to resign his or her current role.

The Board discussed again if anyone knew anyone that would be interested in the Clerk position within the community also, if the resignation paper hadn't been submitted (put in) then a Deputy Clerk could have been hired – but that isn't the case now. The position would have to be appointed.

Shannon Sheflin stated for the record that she didn't quit but she did give her notice. She brought up her concerns to the Board in October of 2023, and at no point in October or November was anything further discussed or taken seriously until she was left no choice but to resign in December. Shannon Sheflin stated she did not want anyone thinking she didn't care, but her hands were tied and decided to just end it. She stated

that she tried to have conversations to find results so the Board would be in the current situation. Shannon stated that she knew it was the eleventh hour, and that has put the board in a panic to get it resolved - and wanted it in the record.

Deb was asked and confirmed that she would be here until 2025. And if the Board decided to make it an appointed position, depending on what happens she could be appointed again, but if it's an elected position, and because she doesn't live in the township, she would have to step down.

Able shared that the Boards biggest concern is to stop the revolving door with this position and there really isn't much interest in this position.

Jim Sterr asked about the election duties and if the biggest thing right now for the board was getting the absentee ballots out, getting things ready to go, and who will be working it the election.

Abel brought up that the postings are important in a timely fashion.

Discussion on the training and Dean Houlberg stated that we have mostly new staff and they're all educated. There may be an annual update, but we are fortunate to have three or four people that could be the head person (*Chief Inspector*), but we have one that is the head person (*Chief Inspector*) the is very good at it and has been well trained. All workers need to have a certain number of hours training and they all have.

Grace revisited Jim's concern (*and confirmation from Dean*) regarding training and getting online certification with 6 hours training before April.

The clerk's duty is to be in charge of the election, except when you're on the ballot. The clerk does not run the election, there are Chief Inspectors that do, and what has been done in the past is registering individuals. Which is what the training teaches you how to do. The Chief Inspector works the election all day and others are scheduled.

The clerk would take the sealed box to the Court House either that night or the next day. The actual count is transmitted over modem to them.

Absentee starts 6 weeks before the election. Further discussion regarding timing and ballots.

Grace reminded the Board that paperwork would need to be to the County by 1/24/2024 if they were to change the Clerk position from elected to appointed.

If it's an elected position and you send them off to training throughout the first term and then they leave, and you start all over again. You would like them to build upon that education, now start all over again. Abel shared that talking with Arianna, that we should be looking at an appointed position. It was also mentioned that job turnover has increased.

Grace provided her contact information to be shared with anyone that may be interested in the position as well as it being listed on our website.

Discussion for Jim Sterr to take the position with the Board all having the same goal, training, and they would help.

Jim Sterr stated he would help the Town Board and step up as Clerk but would rather find someone else. Deb Cline mentioned that this position would be a side-by-side learning.

Able Schultz adjourned the special meeting and stated that the Regular Board Meeting would be Tuesday, January 16, 2024.

Jim Sterr, Clerk