

**AGENDA**  
**JEFFERSON TOWNSHIP**  
**BOARD OF TRUSTEES SPECIAL MEETING**

**Wednesday, December 21, 2016 – 4:00 p.m.**

- I. Welcome / Greeting – President of Board of Trustees**
  
- II. Call to Order**
  - a. Pledge of Allegiance
  - b. Moment of Silence
  
- III. Executive Session - Trustees Motion to Convene in to Executive Session for the Sole Purpose of Conducting Annual Reviews of the Head of each Department and Office Staff**
  - a. Yeldell, Corby – Customer Service and Resident Services Manager - 4:00 pm
  - b. Jones, Adrienne – Administrative Assistant /Human Resources Manager - 4:30 pm
  - c. Sexton, Larry – Fire Department and EMS - 5:00 pm
  - d. Howell, Craig – Road Department and Cemetery - 6:00 pm
  - e. Woolf, Steve – Jefferson Township Interim Administrator - TBD
  
- IV. Trustees Reconvene to Resume Special Meeting to Conduct Any Final Work to be Completed**
  
- V. Adjourn**

  
**Jefferson Township Board of Trustees**  
**Special Meeting Minutes**

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The Jefferson Township Board of Trustees met in a Special Meeting on December 21, 2016 at 4:04 p.m. at the Administration Building, One Business Park Drive, Dayton, Ohio.

Trustee Mann called the meeting to order in the Jefferson Township Staff Conference Room and led the Pledge Allegiance to the Flag followed by a moment of silence. Jefferson Township Administrator Steve Woolf did the roll call:

Roy Mann – Present  
James McGuire – Present  
Russell Back – Absent  
Tracey Edwards – Absent

Trustee McGuire made a motion to go into Executive Session with the sole purpose of conducting annual employee reviews, as per section 10.2-1 of the Jefferson Township Human Resources Policies and Procedures Manual. The motion was seconded by Trustee Mann.

Roll Call: **Roy Mann (yes) James McGuire (yes) Russell Back (absent)**

Trustee Back arrived at 4:15 p.m. Corby Yeldell, Adrienne Jones, Larry Sexton, and Craig Howell were invited into the Executive Session at different time intervals.

- a. Yeldell, Corby – Customer Service and Resident Services Manager - 4:00 pm
- b. Jones, Adrienne – Administrative Assistant /Human Resources Manager - 4:30 pm
- c. Sexton, Larry – Fire Department and EMS - 5:00 pm
- d. Howell, Craig – Road Department and Cemetery - 6:00 pm

The Board of Trustees and Administrator reconvened in the Jefferson Township Meeting Room. President Roy Mann made a motion to come out of the Executive Session at 9:35pm. The motion was seconded by Trustee McGuire.

Roll call: **Roy Mann (yes) James McGuire (yes) Russell Back (absent)**

Trustee Back left the meeting approximately 9:30 p.m.. Trustee Mann then asked if there was any other business to be conducted for the evening. Trustee McGuire directed the Township Administrator to begin to work on 2017 goals and any job description changes / alterations needed for each department.

Note: The Trustees did not get a date to conduct nor discuss the review for the Administrator, Mr. Steve Woolf.


Trustee Mann wanted to wish everyone a Merry Christmas & Happy New Year. Trustee McGuire motioned to adjourn the meeting. Motion was seconded by Trustee Mann.

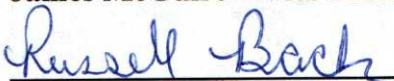
Roll Call: **Roy Mann (yes) James McGuire (yes) Russell Back (absent)**

Meeting Adjourned 9:41pm

Signed:

  
**Roy Mann – President**

  
**James McGuire – Vice President**

  
**Russell Back - Trustee**

Attest:

 12/28/2016  
**Tracey M. Edwards, Fiscal Officer**



**BOARD OF TRUSTEES**  
**JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO**

**RESOLUTION NO. 16 - 117**

**Authorizing Township Administrator to Hold a Special Meeting on December 21<sup>st</sup> with Trustees Present for the Sole Purpose to Complete Annual Department Head and Other Employee Reviews that are Required to be Completed Annually by the Jefferson Township Human Resources and Policies and Procedures Manual.**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio met in regular session on the 6th day of December 2016, at 7 p.m. at the Township Offices located at One Business Park Drive, with the following members present:

Russell Back   X      James McGuire   X      Roy Mann   X  

Trustee McGuire moved the adoption of the following resolution:

**WHEREAS**, Section 10.2-1 of the Jefferson Township Human Resources Policies and Procedures Manual are to be conducted annually, and

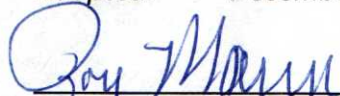
**WHEREAS**, the Township Trustees and Township Administrator will conduct a review for each department head and office staff per scheduled attachment.

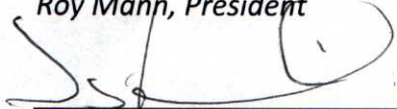
**NOW, THEREFORE BE IT RESOLVED** by the Board of Trustees of Jefferson Township, Montgomery County Ohio will conduct reviews as per the Jefferson Township Human Resources Policies and Procedures and meet this requirement.


Trustee Back seconded the motion, and the roll was called on the question of its adoption.

The vote was as follows:    *Russell Back ( YES )    James McGuire (YES )    Roy Mann ( YES )*

*Adopted:        December 6, 2016*

  
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*Roy Mann, President*

  
\_\_\_\_\_  
*James McGuire, Vice President*

  
\_\_\_\_\_  
*Russell Back, Trustee*

Attest:   
\_\_\_\_\_  
*Tracey Edwards, Fiscal Officer*

RES. 16-117

**BOARD OF TRUSTEES**

**JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO**

**RESOLUTION NO. 16-117**

Authorizing the Jefferson Township Administrator to Hold a Special Meeting on December 21, 2016 with the Board of Trustees present for the Sole Purpose to Complete Annual Department Head and Other Employee Reviews that are Required to be Completed Annually by the Jefferson Township Human Resources Policies and Procedures Manual.

Employee Review Schedule

Executive Session

December 21, 2016

1. 4:00 pm -Yeldell, Corby
2. 4:30 pm – Jones, Adrienne
3. 5:00 pm – Sexton, Larry
4. 6:00 pm – Howell, Craig