

**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 3.2-3 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.

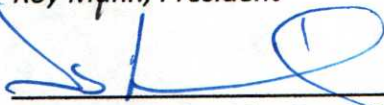
**NOW, THEREFORE BE IT RESOLVED** by the Board of Trustees of Jefferson Township, Montgomery County Ohio will conduct reviews as per the Jefferson Township Human Resources Policies and Procedures and meet this requirement.

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*

  
\_\_\_\_\_  
*Roy Mann, President*

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

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

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

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**Employee Review Schedule**

**Executive Session**

**December 21, 2016**

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