

MINUTES
SPECIAL BOARD MEETING
July 11, 2006

Public Present: Shirley Keller & Ruth Busick

- 1) **Call to Order:** Pres. Deschane called the meeting to order at 7:00 pm.
- 2) **Roll Call:**

Members present:	President John Deschane	Trustee Dick Kaminski
	Trustee Richard Porfilio	Trustee Jo Di Volk
	Trustee Janis Porfilio	Trustee Duane Swanson
Members absent:	Trustee Kurt Kostuch (work related)	
Staff present:	Clerk/Treasurer Marilyn Padgett	

Pres. Deschane declared a quorum present for the meeting.

- 3) **Adoption of Agenda:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, that the agenda be adopted as presented. Vote: Ayes: 5. Motion carried.
- 4) **Consideration of Termination of an Employee:** Pres. John Deschane explained that the meeting had been posted to allow for a closed session to discuss this issue. He asked Shirley Keller if she would like the meeting to be held in open session, as is her right by law. She responded that she would like it held in open session.

Trustee Janis Porfilio summarized the discussion of this issue at a recent Finance Committee for the benefit of those board members not in attendance at that meeting. The consensus of the committee had been to recommend termination of Shirley Keller as Deputy Clerk to the board, but to also give her the option of resigning. In a subsequent letter, Shirley Keller indicated that she wished to be terminated. It was noted several times that the committee is bringing the recommendation for termination only in regard to her job as Deputy Clerk. Her position as Municipal Court Clerk was not addressed, per the advice of Attorney Calvert, who indicated that the status of that position should only be addressed with the input of the Municipal Judge and Police Chief. The board reviewed records regarding this matter, including a memo dated June 26, 2006, from the Clerk/Treasurer to the Finance Committee, a draft of the new job description for the position, which was suggested in the 2005 audit, pertinent sections of the employee handbook, a performance evaluation dated February 10, 2006, a notice of misconduct dated February 10, 2006, the relevant portion of the 2005 audit management letter, and a letter dated June 30, 2006 from Shirley Keller.

Motion by Trustee Janis Porfilio, seconded by Trustee Kaminski, to terminate Shirley Keller as Deputy Clerk/Treasurer. Discussion: Shirley agreed to stay on the job until a replacement is hired. Roll call vote: Janis Porfilio: Yes, Rich Porfilio: No, Duane Swanson: Yes, Jo Di Volk: No, Dick Kaminski: Yes, John Deschane: Yes. Motion carried.

- 4) **Adjournment:** Motion by Trustee Rich Porfilio, seconded by Trustee Swanson, to adjourn the meeting at 8:25pm. Vote: Ayes: 5. Motion carried.

Respectfully submitted,

John J. Deschane
President

Marilyn L. Padgett
Clerk/Treasurer