

## PROCEEDINGS OF THE ROXANA VILLAGE BOARD

January 11, 2018

The Special Administrative Committee meeting of the Roxana Village Board was called to order by Mayor Reynolds, at 6:00p.m. in the Mayor's Office of the Roxana Village Hall, 400 S. Central, Roxana, Illinois. A motion was made by LaTempt and seconded by Kelly to move to Board Room to conduct interviews. Motion carried by all present.

Mayor Reynolds as well as Trustees: Smith, Raymond, LaTempt, White, Kelly, Groppe and Clerk Brenneise present. This meeting was called for the interviews of Dinah Rulo, Sara Pruitt, Tara Priddy and Melissa Meske for the Administrative Coordinator Services Assistant position.

Mayor Reynolds asked each applicant a series of questions to which all answers were noted. Applicants were interviewed in 15 intervals, concluding at 7:00 p.m.

Mayor Reynolds asked each trustee for input to interviewees and answers given. After discussion it was in unanimous agreement to extend an offer to Sara Pruitt. If offer is accepted, employment will pends final hiring criteria.

A motion was made by White and seconded by Kelly to adjourn.

The vote was

AYE: Smith, LaTempt, Groppe, White, Kelly and Raymond

ABSENT:

NAY: None

Motion carried.

Time 7:20 p.m.

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Village Clerk