
COUNCIL PROCEEDINGS

VILLAGE OF GEORGETOWN, OHIO

MINUTES

Human Resources Committee Meeting Village of Georgetown June 24, 2021

The Village of Georgetown Human Resources Committee convened in regular session on Thursday, June 24, 2021, from 5:07 p.m. until 6:31 p.m. in the Georgetown Municipal Building, Council Chambers. The meeting was called to order with the following council members present Councilmember Andy Clift, Councilmember Nancy Montgomery, and Councilmember Kelly Cornette. Employees present: Administrator Art Owens, Clerk of Council Michelle Hopkins. Mayor Dale Cahall and Solicitor Braun were absent.

EXECUTIVE SESSION:

Councilmember Clift made a motion to go into Executive Session in accordance with ORC 121.22(G)(1) to consider the appointment, employment, dismissal, discipline, promotion of an employee; seconded by Councilmember Cornette.

Executive session was entered at 5:08 p.m. and opened to the public at 6:24 p.m. Upon reconvening, Councilmember Clift advised no action was taken.

GENERAL BUSINESS:

The minutes of the Human Resources Committee Meeting of February 2, 2021, were reviewed. Councilmember Clift made a motion to approve the minutes; seconded by Councilmember Cornette. All in favor. Motion carried.

The minutes of the Human Resources Committee Meeting of April 7, 2021, were reviewed. Councilmember Clift made a motion to approve the minutes; seconded by Councilmember Cornette. All in favor. Motion carried.

Councilmember Clift advised Administrator Owens that former Administrator Thompson added meetings to the Outlook calendar and tagged him so it would show up on his Outlook calendar, and he would like to receive these notices again. Administrator Owens advised he could do this, but the computer system has been challenging because Outlook is different on the Office 365; he is still getting used to it, but he believes he can do this.

Councilmember Montgomery asked if they were able to get into former Administrator Thompson's computer. Administrator Owens advised he got into his files, but there were some that were password protected that he can't get into and doesn't know what those were; however, he has been finding some things. Administrator Owens explained with the program license only a certain amount of people can load those programs, which he's done, and Outlook works totally different on the computer. Councilmember Montgomery advised that should have never happened and it shows how young and inexperienced he was that his password wasn't anywhere.

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Councilmember Montgomery stated there should be a policy on passwords so this doesn't happen again. Administrator Owens advised they did get into most of his files that were on the 365 Live. He advised he didn't keep a lot of files but all the passwords were on his phone, and his parents can't even get into his phone. Councilmember Montgomery advised if he had an iPhone, they can forget it. Administrator Owens advised they cannot get anyone to do it. Councilmember Montgomery commented this is why you always have some kind of program that tracks everyone's passwords as soon as it's changed or it's put into an envelope, seal it, sign across the seal, and put it in a safe. Administrator Owens advised this is what they used to do. Councilmember Montgomery stated you never, never don't have everyone's passwords. Administrator Owens advised he is going to do this again, seal them, and place them in the fireproof cabinet. Councilmember Clift agreed they should be kept somewhere safe.

ANNOUNCEMENTS:

The next regular Human Resources Committee meeting was set for Wednesday, July 14, 2021, at 5:00 p.m. in the Georgetown Municipal Building, Council Chambers. Councilmember Clift made a motion to adjourn the meeting with a second from Councilmember Montgomery. Meeting was adjourned at 6:31 p.m.



Georgetown Mayor



Georgetown Clerk of Council