



**Friday June 16, 2023**  
**Special Committee Meeting-Job Descriptions**  
**Oak Grove Council Chambers**  
**8505 Pembroke Oak Grove Rd Oak Grove, Kentucky 42262**

The Oak Grove Committee for Job Descriptions met in Special Session on June 16, 2023, at 9:00 a.m. The meeting was held in the Oak Grove Council Chambers located at 8505 Pembroke Oak Grove Road Oak Grove, Kentucky. Present for the meeting were: Chairman/Council Member Janet Edwards, Council Member John Campbell, and Council Member Richard Baker. Also present for the meeting were Accountant/Human Resources Hailey Bamford, Fields Operations Manager Brandy Moore, and City Clerk Lorelynn Fisher. There was approximately 1 individual present at the meeting.

**CALL TO ORDER**

Chairman/Council Member Janet Edwards called the meeting to order at 9:00 a.m.

**APPROVAL OF MINUTES**

Council Member John Campbell made a motion to approve the minutes from June 6, 2023. Council Member Richard Baker seconded the motion. There was no discussion. A voice vote was taken with all present in favor; allowing the motion to pass.

**AGENDA**

**Job Descriptions-Committee to examine job descriptions which include the job title, department, supervisor, grade, FLSA status, salary range, and job details:** The committee reviewed several job descriptions in various departments. The committee asked Accountant/Human Resources Hailey Bamford to implement said changes to the job descriptions. The committee scheduled another meeting for June 20, 2023, at 9:00am.

**ADJOURN**

Council Member John Campbell made a motion to adjourn the meeting. Council Member Richard Baker seconded the motion. There was no discussion. A voice vote was taken with all present in favor; allowing the motion to pass. The meeting was adjourned at approximately 11:27am.

**APPROVED:**

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/s/  
Chairman/Council Member Janet Edwards

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**06.20.23**  
DATE

\_\_\_\_\_  
/s/  
Council Member John Campbell

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**06.20.23**  
DATE

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/s/  
Council Member Richard Baker

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**06.20.23**  
DATE

**ATTEST:**

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/s/  
Lorelynn Fisher, City Clerk, City of Oak Grove, Kentucky

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**06.20.23**  
DATE

**\*\*Minutes were approved at the June 20, 2023, Special Job Description Committee Meeting. Original signed document is available at City Hall\*\***