



Oak Grove Job Description Committee  
Special Session Meeting Minutes  
Wednesday, January 14, 2026  
Oak Grove Council Chambers

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### CALL TO ORDER

The Special Session of the Oak Grove Job Description Committee (JDC) was called to order by Chairperson/Committee Member Janet Edwards at 9:30 a.m. in the Oak Grove Council Chambers located at 8505 Pembroke Oak Grove Road, Oak Grove, Kentucky.

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### ROLL CALL

The following members were present:

- Chairperson/Committee Member Janet Edwards (Chairperson at the time attendance was called)
- Vice Chairperson/Committee Member John Campbell (Vice Chairperson at the time attendance was called)
- Committee Member Richard Baker
- Human Resources and Payroll Coordinator Ariel Stephens Young
- City Clerk Lorelynn Fisher

Also in attendance were Mayor Jacqueline Oliver, and Finance Director Matt Egbert. No citizens were present.

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### REVIEW OF MINUTES-OCTOBER 2, 2025

**Motion:** Vice Chairperson/Committee Member John Campbell moved to approve the minutes (Vice Chairperson during this motion)

**Second:** Committee Member Richard Baker

**Vote:** Voice vote

**Result:** Motion passed

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### AGENDA ITEMS

- 2026 Election for Chairperson  
Selection of a board member to serve as Chairperson for the 2026 term:  
**Motion:** Vice Chairperson/Committee Member John Campbell moved to elect Ariel Stephens Young (Vice Chairperson during this motion)

- **Second:** Chairperson/Committee Member Janet Edwards (Chairperson during this motion)  
**Vote:** Voice Vote  
**Result:** Motion passed
  
- **2026 Election for Vice Chairperson**  
Selection of a board member to serve as Vice Chairperson for the 2026 term:  
**Motion:** Committee Member Richard Baker moved to elect Janet Edwards  
**Second:** Committee Member John Campbell  
**Vote:** Voice Vote  
**Result:** Motion passed
  
- **Job Descriptions:** The committee will review job descriptions, encompassing the job title, department, supervisor, grade, FLSA status, salary range, and job details and  
**Compensation/Step Plan:**  
The committee will review the city’s compensation and step plan for employees:  
 Chairperson Young requested clarification regarding the FLSA status of the Community Center/Parks and Recreation Director position. Discussion was held on whether the position should be classified as exempt or nonexempt. Although the position is designated as a director’s role, the committee agreed to maintain its exempt status and to keep it within the current pay band. The committee noted that the individual has been in the position for approximately 60 days and agreed to revisit the matter in 90 days. No official changes were made at this time. The committee also discussed full-time and part-time staffing positions within the Community Center.

**ADJOURNMENT**

**Motion:** Committee Member John Campbell moved to adjourn the meeting.  
**Second:** Vice Chairperson/Committee Member Janet Edwards  
**Vote:** Voice vote  
**Result:** Motion passed  
**Adjournment:** Approximately at 10:15 a.m.

**APPROVED:**

/s/	05.11.26
Chairperson/Committee Member Ariel Stephens Young	DATE

**ATTEST:**

/s/	05.11.26
Lorelynn Fisher, MMC, CKMC, City Clerk	DATE

**\*\*Minutes were approved at the May 11, 2026, Special Job Description Committee Meeting. The original signed document is available at City Hall\*\***