



**Oak Grove Job Description Committee
Special Session Meeting Minutes
Monday, May 11, 2026
Oak Grove Council Chambers**

CALL TO ORDER

The Special Session of the Oak Grove Job Description Committee (JDC) was called to order by Chairperson/Committee Member Ariel Stephens Young at 1:03 p.m. CST / 2:03 p.m. EST in the Oak Grove Council Chambers located at 8505 Pembroke Oak Grove Road, Oak Grove, Kentucky.

ROLL CALL

- Chairperson/Committee Member Ariel Stephens Young- Present
- Vice Chairperson/Committee Member John Campbell-Present
- Committee Member Richard Baker-Absent
- Committee Member Janet Edwards Present

Also in attendance were City Clerk Lorelynn Fisher, Mayor Jacqueline Oliver, Police Chief Victor Lynch, LT. Jeff Locklear, Dispatch Supervisor Tara Recella, Accounting Support Specialist (Payables and Receivables) AJ Lewis, Finance Director Matt Egbert. No citizens were present.

REVIEW OF MINUTES-JANUARY 14, 2026

Motion: Vice Chairperson/Committee Member John Campbell moved to approve the minutes

Second: Committee Member Janet Edwards

Vote: Voice vote

Result: Motion passed

AGENDA ITEMS

- **Job Descriptions: The committee will review job descriptions, encompassing the job title, department, supervisor, grade, FLSA status, salary range, and job details:**
 - **Assistant Dispatch Supervisor:** Dispatch Supervisor Recella Tara Recella stated that the purpose of the proposed position is to provide additional supervision and operational support in her absence, as she currently oversees all dispatch operations. It was noted that decisions are often delayed or deferred to Recella during vacations or other time off, and that she frequently receives work-related phone calls while away. The need for additional supervisory coverage when Recella

is not present was also discussed. The dispatch department currently consists of eight dispatchers, including Recella herself. While Chief Lynch occasionally receives calls regarding dispatch matters, most issues are typically referred back to Recella. A proposed pay grade of Grade 39 was discussed for the new position.

Motion: Vice Chairperson/Committee Member John Campbell moved to send this position to city council for approval

Second: Committee Member Janet Edwards

Vote: Voice vote

Result: Motion passed

- Accounting Support Specialist (Payables and Receivables): The committee asked what the differences are between the previous and updated job descriptions. Lewis explained that when she transitioned to receivable, the accounts payable responsibilities were divided between herself and Otero. She stated that her primary duty in receivables is creating invoices for cashiers to process payments and noted that she has been performing expanded duties for the past two years. Lewis also explained there was approximately a six-month period during which all accounts payable responsibilities were assigned to Otero; however, Otero has since become increasingly occupied with utility department responsibilities.

Vice Chairperson/Committee Member John Campbell expressed concerns regarding the separation of duties within the department. Mayor Oliver stated that she had previously questioned Director Egbert about the same concern, but Egbert advised that duties were considered separated because he signs the purchase orders.

Director Egbert clarified that Otero currently handles accounts payable for the water department, while Lewis handles accounts payable for the city's general fund. He further noted that neither employee accepts money nor maintains a cash drawer. Lewis is responsible for making daily deposits, which Egbert stated provides an adequate separation of duties. Egbert also advised that he disclosed these procedures to the auditors.

Motion: Vice Chairperson/Committee Member John Campbell moved to send this newly worded job description (Lewis's) to city council for approval

Second: Committee Member Janet Edwards

Vote: Voice vote

Result: Motion passed

- Community Center/Parks and Recreation Director: The committee discussed the Community Center/parks and Recreation Director position and concerns regarding duties and compensation. Committee Member Janet Edwards stated that the Community Center/Parks and Recreation Director stated he was performing duties

outside of his job description. Chairperson/Committee Member Ariel Stephens Young clarified that his concern was more related to compensation, explaining that the director's salary does not currently reflect the level of responsibility comparable to other department directors. Vice Chairperson/Committee Member John Campbell noted that the average salary for similar director positions in Kentucky is approximately \$64,000. Vice Chairperson/Committee Member John Campbell stated that he felt the proposed pay band was close to the average, while Committee Member Janet Edwards commented that she believed the current pay was reasonable given that the employee is still relatively new to the position. Additional discussion was held regarding social media communication and community outreach efforts.

ADJOURNMENT

Motion: Vice Chairperson/Committee Member John Campbell moved to adjourn the meeting

Second: Committee Member Janet Edwards

Vote: Voice vote

Result: Motion passed

Adjournment: Approximately 1:42 p.m.

APPROVED:

<u> /s/ </u>	<u> 08.13.26 </u>
Chairperson/Committee Member Ariel Stephens Young	DATE

ATTEST:

<u> /s/ </u>	<u> 08.13.26 </u>
Lorelynn Fisher, MMC, CKMC, City Clerk	DATE

****Minutes were approved at the August 13, 2026, Special Job Description Committee Meeting. The original signed document is available at City Hall****