Oak Grove Job Description Committee
Special Session Meeting Minutes
Thursday, August 13, 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 9:32 a.m. CST / 10:32 a.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-Present
- Committee Member Janet Edwards-Absent

Also in attendance were City Clerk Lorelynn Fisher, LT. Jeff Locklear, Accounting Support Specialist (Payables and Receivables) AJ Lewis, Finance Director Matt Egbert. No citizens were present.

REVIEW OF MINUTES-MAY 11, 2026

Motion: Vice Chairperson/Committee Member John Campbell moved to approve the minutes
Second: Committee Member Richard Baker
Vote: Voice vote
Result: Motion passed

AGENDA ITEMS

- Accounting Support Specialist (Payables and Receivables)- *(Committee to discuss the proposed updates and revisions to the job description):*

- Lewis stated that the Committee had previously initiated the discussion of a part-time position for accounting; however, she believes the workload associated with the position warrants a full-time employee. She explained that the accounts payable and accounts receivable duties had previously been split and expressed concern that the workload is too much for one person. Lewis stated that one employee should be

responsible for accounts payable and another for accounts receivable rather than continuing to divide the duties between existing positions.

- Lewis stated that the issue is not whether the current employees are capable of performing the duties, but that both the Finance and Utilities Departments require additional staffing support.
- Director Egbert was asked to attend the discussion to answer questions regarding the position and associated budgeting. Campbell stated that, at this time, he believes a part-time position would be the best option rather than adding a full-time position.
- Director Egbert explained that if the employee performs duties benefiting both the Water Fund and the General Fund, the employee's salary and associated costs could be allocated between the two funds.

Motion: Vice Chairperson/Committee Member John Campbell moved to schedule another meeting to consider a new job description for a part-time/full-time Accounts Payable/Receivable position and a revised job description for the Utility Office Manager, with all accounts payable and accounts receivable duties removed from the Utility Office Manager's job description.
Second: Chairperson/Committee Member Ariel Stephens Young
Vote: Voice vote
Result: Motion passed

ADJOURNMENT
Motion: Vice Chairperson/Committee Member John Campbell moved to adjourn the meeting
Second: Chairperson/Committee Member Ariel Stephens Young
Vote: Voice vote
Result: Motion passed
Adjournment: Approximately 10:10 p.m.

APPROVED:

_____/s/_____ __09.10.26_____
Chairperson/Committee Member Ariel Stephens Young DATE

ATTEST:

_____/s/_____ __09.10.26_____
Lorelynn Fisher, MMC, CKMC, City Clerk DATE

Minutes were approved at September 10, 2026, Special Job Description Committee Meeting. The original signed document is available at City Hall