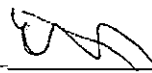


NOTICE OF SPECIAL COUNCIL MEETING

Pursuant to Section 7.09 of the Charter of the Village of Oakwood, notice is hereby given of the calling of a **Special Council Meeting** by Councilperson Hardin, Councilwoman Scruggs, Councilwoman Evans-Warren to be held on **March 12th, 2026, at 5:30 p.m.** in the Village Council Chambers, 24800 Broadway Avenue, Oakwood Village, Ohio 44146, to consider the following matter(s):

(See attached Agenda for further information)

In accordance with the provisions contained in the Village Charter no other matters will be considered by Village Council other than those listed herein.



Evan J. Garrett, Clerk of Council

**VILLAGE OF OAKWOOD
COUNCIL SPECIAL MEETING
March 12th, 2026
5:30P.M
AMENDED
AGENDA**

Pursuant to Section 7.09 of the Charter of the Village of Oakwood, Councilwoman Hardin, Councilwoman Scruggs, Councilwoman Evans-Warren are hereby calling a Special Meeting of Village Council to consider the following:

- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**

Council President	Eloise Hardin	Mayor	Erica Nikolic
Council-At-Large	Norman Bliss	Law	James Climer
Ward 1 Councilperson	Taunya Scruggs	Finance	Brian L. Thompson
Ward 2 Councilperson	Yvonne Evans- warren	Service	Tom Haba
Ward 3 Councilperson	Paggie Matlock	Fire	Dave Tapp
Ward 4 Councilperson	Mary Davis	Police	Mark Garratt
Ward 5 Councilperson	Malcolm Sims Jr.	Building	Roland Walker
		Engineer	Matt Jones
		Recreation	Karen Gaither

- 4. Executive session** To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public official or employee.

5. Legislation

2026-20 AN EMERGENCY ORDINANCE APPOINTING JEUNE C. DRAYTON
1st read 3/12/26 **AS INTERMISSANT CLERK OF COUNCIL AND SETTING FORTH**
THE DUTIES OF SUCH POSITION

- 6. Budget Review:**
Recreation Department
Law Department
Engineering Department

7. Adjournment

ORDINANCE NO. 2026 – 20

INTRODUCED BY COUNCIL AS A WHOLE

AN EMERGENCY ORDINANCE APPOINTING JEUNE C. DRAYTON AS INTERIM ASSISTANT CLERK OF COUNCIL AND SETTING FORTH THE DUTIES OF SUCH POSITION

WHEREAS, the Village Council hereby determines that it is necessary to appoint an Interim Assistant Clerk of Council on an as needed basis, in order to maintain orderly and timely operations of the Village and this Council by assisting the Clerk of Council as needed and substituting for the Clerk of Council during absences and vacancies that may occur in the office of the Clerk of Council pending the appointment of an Assistant Clerk of Council or such other time as Council shall determine; and,

WHEREAS, Section 115.01 of the codified Ordinances of the Village authorizes the appointment of an Assistant to the Clerk of Council to assist the Clerk and perform such other duties as directed by the Clerk and Council;

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

SECTION 1. Council hereby appoints Jeune C. Drayton as Interim Assistant to the Clerk of Village Council to serve at the pleasure of Council, said appointment commencing on the effective of this Ordinance and to continue until such time as an Assistant Clerk of Council is appointed or such other time as Council shall determine. The Interim Assistant to the Clerk of Council shall perform the duties set forth in the Job Description attached hereto and incorporated herein as Exhibit "A" and such other duties as are assigned by the Clerk and Council.

SECTION 2. The Interim Assistant Clerk of Council shall be compensated at the rate of One Hundred, Seventy-Five Dollars (\$ 175.00) per meeting attended in an official capacity and Twenty-Nine Dollars (\$29.00) per hour for all other duties performed.

SECTION 3. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the inhabitants of the Village, the reason for the emergency being that the same relates to the daily operation of a municipal department and the ability of Council to adequately carry forth its duties, therefore, provided it receives a two-third (2/3) of the vote of all members of Council elected thereto, said Ordinance shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: _____

Eloise Hardin, President of Council

Evan Garrett, Assistant Clerk of Council

Presented to the
Mayor _____

Approved: _____

Mayor, Erica Nikolic

I, Evan Garrett, Assistant Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Ordinance No. 2026 - was duly and regularly passed by this Council at the meeting held on the ____ day of _____, 2026.

Evan Garrett, Assistant Clerk of Council

POSTING CERTIFICATE

I, Evan Garrett, Assistant Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that Ordinance No. 2026 - was duly posted on the ____ day of _____, 2026, and will remain posted for a period of fifteen (15) days thereafter in the Council Chambers in the locations and manner provided in the Village Charter.

Evan Garrett, Assistant Clerk of Council

DATED: _____



EXHIBIT A

Job Description

Position Title: Interim Assistant Clerk of Council
Employee Name: Jeune Drayton
Scheduled Work Hours/Days: Hourly/As Needed
Reports To: Direct Councilmember Supervisor, as assigned; Council as a Whole
Location: Village Hall/Council Chambers; Remote, as approved
Pay Scale: \$29.00 per hour or \$175 per meeting attended in official capacity
Special Requirements: Duties shall be completed as directed and as needed. The position is temporary pending the hiring of a permanent Clerk of Council or until such other time as determined by Council.

Roles and Responsibilities: The Assistant Clerk of Council shall assist the Clerk of Council with duties as described from Ordinance 111.07 below and as directed by the Direct Councilmember Supervisor, in addition, to any and all other duties that may be assigned.

- Act in place of the Clerk of Council in the case of the Clerk's absence or incapacity or a vacancy in the office.
- Assist with the duties usually and customarily performed by the Clerk of Council, and such further duties as may be required by law or by Council. It should be the duty of the Assistant Clerk to assist in preparing an agenda of the business proposed to be transacted at any regular or special meeting of Council and to cause a copy thereof to be delivered to each member of Council, the Mayor and each Department Head not less than 48 hours before any regular meeting and at least 12 hours before any special meeting. No matter which was not included on the agenda for a regular meeting shall be considered unless a majority of Council permits the addition of said matter to the agenda for consideration by Council.
- Assist the Clerk with the responsibility for the posting, publishing, advertising and certification of any legislation as required by law. Additionally, the Assistant Clerk of Council shall assist with the responsibility for the advanced notification of all meetings of Council or its committee as required by the Village Charter or state law.
- Assist the Clerk with the responsibility for the custody, maintenance, distribution and sale, according to instructions by Council, of all copies of the Codified Ordinances, and the sale of copies of the Village Charter, Ordinances, Resolutions, and other public records of Village Council. The Assistant Clerk shall assist with the charge for the actual cost for all copies made which has been determined to be \$0.05 per page, except there shall be no charge for a copy of any document made available to the public at no charge during a meeting of Council, where the supply of such documents becomes exhausted and the person requesting such copy was at attendance at the meeting of Council and was not able to secure a copy of the requested document. The Assistant Clerk shall assist in charging the

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Employment with the village of Oakwood is at-will. This means your employment is for an indefinite period of time and is subject to termination by the employee or the Village of Oakwood with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy at Village of Oakwood shall be interpreted to be in conflict with or to eliminate or to modify in any way the at-will employment status of Village of Oakwood employees.



actual costs for the provision of any requested public records documents larger than the standard letter or legal size, or for the reproduction of electronic files on the medium requested by the person requesting these documents, plus any mailing costs if the person requesting the documents requests that the documents be transmitted to them by mail to them.

- The Assistant Clerk shall be responsible for assisting with the recording of Council meetings and for the care and custody of the tapes, and written minutes which shall be kept for a period of two years. The Assistant Clerk shall be responsible to assist with the typing and distribution of the minutes within ten days following each Council meeting.
- The Assistant Clerk shall assist with providing a summary of any matter which is referred to any Councilperson, the Mayor, Department Head or Board of Commission of the Village wherein any type of action or report has been requested by Council.

Qualifications:

- High School Diploma or Equivalent: Minimum requirement.
- Post-Secondary Education (Optional): Associate's or bachelor's degree, certificate in office administration, or a related field.
- Experience: Prior experience in administrative or secretarial roles and a willingness to complete on-the-job training to further develop necessary skills.
- Professional Demeanor and Attitude: Maintain a professional and courteous attitude in all interactions.
- Strong Communication and Interpersonal Skills: Excellent written and verbal communication and an ability to build positive relationships with Councilmembers, residents, colleagues, and customers.
- Flexibility, Adaptability, and Problem-Solving Skills: Ability to adjust to changing priorities and tasks and identify and address issues proactively.
- Attention to Detail, Multi-tasking, and Organizational Skills: Accuracy and thoroughness in creating documents, managing files, and handling correspondence and effectively managing multiple responsibilities and projects simultaneously with the ability to manage time, prioritize tasks, and maintain accurate records.
- Proficiency in Office Software: Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and transcription/other relevant software.
- Certifications & Specialized Training: Ability to obtain necessary certifications and specialized training relevant to municipal terminology, processes, and procedures.
- Understanding the Role: Thorough understanding of the duties and responsibilities of an Assistant Clerk of Council and Clerk of Council to tailor necessary education and experience.

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