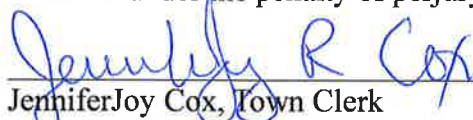


**Fort Jones Town Council
Special Meeting Minutes
September 19, 2024**

CERTIFICATION OF POSTING AGENDA

I, JenniferJoy Cox, Town Clerk for the Town of Fort Jones, hereby certify that the agenda for the September 19, 2024 special meeting of the Town Council was posted at the Town Hall, near the door of the Town Council Chambers, Ray's Food Place, Ace Hardware, on the front window of the Fort Jones Post Office and on the Town's website www.fortjonesca.org on September 18, 2024.

I declare under the penalty of perjury that the forgoing is true and correct.


JenniferJoy Cox, Town Clerk

CALL TO ORDER AND ROLL CALL:

The special meeting of the Fort Jones Town Council was called to order in person by Mayor Mercedes Garcia at 5:30 p.m. In addition to the mayor, councilmembers present were Kathy Banks and Julia Collie-Mason. Mark Eayrs and Alex LaRiviere were absent.

Staff present: Cherie Stephen – Town Administrator, JenniferJoy Cox – Town Clerk,

PLEDGE OF ALLEGIANCE: Led by Mayor Garcia

PUBLIC COMMENTS: None

DISCUSSION / REPORTS: ACTION ITEMS:

1. Discuss possible action to approve the new job description for Customer Service Clerk Position.

Public Comments: None

Discussion: Mayor Garcia stated that with the description reading both full-time and part-time flex, the town needs the acceptance of employment agreement to specify which so that there isn't confusion or complications moving forward. Councilmember Banks asked if that could be put into personnel file. Councilmember Collie-Mason asked if full time or part-time is needed as of now. The response was that for a couple of months while items that have been unattended to for some time are fixed more hours would be required, but generally only part-time would be needed.

Motion: K. Banks moves to approve the new job description for Customer Service Clerk with the stipulation that full-time or part-time flex is specified in the acceptance of employment agreement.

Second: J. Collie-Mason

Ayes: M. Garcia, K. Banks, J. Collie-Mason

Nays: None

Absent: M. Eayrs, A. LaRiviere

Motion: Passes

STAFF COMMENTS: Administrator Stephen said that the job listing would be posted immediately, and interviews would be held next week.

COUNCIL COMMENTS: None.

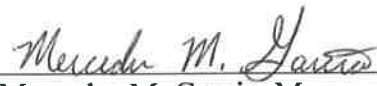
ADJOURNMENT:

The meeting was adjourned at 5:39 p.m. The next regular town council meeting is scheduled to be held on October 14, 2024, at 7:00 p.m.

Attest:


JenniferJoy Cox, Town Clerk

Approved:


Mercedes M. Garcia, Mayor