



27 December 2023

Mayor Chuck Fewell
Board of Works and Public Safety
10 South State St.
Greenfield, IN 46140

Re: Recommend Approval of Probationary Hire

Mayor and Board Members,

The Water Utility has had an opening for an Water Operations Assistant in our Distribution team. We have been extremely fortunate to have several candidates apply for this position. Our recruitment process included interviews with myself, my admin team, the Human Resource Director and the Utility Coordinator that led to the recommendation of one of these applicants. After a meeting with the mayor and a pre-employment screening that has been successfully completed, we feel confident in the probationary hiring of the applicant.

I request the Board of Works approve of the probationary hire of Shawn Valentine for the position of Water Operations Assistant. Mr. Valentine's first day on the job would be **02 January 2024** at the pay rate of **\$21.13 effective 23 December 2023**.

I welcome any questions the Board may have on this recommendation.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill", written over a faint, illegible typed name.

Charles Gill
Water Utility Manager

cc: Jane Webb, Utility Coordinator
Mitch Ripley, Human Resources Director
Lori Elmore, Clerk-Treasurer