

Nov. 5, 1979

7:00

## Special Executive Meeting of Greenville Town Board

The new Town Board - Jack Sprigler  
VJ. Miller, H L Spears and Grace Martin  
were present at this special meeting.

Jack Sprigler elected President of Board

CETA CETA will phase out March 31, 1980  
CETA Employee Roy Huckleberry will  
become permanent employee at salary of 4.00  
per hour - Board recommendation

Board recommends that Janice Gibson regular  
employee be given title "Office Manager"  
that she will be on salary with a raise  
to 10,200 yearly effective Jan 1, 1980

Board also working on job descriptions for  
Janice Gibson and Gary G. Trost

Another special meeting Tues Nov 6 6:30 Board

7:00 Janice Present

Thurs. Nov 8 7:00 Gary Present

11-6-79

Job description for James H. for Jan 1 thru Dec 31, 1980

Title - Office Manager  
Salary

Supervise and coordinate work of  
on Administrative level on daily-day basis

Billing + collecting of accounts receivable

Order + purchase supplies - estimate cost

Maintain adequate records according to Laws of  
State of Ind.

Assist Town Board as directed