

## Town of Glen St. Mary

### MINUTES

OCTOBER 17, 2023

The Town of Glen St. Mary Council met in a special meeting with the following members present:

Mayor Juanice Padgett  
Councilwoman Lola Chandler  
Councilman Terry Clady  
Councilwoman Susan Wallace

Also present:  
Town Attorney, Jon Bense  
Town Clerk, Christy Linster  
Assistant to the Mayor, Todd Norman

Councilman Drew Vetter was absent

The purpose of this meeting is to interview for the Town Clerk position. The 3 candidates are as follows:

1. Colette Butkus
2. Nancy Crews
3. Jolene Kirkland

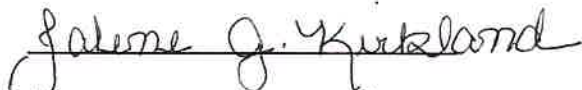
Ms. Butkus was the first to be interviewed. She explained she has used QuickBooks off and on over the past 20 years and used it recently. She has some accounts payable experience however no payroll nor local government experience and only a small amount of grant experience. She said she enjoys working with people. Mayor Padgett asked her about her availability, stating she is aware that she took weeks off at a time while employed with the BCCMC. Ms. Butkus said that she was indeed required to go out of town to help her daughter for extended periods of time. Councilwoman Wallace asked Ms. Butkus how she went from being a caregiver to a CFO, as noted on her resume. She said she had prior experience in finances which opened the door for her to go into the CFO role.

Next interviewee was Ms. Crews. She explained she had no grant nor financial management experience but did payroll years ago and has accounts payable and bank reconciliation experience. She has no prior local government experience. She previously worked for law firms and has extensive bankruptcy experience. Her most recent position was in 2021. She was owner of Western Auto Store in Macclenny, along with her husband, from 1976-1989. She said she is a team player but not accustomed to dealing with clients one-on-one in an office setting, only by phone. She explained that while she is fine with working 20-25 hours per week which is required for this position, she would need to be off every Monday and Friday and would only be able to

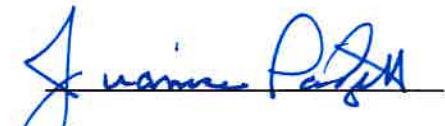
be at the office on Tuesdays, Wednesdays and Thursdays. She explained she could work over on those days to ensure she met the weekly hours required.

The 3<sup>rd</sup> interviewee was Ms. Kirkland. She explained she has previous experience as a business partner of a firm in Jacksonville. She also has bookkeeping, payroll, accounts payable, accounts receivable experience, and bank reconciliation experience, but no local government nor grant experience. Prior to her retirement in 2015, she was a bookkeeper at Westside Elementary School. She said she is very organized and does what it takes to get the job done, and she is not afraid to learn.

The interview meeting was adjourned at 7:00 to begin the regular Council meeting, during which time there will be more discussion on the Town Clerk interviews and hopefully a vote on the new Town Clerk.



Jolene G. Kirkland, Town Clerk



Juanice Padgett, Mayor

Note:

The above minutes were prepared by Christy Linster, Town Clerk. At the time of approval of above official minutes, Jolene G. Kirland is the newly hired Town Clerk.