

**TOWN OF BAILEY
SPECIAL MEETING**

The Bailey Town Board held a Special Meeting in the Bailey Town Hall on January 24, 2019 at 7:00pm to discuss Logics Software training for recently appointed part-time Administrative Assistants due to resignations of Administrator Tim Johnson and Clerk Debbie Glover.

The following members of the Bailey Town Board were present: Mayor Thomas Richards; Commissioner's Shelley Bullard, Joel Killion, Dwan Finch and Allen Daniels.

Called the meeting to order:

Mayor Richards called the Special Meeting to order and welcomed all guests.

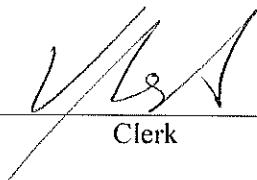
Agenda:

Logics Software Training; Mayor Richards briefed the Board that the Town has two new part-time Administrative Assistants that need to be trained on payroll, billing, and several other things whether it is accepting cash payments or sending out bills to customers in Bailey, we have to get them up to date, and I think a couple of the Commission may sit in on the training as well. The cost is \$1200 plus mileage and food, for a full day of training. Commissioner Daniels remarked that we did not know that Debbie Glover was going to quit, and recognizes that the new part-time assistants need the training, and would prefer that the training be held after the hiring process has been completed the fill the Town Clerk and Assistant positions, but recognizes this can't wait, and suggests the current part-time personnel can help train the new hires. Also added that the Town needs post the positions on various outlets so they can get applicants to fill the Clerk and Assistant positions on a permanent basis. Commissioner Finch added that the Town has the premium package with Logics, which includes phone support, but because we have no one that knows the system the most effective way to train the new users is to bring someone out here. Commissioner Killion asked if this is comprehensive training, Commissioner Finch acknowledged that it is very in-depth training. Commissioner Killion asked how much we pay for the premium package, Commissioner Bullard stated she believed it to be around \$11,000 annually, Commissioner Killion stated that seems like a lot of money. Commissioner Bullard stated we can call them 12 times per day at no extra charge, but the premium package does not include onsite training. Commissioner Daniels made a motion to approve the \$1200 plus mileage and food cost for the training. Commissioner Killion seconded the motion and the motion passed (4 affirm); (0 nays).

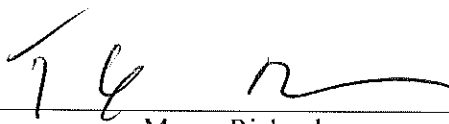
Commissioner Daniels commented that we need to get the advertisements out for the Clerk and Assistant positions.

Adjournment:

Commissioner Daniels made a motion to adjourn. Commissioner Killion seconded the motion and the motion passed (4 affirm); (0 nays).



Clerk



Mayor Richards

