

TOWN OF WHITESTOWN, INDIANA
RESOLUTION 2016-06

ORIGINAL

**A RESOLUTION CONCERNING THE TRANSITION OF
THE OFFICE OF WHITESTOWN CLERK-TREASURER**

WHEREAS, the Whitestown Clerk-Treasurer (Amanda Andrews) submitted her official resignation to the Boone County Clerk on January 6, 2016; and

WHEREAS, the Whitestown Clerk-Treasurer stated in her official resignation letter that her last day of employment as Clerk-Treasurer will be February 26, 2016; and

WHEREAS, Ms. Andrews provided 53 days advance notice of her last day to hold the office of the Whitestown Clerk-Treasurer; and

WHEREAS, the 53 days advance notice provides adequate time for Ms. Andrews to develop and submit a thorough transition plan, as outlined below, to assist the Whitestown Town Council in transitioning to an interim and/or new permanent Clerk-Treasurer; and

WHEREAS, if the Clerk-Treasurer's replacement is not chosen before February 26, 2016, the Deputy Clerk-Treasurer or, if unavailable or unwilling, a temporary appointee by the Council President will assume the duties of the office of Clerk-Treasurer until a permanent Clerk-Treasurer is appointed by the Whitestown Town Council; and

WHEREAS, the Whitestown Town Council desires to transition smoothly from Ms. Andrews to the newly appointed Clerk-Treasurer who will be chosen by a majority vote of the Whitestown Town Council prior to March 27, 2016.

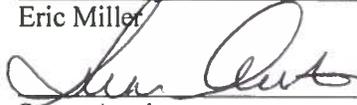
NOW, THEREFORE, BE IT RESOLVED that the Whitestown Town Council requests that Ms. Andrews provide the information below to the Whitestown Town Council (via e-mail) by 5:00 pm on February 8, 2016.

- 1) A Transition Plan (should contain the following at a minimum)
 - a) Highlight specific tasks and initiatives that the successor must be prepared to administer
 - b) Include key transition activities along with an explanation and the date by which the activity needs to be completed
 - c) A List of contacts and relationships
 - d) A list and description of the positons deliverables, status of work in progress and projects yet to be commenced
 - e) A list of lessons learned while Clerk-Treasurer
 - f) An explanation of processes that are pertinent to the position
 - + g) Deputy Clerk Job Description
- 2) A list of the records and property that will need to be transferred to the Clerk-Treasurer's successor by February 26, 2016
- 3) A list of all of 60 entities/vendors where usernames and passwords will need to be given to the Clerk-Treasurer's successor and changed as a result of the transition. Please provide all relevant information such as web address, phone number, email address, etc.

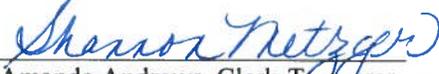
PASSED AND ADOPTED BY THE WHITESTOWN, INDIANA TOWN COUNCIL THIS 13th DAY OF JANUARY, 2016.

THE TOWN COUNCIL OF THE
TOWN OF WHITESTOWN, INDIANA

ORIGINAL

 Eric Miller	<u>Yes</u>
 Susan Austin	<u>Yes</u>
 Kevin Russell	<u>Yes</u>
 Clinton Bohm	<u>Yes</u>
 Jeffrey Wishek	<u>Yes</u>

ATTEST:


~~Amanda Andrews, Clerk-Treasurer~~
Town of Whitestown, Indiana
Shannon Metzger
Deputy Clerk