



Michael Mueller  
*Franklin County Judge/Executive*

## ADMINISTRATIVE SERVICES Committee Report

**Date: 5/1/24**

**Time: 9:30 A.M.**

### **Committee Members Present**

1. Judge Mueller
2. Dep. Judge Kennedy
3. Squire Sebastian
4. Squire Tanner

### **Guests Present:**

1. Ashley Case
2. Mitzi Geveden

### **Agenda Items:**

Introduction of new hire Ashley Case, Human Resources Director for Franklin County government.

Administrative Code Review

Planning & Zoning Direction Job Description

### **Meeting Summary/Narrative:**

Ms. Case gave a brief overview of her background and her vision for Franklin County as it relates to human resources and employee new hires/retention, etc.

The administrative code is being reviewed section by section with the ultimate goal of adopting some of the language in the Warren County administrative code.

Planning & Zoning Director current job description was reviewed and discussed.

### **Recommendations:**

Ashley Case will begin revising the current Administrative Code for Franklin County and developing an employee handbook for new hires and current employees.

Ashley Case will be posting the job description/vacancy on numerous outlets and is adding qualification language to the job description as well.

### **Next Meeting:**

May 14, 2024 @ 9 a.m.