



**Michael Mueller**  
*Franklin County Judge/Executive*

## **Administrative Services Committee Report**

**June 4, 2025**  
**Time: 9:30 AM**

**Call to Order – 9:32 AM**

**Approval of Minutes:** Approved

### **Committee Members' Present**

1. Judge Michael Mueller
2. Squire Sebastian
3. Squire Tanner

### **Guests Present:**

1. Ashley Beatty
2. Jennifer Durr

### **Agenda Items for Discussion:**

Review Administrative Code Rough Draft

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

Three versions of Administrative Code Rough Draft were presented in the meeting. 1. Internet copy 2. Slight modifications 3. Red lined copy with modifications.

### **Recommendations/Next Steps:**

Ashley, Beatty, HR Director, will present the personnel portion of the Administrative Code (rough draft) to the Court on June 24. Once approved, the American Legal Print Company will get it into the correct format.

### **Other Business:**

Schedule Commonwealth Credit Union to do onsite financial management training for staff. Scheduled for Thursday, June 26, 2025

**Adjourn: 11:03 AM**

### **Next Meeting:**

Tuesday, 7/2/25 at 9:30 AM