

Late Addition #1

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Accounting</u> Contact Person: <u>Michelle L. Crocker</u> Telephone No.: <u>231-256-9824</u>	Submittal Dates
	<input checked="" type="checkbox"/> Executive Board: <u>08/11/2020</u> <input checked="" type="checkbox"/> Regular Session: <u>08/18/2020</u>
Source Selection Method	VENDOR: <u>n/a</u> Address/ Phone: _____
<input type="checkbox"/> Select One <input checked="" type="checkbox"/> Other: <u>Office Vacancy</u> <i>Account Number</i> <i>(Funds to come from):</i> _____	

Budgeted Amount: <u>\$ 69,638.00</u>	Contracted Amount: <u>\$ 69,638.00</u>
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Document Description	
<input type="checkbox"/> Select One	<input type="checkbox"/> Other _____

☐ **Request to Waive Board Policy on Bid Requirements**

The Board of Commissioners on June 16, 2020, adopted the Resolution authorizing a Moratorium on County Hiring, Creation of New Positions, and Filling of Vacancy Positions.

The approved budget and staffing levels for the Accounting Division of my office include two full-time Deputy Account Clerks. I had approved a FMLA (Family Medical Leave Act) which started today, August 10, 2020, for one of my employees - which was to last up to 12 weeks. On Friday, August 7, 2020, the employee provided me with a notice of intent to retire mid-September and not return from FMLA.

My office needs to maintain this staffing position as there are four of us working on financials at any given time. My Chief Deputy and I can back fill the work internally for the short term; however, on a long-term basis, it is an unreasonable expectation to have staff work that much overtime in addition to everything that we are currently handling.

I would like to begin advertising for the vacancy and request that the Board of Commissioners authorize me to fill the vacant position.

Suggested Recommendation:

I recommend to the Board of Commissioners that the Leelanau County Clerk be authorized to fill the vacant Account Clerk position in her office.

Department Head Approval: Michelle L. Crocker

Digitally signed by Michelle L. Crocker
 Date: 2020.08.10 16:32:03 -04'00'

Date: _____