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**TO:** Board of Trustees

**FROM:** Michelle DeLancey, Director of Accounting & HR

**DATE:** March 5, 2024

**AGENDA ITEM TOPIC:** Accounting department vacancy

Number of Supporting Documents: **0**

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### **Requested Action**

- Motion to approve the hiring of two part-time applicants to fill the Accounting & Benefits Coordinator position. The applicants shall be selected by the Director of Accounting & HR, Supervisor and Clerk.

### **Background**

- The Accounting & Benefits Coordinator position has been vacant since February 5, 2024.
- We have not received any applications for the full-time position.
- We have received interest from two potential applicants for part-time positions.