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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**

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.