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Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

**TO: Board of Trustees**

**FROM: Jason Negri, Treasurer**  
**Michelle DeLancey, Director of Accounting & Human Resources**  
**Tricia Wiggle-Bazzy, Deputy Treasurer**

**DATE: March 16, 2023**

**SUBJECT: New hire for the Treasurer's department**

On February 21, 2023, the Township Board approved the request to post the job opening for the part-time Treasurer's Assistant position. In addition to posting the position on the Township website it was also posted on social media. We received four applications, and interviews were conducted with the qualified applicants on Tuesday, March 7th by the three of us. We have arrived at a unanimous decision and we would like approval to extend the attached conditional offer of employment to the top candidate.

We would like a **motion to: Approve the conditional offer of employment for the part-time Treasurer's Assistant position, with a weekly schedule of 16 hours (not to exceed 24 hours a week during peak seasons, and 32 hours a week during rare occurrences) at a rate of \$18.33 to \$19.26 an hour (grade 2, step 3-5).**