

**TO:** Board of Trustees

**FROM:** Jenna Daniels, Treasurer (7/1/25)

**DATE:** June 26, 2025

**AGENDA ITEM TOPIC:** Treasury Department Hirings

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**Requested Action**

- Motion to approve the Deputy Treasurer compensation at grade 7 step 4, \$34.86 per hour, full-time status, with 80 hours vacation at time of hire.
- Motion to approve the hiring of an Assistant to the Deputy Treasurer with the compensation set at grade 5 step 5, \$29.53 per hour, part-time status.

**Background**

My Deputy Treasurer comes highly recommended with 5 years of experience at another township in Livingston County. I'm requesting that she starts at step 3 with front loaded vacation as the township has historically done in the past for new hires that come with excellent experience in their field.

I was contacted by an interested party from a neighboring community about the open part-time Assistant to the Deputy Treasurer position. She too has a tremendous background in this field including working with BS&A, reconciliations and audits to name a few. The previous position holder at time of resignation was at step 8, I believe that the education and experience level of this candidate warrants a step 5 starting level which just matches her current compensation.

Both of these requests, if approved, are within the recently approved 25/26 budget.

I will be emailing both of their resumes.