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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** November 19, 2024

**TOPIC** Acknowledgement of New Hire – Administrative Coordinator

### BACKGROUND BRIEF:

Upon the departure of Mackenzie Harwood to University of Michigan (where she is excelling in her graduate program), the Executive Staff posted and sought applications for a new Administrative Coordinator. Seventeen (17) resumes were received and reviewed, and three candidates selected to interview. Interviews were conducted at our office by both the Executive Director and Assistant Director, and multiple factors were weighed, including but not limited to:

Long term fit for the growth of the team and the DDA

The unique abilities and mindset of the candidate

Diversity of talents and willingness and ability to quickly learn our systems

We mutually decided that Emily Dziegielewski was the best candidate for our DDA and offered her the position of Administrative Coordinator, which she has accepted. She has completed testing and physical requirements and is scheduled to start November 20, 2024

### FINANCIAL IMPACT:

This is a part time position, no benefits. Pay Rate \$19/ hour. Up to 30 hours per week.

We agreed to have this position be three full days, or greater depending on need, which may result in her working a flexible schedule of varied hours and days.

### RECOMMENDED MOTION:

Acknowledge the hiring and welcome Emily Dziegielewski as the new administrative coordinator