



Levy County Board of County Commissioners Agenda Item Summary Form

1. **Name:** Jacqueline Martin
2. **Organization/Title/Telephone:** Human Resource Manager
3. **Meeting Date:** Tuesday, August 13, 2024
4. **Requested Motion/Action:**

Interviews for Planning Director

5. **Agenda Presentation:** Yes No N/A
6. **Time Requested:** Click or tap to enter a date.
(Request will be granted if Possible) allotted time not more than 15 minutes
7. **Is this Item Budgeted (If Applicable):** Yes No N/A
8. **If no, State Action Required:**
a. **Budget Action:**
b. **Financial Impact Summary Statement:**
c. **Detailed Analysis Attached**
d. **Budget Officer Approval:**

If approved enter date: Click or tap to enter a date.

9. **Background: (Why is the action necessary, and what action will be accomplished) (All supporting documentation must be attached if any)**

Attached for review:

Position Posting

Job Description

Applicant Summary of Minimum Qualifications

10. Recommended Approval

- a. **Department Director:** Yes No N/A
b. **County Attorney:** Yes No N/A
c. **County Coordinator:** Yes No N/A
d. **Other:** Yes No N/A