



## Levy County Board of County Commissioners Agenda Item Summary Form

1. **Name:** Desiree Mills
2. **Organization/Title/Telephone:** BOCC, Chair
3. **Meeting Date:** Tuesday, July 2, 2024
4. **Requested Motion/Action:**

Review the County Coordinator and County Assistant Coordinator job descriptions. Discuss any possible changes and approve them with a vote. Ask HR to make necessary changes, email commissioners amended job description and as long as there are no objections to the changes, begin advertising County Coordinator position immediately. Discuss the process for interviewing coordinator and possibility of holding a special meeting for planning. Discussion on Assistant Coordinator position.

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)**

### 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



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