



Levy County Board of County Commissioners Agenda Item Summary Form

1. **Name:** Jacqueline Martin
2. **Organization/Title/Telephone:** Human Resource Manager/352-486-5219 ext 3
3. **Meeting Date:** Tuesday, August 20, 2024
4. **Requested Motion/Action:**

Staff presentation as we move through the hiring process for the County Manager 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)**

- 1. Applicants selected fir interview
- 2. Select interview date during the week of August 26-30
- 3. Interview questions to be provided by August 21
- 4. Review and set Interview Day plans
- 5. Review draft form of Employment Agreement

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