



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 6, 2024
4. **Requested Motion/Action:**

Report on Planning & Zoning Director Posting.

Request Board to set interviews.

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)**

Planning & Zoning Director posting closed July 15, 2024 at 4pm

Two applicants responded to the posting.

Attached are:

- 1. Applicant listing with minimum qualifications noted
- 2. Application from Tara Howell
- 3. Application from Aaron Pool
- 4. Memo outlining process for Department Head hiring by the Board
- 5. Posting with job description

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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