



## 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, January 16, 2024
4. **Requested Motion/Action:**  
Interview Applicant: Mary-Ellen Harper
5. **Agenda Presentation:** Yes  No  N/A
- 6.
7. **Time Requested:** Click or tap to enter a date.  
(Request will be granted if Possible) allotted time not more than 15 minutes
8. **Is this Item Budgeted (If Applicable):** Yes  No  N/A
9. **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.
10. **Background: (Why is the action necessary, and what action will be accomplished) (All supporting documentation must be attached if any)**  
Application attached
11. **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