

# Late Addition #2

## EXECUTIVE DOCUMENT SUMMARY

Department: Administration	<b>Submittal Dates</b>
Contact Person: Catherine Hartesvelt	<input checked="" type="checkbox"/> Regular Session
Telephone No.: 231-256-9872 x 170	
<b>Source Selection Method</b>	<b>VENDOR:</b> _____
<input type="checkbox"/> Select One	Address/
<input type="checkbox"/> Other: _____	Phone: _____
Account Number (Funds to come from): _____	

Budgeted Amount: \$ 1,500.00	Contracted Amount: \$1,500.00
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<b>Document Description</b>	
<input type="checkbox"/> Select One	<input checked="" type="checkbox"/> Other <u>Request for overlap staff</u>

**Request to Waive Board Policy on Bid Requirements**

This is a request by the Interim Finance Director to seek a approval to pay additional wages for an overlap/training period for the newly hired Administrative Legal Secretary and Legal Secretary utilizing an additional staff member/retiree in accordance with 2023 Budget Rules #5 & #6.

Patty Kilbourn is retiring and her last day in the building was to be May 1, 2023. As her replacement is Stacy Lamb who was performing as Legal Secretary, the office then hired a new employee to fill Stacy's vacant position.

Patty agreed to be available on an "as needed basis" during the first week of May to assist with overlap/training of Stacy in her new role as Administrative Legal Secretary and Stacy in turn will also be providing training for her replacement in the position Stacy vacated.

At this time, with two individuals in new roles, the "as needed" overlap was essential to the success of these employees.

An estimated cost for wages and benefits for the first week of May is estimated under \$1,500.

**Suggested Recommendation:** I move that the County Board of Commissioners approved the Interim Finance Director's request to pay regular wages to Patty Kilbourn for the first week of May for overlap/training as needed for the new Administrative Legal Secretary and Legal Secretary.

Department Head Approval: Catherine Hartesvelt Date: 5/16/2023