

Tracy L. Byard, ICMA-CM
11900 Lake Station Ave.
Lake, MI 48632
sixty7tbyrd@gmail.com
989-329-2780

April 29, 2024

Administrator Search
c/o Chet Janik
Leelanau County Human Resource Office
8527 E. Government Drive
Suttons Bay, MI 49682

Re: Leelanau County Administrator/Chief Financial Officer

Dear Mr. Janik:

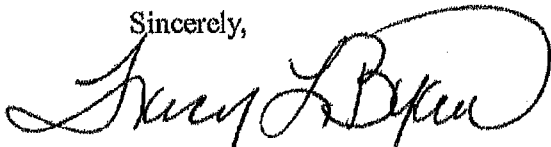
I am writing with a great deal of interest in the County Administrator/Chief Financial Officer position for Leelanau County.

Over 20 years of experience within county government has given me the expertise required to provide solid and decisive leadership. I present a versatile background that has provided me with insight and hands-on experience in human resource operations, preparation and oversight of the County's \$34 million budget and management and review of all the organizations programs. In addition, I have developed policies and ordinances for the County Board and followed through with implementation.

I desire an opportunity in which my education and experience will make a positive contribution to the operation of a government setting. I believe in clear and complete expectations and possess a view of interdependence with a commitment to learning and values. Furthermore, I look for strengths in people and situations rather than weaknesses, value individuals as persons and strive to build self-esteem in others. My drive, enthusiasm, and positive leadership style that convey integrity and fairness would enable me to make a significant contribution to your organization.

I welcome the opportunity to meet with you to further discuss my qualifications and your needs. Thank you for your time and consideration. I look forward to speaking with you.

Sincerely,



Tracy L. Byard, ICMA-CM

SUMMARY

More than twenty years of local government experience with expertise in the following areas:

- Operations and Project Management
- Labor Relations
- Customer Services
- Organizational Change and Development
- Strategic Planning
- Budgeting and Forecasting
- Human Resources
- Management

LOCAL GOVERNMENT EXPERIENCE

Oceana County, Hart, MI

June 2022- Present

County Administrator

Oceana County, located in Western Michigan with a population of 26,659 covering approximately 538 square miles. There are approximately 150 employees with 11 directly/8 indirectly supervised by the County Administrator

Duties and Responsibilities as County Administrator:

- Preparation of the County's \$34 million budget and submission to the Board of Commissioners.
- Continual oversight of the County budget/Forecasting/Planning
- Prepare the agenda and packet information for the Board of Commissioners.
- Responsible for negotiations of labor relations for the County
- Overseeing the Health Insurance Program, Retirement, Work Comp, Unemployment and Liability Insurance for the County
- Management of several county departments.
- Attend functions as representative for the County
- Collaboration with other County entities

Clare County, Harrison, MI

January 2010- June 2022

County Administrator

Clare County, located in the heart of Central Michigan with a population of 30,653 covering approximately 575 square miles. There are approximately 200 employees with 11 directly/43 indirectly supervised by the County Administrator

Duties and Responsibilities as County Administrator:

- Preparation of the County's \$33 million budget and submission to the Board of Commissioners.
- Continual oversight of the County budget/Forecasting/Planning
- Prepare the agenda and packet information for the Board of Commissioners.
- Responsible for negotiations of labor relations for the County
- Overseeing the Health Insurance Program, Retirement, Work Comp, Unemployment and Liability Insurance for the County
- Management of several county departments.
- Attend County functions as representative for the County
- Collaboration with County entities

Achievements:

- Prepared wage study for Non-Union/Elected officials. Comparisons were made with Counties that were 45% above and below population and SEV.
- Implemented a work order system for our Information Technology and Maintenance Departments.
- Involved in the creation of a Small Business Incubator in the City of Harrison.
- Coordinated Request for Proposals for bids on the County Buildings HVAC units as well as for the Internal Controls. New units have been installed along with electronic access to view units on-line.
- Making the necessary changes to the County Airport to move it from a Basic Utility to a General Utility to allow applying for federal grant funding. In process.
- Coordinated the implementation of a Courthouse Security Project.
- Coordinated implementation of a county wide copiers/printers change out along with a five-year lease agreement.
- Reconstructing a two county Indigent Defense system. Created a grant and plan to be submitted to the State for Clare and Gladwin Counties.
- Moving the County toward a central purchasing system. In progress.
- Involved in the negotiations of a contract for a Forensic Pathologist for our eight county Morgue Authority.

**Clare County, Harrison, MI
2009 Assistant Administrator**

September 1999-December

Duties and Responsibilities as Assistant Administrator:

- Assist the County Administrator/Controller in daily operations.
- Assist in the preparation of the County's \$31 million budget and submit to the Board of Commissioners.
- Copy the agenda and packet information for the Board of Commissioners.
- Follow up with action items preceding Board meetings.
- Maintain the County's office equipment and inventory for County Audit.
- Maintain schedule of the County meeting rooms.
- Maintain filing, swipe card system and purchase orders.

OTHER PROFESSIONAL EXPERIENCE

**Mitchell Manufacturing/Continental Industries
Engineering Tech/Plant Secretary/Human Resources**

May 1997 – September 1999

Essential duties and responsibilities include the following:

- Data entry, employee payroll and attendance
- Shipping and receiving data entry and production efficiency
- Filing and routing telephone calls
- Operation of office machinery
- Processing and implementing necessary documents for Human Resources
- Support for engineering staff.

EDUCATION

Diploma

Farwell High School, Farwell, MI - June 1986

Ferris State University, 1986 – 1987

Bachelors in Business Administration

Northwood University, April 2009 to December 2011

Additional Training:

DOJ Grants Financial Management Training, January 23, 2019
MPELRA Conference – Human Resources Training 2018
Sexual Harassment Training for Manager/Supervisors 2018
Freedom of Information Act Training - Yearly
FEMA Training-Homeland Security: IS100b (April 30, 2015) and IS700a (May 7, 2015)
A to Z Grant Writing – 24 Hours of Training – Course Completion June 27, 2013
Freedom of Information Act Training May 6, 2009 & March 1, 2012
Supervisory Skills – March 29, 2007
Bridges out of Poverty – March 7, 2006
Introduction to Business Ethics – September, 2006
Open Meetings Act – March 1, 2012

BOARDS/COMMISSIONS

Mid-Michigan Community Action Agency Board – January 2024 – Present
Oceana County Economic Alliance – March 2024 - Present
Michigan Association of Counties Administrative Officers Board of Directors – July 2003 to 2009 and July 2022 - Present
Michigan Association of Counties Health and Human Services Liaison – 2008 to Present
Michigan Child Welfare Partnership Council – 2016 – 2022
United Way of Clare County 1999 - 2022
Middle Michigan Development Corporation Client Council – 2010 – Present
Small Business Initiative Council – 2010 – Present
Michigan Municipal Risk Management Authority Member Representative 2010 – 2022
Eastern Michigan Council of Governments 2010-2022
Airport Advisory Board 2010-2022

PROFESSIONAL AFFILIATIONS

Michigan Public Employee Labor Relations – 2015 – Present
Michigan Local Government Management Association – 2015 – Present
Michigan Municipal League – 2015 – Present
Government Finance Officers Association – 2015 - Present
Michigan Association of Counties Administrative Officers - 1999 - Present
International City/County Management Association – June 2014 – Present
National Association of Counties – 1999 – Present

VOLUNTEER

Clare County Easter Egg Hunt 2015-2022

Clare County Airport Fly In 2015 – 2022

Farwell Basketball Bake Sale 2013 - 2018

Farwell Little League – Summer 2009

United Way of Clare County Coordinator – 1997 to 2022.

Community Resource Center, Bowl-a-thons and Carnivals – 1997 to 2001

H.O.S.T. Mentoring, Clare Elementary School 1996 - 1997