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Date: May 10, 2022

Memo To: Board of Supervisors

From: Major Shawn Roth

REF: **Over-Hire Full-Time Administrative Assistant due to Retirement**

Due to the upcoming retirement of Judy Woodin, the Sheriff's Office Administration full-time administrative assistant, I am requesting to over-hire for this vacancy for up to 8 weeks. This full-time administrative assistant is scheduled to retire on August 5, 2022. This over-hire will allow ample time for Judy Woodin to train her replacement with the many intricacies of the Sheriff's Office payroll, as the Sheriff's Office has four of the six collective bargaining units in Scott County and will have 183 FTE's in FY2023; as well as train on Sheriff's Office accounts payable, Sheriff's Office purchase card reconciliation and the various other duties of this position. The Sheriff's Office is not asking for any adjustment to our current budget to accommodate this over-hire situation.

Thank you.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

May 12, 2022

APPROVAL OF THE OVER-HIRE OF 1.0 FTE ADMINISTRATIVE ASSISTANT DUE TO A RETIREMENT

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the Board hereby approves the temporary over-hire of 1.0 FTE

Administrative Assistant for up to 8 weeks.

Section 2. This resolution shall take effect immediately.