

**Caroline County  
Board of Supervisors Agenda  
Executive Summary**

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**Meeting Date:**           **January 11, 2022**

**Title:**                       **Consent Agenda: Proposed Supplemental Appropriation to FY  
2021/2022 Economic Development Budget**

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*(Check Mark)*

<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Closed Meeting
<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> No Action (Information Only)	<input type="checkbox"/> Ordinance
<input type="checkbox"/> Resolution	<input type="checkbox"/> PowerPoint Presentation

**Summary:** Cassie Ruby, the long-time Administrative Assistant for the Department of Economic Development, has submitted her retirement paperwork and her last day of employment with Caroline County will be February 28, 2022. Economic Development Director Gary Wilson would like to bring in Mrs. Ruby’s replacement near the middle of the Administrative Assistant pay range (\$44,000) in order to attract qualified candidates. Mr. Wilson also believes it is very important to start Mrs. Ruby’s replacement prior to her departure to enable proper training to occur.

Although the proposed maximum starting salary for the new hire is significantly less than the incumbent’s salary, the combination of Mrs. Ruby’s leave payout and starting her replacement up to three (3) weeks prior to her departure will require a supplemental appropriation of \$8,687.84 to the FY 2021/2022 Economic Development Budget. The overwhelming bulk of this cost is tied to Mrs. Ruby’s remaining leave payout (estimated at \$6,337.45 including benefits).

**Budget Impact:** The proposed source of funds for the supplemental appropriation is the FY 2021/2022 Undesignated General Fund Balance.

**Action(s) Requested of Board of Supervisors:** Approve supplemental appropriation of \$8,687.84 to the FY 2021/2022 Economic Development budget as outlined above.