

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

Meeting Date: September 13, 2022

Title: Consent Agenda – Proposed Supplemental Appropriation to
FY 2023 Planning Budget (Replacement Planning Director)

(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: As the Board of Supervisors is aware, Caroline County has received an unsatisfactory response to its job posting for the new Deputy Director of Planning and Community Development/Zoning Administrator position. Planning Director Michael Finchum has indicated his intention to retire as an employee of Caroline County no later than August 1, 2023 (his actual retirement date may arrive sooner than August 1).

In order to promote an effective transition in department leadership, staff proposes changing course and advertising the director position with a notation in the posting that the selected candidate will serve as the Deputy Director until Mr. Finchum’s retirement. This will provide time for Mr. Finchum to work with his selected replacement and for the new employee to become accustomed to the responsibilities of the position and the particular issues and challenges facing Caroline County. The director to be will also be heavily involved in the selection of a Deputy Director and Senior Environmental Planner since both positions will ultimately work for the new director.

Budget Impact: A supplemental appropriation to the FY 2023 Planning Budget of \$39,611.72 (including benefits) is needed as a not to exceed amount to follow the course of action described above.

Requested Action from Board of Supervisors: Approval of the supplemental appropriation as recommended by staff.