**AGENDA REQUEST FORM**

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[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name:

Department or Organization:

Estimation of time needed for appointment:

Date Requested – 1st Choice: *If a specific date is needed, please provide reason:*

 2nd Choice:

Subject (*wording to be placed on agenda*):

Selection of date for County Administrator interviews.

Please provide a description of your request or presentation, including any background information:

Is this a Funding Request? No Is this a Hiring Request?

If so, how much? $ Name of Hire:

Provide exact financial request: Annual Salary: $ 70 Hr/80 Hr

 Start Date (beginning of pay period):

 Increase after probation if any: n/a

 Any Additional Conditions of Employment:

Recommended Motion (*type out wording of the motion you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector: Y/N Internet/Wi Fi: Y/N Telephone for conference call: Y/N

Contact Information: Phone Number:

Email Address:

Email completed forms to: jjames@jeffersoncountywv.org and spitts@jeffersoncountywv.org

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