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Matthew Covey
Fire Chief
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MEMO: November 4, 2020

TO: Honorable Township Board
FROM: Mark Simlar, HR Director 
RE: Colleen Glodich

At the September 9, 2020 Township Board meeting the Board approved the position of Purchasing Agent – Staff Accountant.

Kim Markee, Barb Miller and myself conducted interviews and selected Colleen Glodich. Colleen has been with the 51st District Court since 2013. (see attached resume)

It is my recommendation that the Board approve the appointment of Colleen Glodich to the position of Purchasing Agent – Staff Accountant.

This position is a Grade 3, Step 5 - \$53,598.

Colleen Glodich

» Experience

51st District Court, Waterford, MI

Supervisor of Court Operations, August 2020-present

- Control and manage the Court's finances, including daily deposits and monthly reconciliation of all accounts.
- Primary court recorder for Chief Judge Richard D. Kuhn, Jr.
- Process and prepare payroll.
- Assist in the preparation and administration of budgets and grants.
- Provide assistance to the judicial leadership and management team in strategic planning and development.
- Update and maintain the Court's social media presence.

Bookkeeper, December 2016-July 2020

- Control and manage the Court's finances and fiscal responsibilities.
- Process all invoices and financial records.
- Manage grant funds for two state funded problem-solving court grants.

Specialty Programs Coordinator, November 2014-December 2016

- Conducted appointments to review probation terms with newly sentenced defendants.
- Monitored payment plans for all cases in probation status.
- Entered and monitored data in DCCMIS (Drug Court Case Management Information System) for cases in two specialty courts: Sobriety Court and Veterans' Court.
- Assisted with updating and maintaining the Court's pages on the township website.
- Acted as the Court's contact for probation's community service program.

Deputy Clerk, Probation Department, January 2013-October 2014

- Assisted defendants signing in at the front counter and answered phone calls.
- Administered urinalysis drug screens and PBTs.
- Provided referral support and completed court documents for the probation officers.
- Entered data for specialty court cases into DCCMIS.
- Assisted in training interns in clerical procedures.

Probation Intern, September 2012-December 2012

- Conducted pre-sentence investigation interviews and wrote reports.
- Met with probationers to monitor their progress and compliance with the court order.
- Utilized JIS (Judicial Information System) and DCCMIS to record and acquire data.

Starbucks Coffee Company, Troy, MI

Shift Supervisor/Trained Barista, September 2009-June 2015

- Managed employees, handled cash and deposits, and ordered product.
- Trained new employees in Starbucks standards and procedures.
- Worked as a team to create a satisfied customer experience.

» Education

Oakland University, Rochester, MI

- MPA, Master of Public Administration, concentration in Court Administration
- BA, Bachelor of Arts in Political Science, concentration in Criminal Justice, minor in English

NCSC Institute for Court Management, Williamsburg, VA

- Certified Court Manager (CCM), *in progress*; completed courses: Purposes & Responsibilities of Courts, Caseflow & Workflow Management