



Memorandum

To: Livingston County Board of Commissioners
From: Sue Bostwick
Date: 07/18/22
Re: Intern Intergovernmental Agreement

Several year ago, we were looking for a qualified person to fill a position here in Equalization. This was a time when the state was slowing down on number of classes they offered. It took 8 months to fill the position with a candidate without the qualifications we were looking for. We were lucky and we hired someone who had no experience but was willing to learn. He progressed fast and became a valued employee. However, this took time on everyone's part to explain and show him how each function worked. I think of how much better it would have been had he a little experience.

Throughout time in meetings with the local unit assessors it has been brought up that they were looking for help. What they were hoping to find, what they were willing to except as a beginning employee. This progressed to talk about an intern program with the units here in the county. This would help both the unit and the applicant. By promoting and keeping young professionals here in Livingston County.

We have moved forward to the next step, and we decided we would look at this as an intergovernmental agreement between participation units. Currently, Genoa, Hartland, Brighton City and Equalization have signed on for the project. It will have the participant become a part time employee, with the salary of \$15.00 an hour. Each participating unit has agreed to the term of two months with the total expense of \$2,000. The State Tax Commission will notify all newly certified MCAT people, if they are interested, they can apply for the position. The local assessor's association will screen and interview the applicant and pick the candidate. Then we will teach them the day-to-day actions of each department.

This program will invest in several newly certified MCAT students and give them real life experience in the assessment administration field and some experience to enter the job market in this field. They will get hands on experience in all aspect of assessing from the process of equalization to the everyday local unit assessing experience dealing with PRE's to valuation of property to be able to offer their newly prospective employer some valuable work experience. Hopefully this will turn out to be an employment opportunity for both parties.