



BARNSTABLE COUNTY COMMISSIONERS

P.O. BOX 427
BARNSTABLE, MASSACHUSETTS
02630
(508) 375-6648
FAX (508) 362-4136

COUNTY COMMISSIONERS
WILLIAM DOHERTY
Harwich

MARY PAT FLYNN
Falmouth

SHEILA R. LYONS
Wellfleet

July 31, 2014

HOME RULED CHARTERED
IN 1989

Ron Bergstrom, Speaker
The Assembly of Delegates
First District Courthouse
3195 Main Street
Barnstable, MA 02630

Re: Barnstable County – Temporary Staffing Assignments

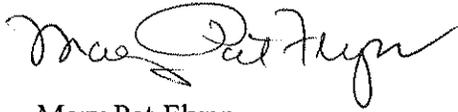
Dear Speaker Bergstrom:

I am providing you with a summary of temporary staffing assignments implemented by the Board of Regional Commissioners in consideration of the medical leave of absence of County Treasurer, Mark Zielinski. These temporary tasks and responsibilities will be assigned to appropriate county staff within the Finance Department and include the following:

1. Fiscal Year-End Budget Close-out Responsibilities: Joanne Nelson, County Accountant, will assume this task.
2. Executing County Checks: Tricia Rogers, in her role as Assistant County Treasurer, is authorized to assume this function.
3. County Retirement Board: Deputy Chairman, Mark Foley, will serve as the Interim Retirement Board Chairman during Mark Zielinski's leave of absence as Chairman of the Retirement Board.
4. Finance Department staff: Joanne Nelson, County Accountant, will oversee the day-to-day management of the Finance Department and shall serve as the temporary Finance Director.
5. Department Head Supervisory responsibilities: Several department heads that report directly to Mark Zielinski shall report to the County Administrator.
6. Maggie Downey's role as the Assistant County Administrator: Maggie Downey continued to assist the County Administrator in various administrative and human resource capacities during Mark's leave of absence. Maggie's transition date from Assistant County Administrator to full-time Executive Director of the CLC became effective August 1, 2014.

I hope that this information provides the Assembly of Delegates with an up-to-date summary of the temporary county staffing assignments affecting the Finance Department in consideration of Mark Zielinski's leave of absence.

Respectfully,

A handwritten signature in cursive script that reads "Mary Pat Flynn". The signature is fluid and connected, with a large initial "M" and "P".

Mary Pat Flynn
Chair

Cc: Joanne Nelson
Tricia Rogers
Maggie Downey