



**FREDERICK COUNTY, MARYLAND**

**STAFF REPORT FORM  
FOR COUNTY COUNCIL MEETING**

**To:** Frederick County Council

**Date:** August 24, 2016

**From:** County Council President Bud Otis

**Phone #:** x11101

**Staff Report Topic:**

**Affirm the Confirmation of County Executive's Appointee**

**For Office Use Only**

**Council Meeting Date:** August 30, 2016

**Presenter:** County Council President Bud Otis

**Public Hearing?** No

**Requires Council President's Signature?** No



**FREDERICK COUNTY GOVERNMENT**

Jan H. Gardner  
*County Executive*

**OFFICE OF THE COUNTY EXECUTIVE**

*W. Paul Dial, Acting Chief Administrative Officer*

August 22, 2016

Frederick County Council  
12 East Church Street  
Frederick, MD 21701

Re: Appointment of Citizens Services Director

Dear President Otis and Council Members:

I am writing to request your consideration and confirmation of my appointment of Dr. Monica Grant to the position of Director of the Citizens Services Division. Monica is currently serving as the Acting Director.

As you may know, Dr. Grant is a longtime Frederick County employee who knows our systems and personnel and comes with the advantage of good working relationships with division department heads and employees. She is an exceptionally strong leader, a problem solver, an outstanding communicator and an experienced fiscal manager. She places a strong value on being strategic and encouraging the professional development of her staff.

In her position as Director of the Developmental Center in the Frederick County Health Department, she supervised 80 employees and managed a \$7 million budget, including a significant amount of grant funding from the federal, state, and private sector. Her work leading the Frederick County Health Department Quality Improvement Team resulted in accreditation success. She is well-liked and will hit the ground running in this new position.

Attached for your review and consideration is Dr. Grant's resume and a job description. I appreciate your consideration and am confident that you will find her to be well qualified for this position.

Sincerely,

  
Jan H. Gardner  
County Executive