



COLLIN COUNTY

Facilities Director
Central Plant
4600 Community Avenue
McKinney, Texas 75071
www.collincountytx.gov

InterOffice Memorandum *August 25, 2015*

15 AUG 25 AM 8:45
COLLIN COUNTY
FACILITIES

To: Judge Keith Self
From: Dan James/Facilities Director 
RE: Facilities Maintenance/Grounds Keeper Position

Facilities Maintenance currently has a vacant Grounds Keeper Position. I have made a decision to hire Matthew Nibbelin who has been medically cleared for employment and has also been cleared via a background check.

I contacted Human Resources this morning who informed me that Mr. Nibbelin could not actually start his employment until September 15, 2015 because there was not another Commissioners Court Meeting until September 14, 2015. Facilities is in dire need to get this person on board because it is our busy mowing season.

Thank you for consideration of my request giving authorization for Mr. Nibbelin to begin his employment on September 3, 2015. If I can be of further assistance please do not hesitate to contact me at extension 5331.

cc: Bill Bilyeu

OK
8/25/15
5331


C:replacegroundskeeperpositionnibbelin