



LEGAL REQUEST MEMORANDUM (LRM)

From: (Name) Caron Sara (Dept) Human Resources - 2555 ☒
Last First
(Title) Director, HR, Risk and Benefits (Phone) 352 438 2351
Signature [Signature] Date 8/22/24

The Office of the County Attorney is requested to provide legal assistance as detailed in this legal request and supporting documents (attached).

Request for: ☒ New Document ☐ Review & Comment ☐ RESUBMIT LRM No. _____
☐ Approve as to Form ☐ Other

Description of Request

Updated contract with Combined Insurance Services (CIS).
CIS is our broker for the benefits we offer to employees. The past contract expired, and this is just an update.

For more information or discussion, contact: ☒ Same as above
(Name) _____ (Title) _____ (Phone) _____
Last First

Agenda Item? ☒ Yes ☐ No Agenda Date: September 17, 2024
Agenda Deadline Date for Legal: 8/30/24 Agenda Deadline Date for Admin: 9/5/24

Note: Please allow a MINIMUM of 5 working days BEFORE deadlines for LRM to be completed.

DO NOT COMPLETE - Office of the County Attorney use ONLY

LRM No. 2024-735

Assigned to: ☐ Matthew Guy Minter, County Attorney ☐ Dana E. Olesky, Chief Asst. County Attorney ☒ Thomas Schwartz Asst. County Attorney ☐ Valdoston Shealey Asst. County Attorney

Outcome:

☒ Approved as to form and legal sufficiency
☐ Approved with revisions: ☐ Suggested ☐ Completed
☐ Other:

Date Received:

RECEIVED

By Marion County Attorney- AT at 10:16 am, Aug 23, 2024

Attorney Signature: [Signature] Date 8/23/24
Staff Signature: [Signature] Date 8/23/24 Returned: ☒ Department ☐ Admin ☐
Completed