



Quarterly Budget Review

Grant Update • January 14, 2026

The Budget & Grants Analyst position has been accepted by Marie Ramkissoon. Marie will start her position on January 23, 2026.

Once settled in, Marie will begin working towards establishing a Grants Review Committee, draft and implement a new Grants Policy, and coordinate with the Departments to research grant opportunities (individual meetings will be scheduled), assist with the application process, and coordinate any financial monitoring requirements with the Departments. I also plan to have Marie attend an online grant writing program/certification.

Note – 50% of Marie's time will be dedicated towards Grants with the remaining 50% towards Budget. Marie's other tasks will include managing all agency grant awards including applications, compiling the Agency Budget Book, reimbursement requests, award letters, and contracts. She'll also attend and take TDC meeting minutes, assist in managing FEMA Public Assistance funding, provide backup for tracking of developer bonds, assist in budget implementation, and be the Budget Liaison for four (4) departments: Office of Management & Budget, County Administration, Board of County Commissioners Office, and County Attorney.