

## MEMORANDUM

DATE: August 20, 2024

TO: Alpena County Board of Commissioners

FROM: Nicki Janish, Director of the Home Improvement Program and Office of Public Conservator

SUBJECT: Program Assistant Vacancy

MESSAGE: This request comes at an unfortunate time with the recent hiring freeze in place, however, I am before you seeking permission to fill the vacancy of Program Assistant in the Home Improvement and Public Conservator Offices. This is a shared position in both departments, presently distributed between the two budgets as follows: 60% to Public Conservator and 40% to Home Improvement. (I would like to note that in my proposed 2025 budgets, I have recalculated that distribution at an even 50% to each department.)

Both programs are departments within the General Fund, however, in the case of the Home Improvement Program, revenues for operating expenses come 100% from grant funding through administrative fees moved over from the Home Improvement Fund; and in the case of the Public Conservator's Office, all revenues are brought in directly from operations within that program, making the program self-sufficient and putting no strain on the County's General Fund.

The Program Assistant position had become vacant and was only filled earlier this summer, however, as fast as it was filled, it unexpectedly and unfortunately became vacant again this month. That leaves one full-time salaried County employee serving as Department Head over two programs and responsible for 100% of the workload.

These two programs simply can't operate with only one employee. Administrative duties are untouchable during business hours; both programs demand work to be performed outside of the office at various times each week; regular office closures would be imminent; an illness or injury would abruptly stop operations with nobody cross-trained to cover either department; a decrease in work performance will decrease revenues; and the Home Improvement Program, specifically, would be at a risk of having to return unused grant dollars.

I've already been working into evenings to meet demands, taken work home, and I've canceled planned PTO usage to adjust to the need. To continue long-term without help would simply be unfair to an employee and detrimental to both programs.

Thank you for your consideration.

Respectfully Submitted,

