

MEMORANDUM

DATE: April 24, 2025

TO: Alpena County Finance, Ways and Means Committee

FROM: Nicki Janish

SUBJECT: Budget Amendment and Bill Pay/Reimbursement Requests

MESSAGE: The Office of Public Conservator has a revenue line item for Reimbursements and Refunds (101-278-677.000) and an expenditure line item for Miscellaneous Expense (101-278-955.000), which have only been used a small handful of times over the years for very small and unique situations that have occurred. In 2025, nothing is budgeted in the revenue line item and the sum of \$250 is budgeted for the expenditure line item.

I am requesting the following budget adjustment:

- 101-278-677.000 Reimbursements and Refunds – increase from \$0 to \$1,664
- 101-278-955.000 Miscellaneous Expense – increase from \$250 to \$1,914

Two emergencies occurred during the month of April 2025 affecting clients of the Office of Public Conservator, and as a result, I used my own personal funds to pay for hotel accommodations in both circumstances. This is not common practice and these were extraordinary circumstances that I do not intend to repeat.

Clients 1 & 2 are husband and wife and were displaced from their home during the historic ice storm in Northeast Michigan. Clients have the funds and can afford to pay for their hotel lodging, however, because they have a Public Conservator/Representative Payee, they do not have access to a debit or credit card as a method of payment and therefore had no way to pay for lodging in an emergency situation. They housed at the Ramada Inn in Alpena, Michigan from 04/01/2025 through 04/16/2025, and I personally paid \$1,540.38. Verification of that expense is attached with this communication.

Client 3 suffered a fire at the home she rents on 04/17/2025 and required emergency lodging for the first night until her guardian and community mental health support staff successfully found safe accommodations for her pending the search for new housing. Her stay at the Holiday Inn Express in Oscoda, Michigan, cost \$122.84, and was also paid by me personally. Verification of that expense is also attached.

All three clients have the financial ability to repay these expenses, however, I am not comfortable, nor would it be appropriate to pay myself directly from their funds. The line items

above that I've requested adjustments for are intended for just this purpose. The exact amounts of \$1,540.38 and \$122.84, respectively will be paid to the Alpena County Treasurer and credited to revenue Line Item 101-278-677.000, and I have prepared a check request voucher for reimbursement to me personally for the combined total of those exact amounts from expense Line Item 101-278-955.000.

Dollar for dollar, the expense is reimbursed, there is no net effect on the County's General Fund, and this is a proper way for me to be compensated for out-of-pocket expenses.

I welcome any questions, but would ask that these budget adjustments and bill payment request be approved.

Respectfully Submitted

A handwritten signature in black ink that reads 'Nicki Janish'.

Nicki Janish