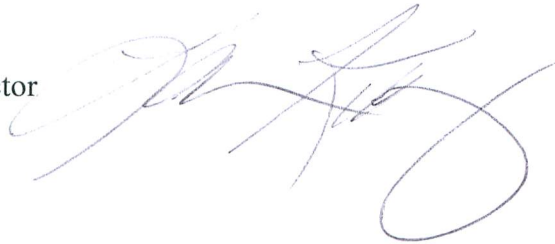


**MEMORANDUM**

TO: CFX Board Members  
FROM: Laura Kelley, Executive Director  
DATE: January 7, 2016  
SUBJECT: Immediate Staffing Needs



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The personnel structure of the agency has been unchanged since 2006. When I was hired in May 2015, I began a reorganization, focused on our future and improving our customer service. Historically the agency has budgeted for actual personnel, leaving no room for unanticipated changes or situations. In recent months, personnel situations and new initiatives identified and needed warrant a budget adjustment. The details of this request will be discussed during the individual Board member briefings.

Approval is requested to add \$250,000 to the FY 2016 OM&A budget for salaries and benefits to address these needs.