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TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting & HR

DATE: March 5, 2024

AGENDA ITEM TOPIC: Accounting department bonuses

Number of Supporting Documents: **0**

Requested Action

- Discussion

Background

- The Accounting & Benefits Coordinator position has been vacant since February 5, 2024.
- The job duties for the position are being carried out exclusively by the Accounting Specialist and Director of Accounting & HR, which has increased their extent and degree of responsibilities, and time commitment exponentially.
- After the vacancy is filled Hohl, Dolan and DeLancey would like to compensate the Specialist and Director with a one-time bonus for the entire duration of the vacancy. The bonus amounts are to be determined and presented to the board at a later date.