

MEMORANDUM



TO: VICTOR CARDENAS, CITY MANAGER
FROM: KIT KIESER, OAS MANAGER
SUBJECT: OAS STAFFING ADJUSTMENT
DATE: OCTOBER 12, 2023

Mayor and Council –

Please see the below correspondence outlining staff's intent to increase staff support for the City's older adult population.

- Victor

The Older Adult Needs Committee, formed in January, is charged with several responsibilities, including identifying best practices for programs and service delivery needs of Novi's older adult community. Recognizing that the older adult population is growing, dynamic, and complex in nature, the committee recommended increasing staff capacity to support the continuation and expansion of programs.

OAS staff presently includes the Manager, Social Services Coordinator, and a part-time Recreation Programmer. The part-time programmer position would be shifted to a full-time Recreation Supervisor position.

A current Recreation Supervisor (Madison Lachance) in PRCS has indicated their desire to transition to the full-time OAS position. This person has previously worked in OAS, is currently leading some OAS programming, and has a proven history of successfully engaging Novi's older adult residents. It is City Administration's intent to transition that employee into this new role as a programmer supporting Novi's older adult population. The net result would increase the City's staffing count by 0.5.

Please let me know if you have any questions regarding this plan of action.