



August 30, 2022

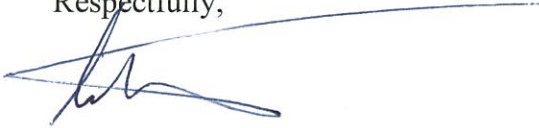
Assembly;

As you know, the Borough is in current discussions with Petersburg Medical Center to take over the operations of the Assisted Living facility. This process will take some time and involve changes to our current organization. One of these changes is splitting off the Elderly Housing facility from Assisted Living, as the Hospital has no interest in managing Elderly Housing.

The Borough Clerk and I have been updating job descriptions and working with staff to make sure the job duties are clearly outlined. Our new Assisted Living Director started on August 29<sup>th</sup>, and we have been working with Shelyn Bell and Derrick Casey to complete the handover of the facility. We will be asking Michelle Lopez to transition to Elderly Housing as the new Elderly Housing Director, and I am seeking the approval of the Assembly for this change. Michelle will continue to do some Assisted Living support until such time as the Hospital takes over, however she will also need to fulfil the job duties necessary for Elderly Housing including the billing, tenant relations and supervising the maintenance technician which have been removed from the responsibilities of the Assisted Living Director. At this time, we will not be filling Michelle's administration assistant position, awaiting the changes associated with the Hospital.

Please let me know if you have any questions that you will need answers to prior to the meeting.

Respectfully,



Stephen Giesbrecht  
Borough Manager  
Petersburg Borough