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TO: Board of Commissioners
FROM: Sarah Reeves
DATE: May 18, 2023
RE: Executive Director Update

April 19 - PRESENT

- **PERSONNEL CHANGES:** As I emailed to the Board three weeks ago, Josh Tyler, Director of Operations, has accepted a position in the private sector, effective May 19. As we do anytime someone moves on from CSWD, Amy Jewell, I, and the employee's manager review the job description and determine if there is an on-going need for the position and if the duties/tasks listed are accurate and relevant. For the Operations position, I've reassigned Josh's tasks to the Director team and will be using the next few months of this redistribution to evaluate the future path.
 - Josh Estey will take on the day-to-day oversight needs of the current MRF and Biosolids, and will retain oversight of the Environmental Depot, Compliance, and Safety programs.
 - Jen Holliday will re-engage and work with me on future MRF needs (she had receded a bit post-MRF contract negotiations); Josh Estey will be brought into the project to learn the new operations.
 - Nola Ricci will work closely with Brian Mital and Josh Estey on budgeting for the DOCs, MRF, and Biosolids, and I will be involved with these budgets earlier in the planning cycle.
 - I will directly oversee capital budget development, project prioritization, and infrastructure needs.

May/June 2023

- Memorial Day, 5/29; Offices and facilities closed (Organics Recycling Facility open for commercial drop off only)
- Finance Committee, 6/14
- Juneteenth, 6/19; Offices and facilities closed
- Executive Board, TBD
- Annual Organizational Board Meeting, 6/28