

## PROPOSED FINANCE STAFFING PLAN

<i>Options</i>	<i>Staffing Option 1</i>	<i>Staffing Option 2</i>	<i>Staffing Option 3</i>	<i>Staffing Option 4</i>	<i>Staffing Option 5</i>
<b>Option Title</b>	<b>Full Resiliency Plan</b>	<b>Workload Analysis Plan</b>	<b>Partial Resiliency with Workload Response Plan</b>	<b>Partial Resiliency Only Plan</b>	<b>No Change Plan</b>
<b>Staffing Plan</b>	Add a third Administrative Specialist and an Accounting Technician.	Add a third Administrative Specialist and 12-month limited duration Accounting Technician.	Add a third Administrative Specialist and part-time Accounting Technician.	Add a third Administrative Specialist and a temporary Accounting Technician.	Add no additional staff and utilize contracts with Merina and Co.
<b>Plan Summary</b>	Adding two additional team members to add resiliency, redundancy and respond to the ongoing increased administrative and finance workload	Add one permanent staff member and a limited duration staff member to determine if workload is right sized or if this creates too much extra capacity in the department.	Add one full-time Administrative Specialist and 20 hours a week Accounting Technician with the ability to work extra hours and respond to workload during times of the year when work spikes.	Add one full-time Administrative Specialist and a temporary Accounting Tech to assist in clearing back logged work.	No additional staff would be added, accounting help would come from Merina and company. Accounts needing time payment agreements and assistance would not be a District focus.
<b>Benefits</b>	Builds redundancy within the team. Allows the District to broaden focus and bring delinquent accounts up to date. Frees up accounting time for long-range planning and forecasting.	Like the Full Resiliency plan but allows for processes to be built while staffing need is further analyzed.	This plan would cost less than the first plan and would give us flexibility to respond to workload.	Builds resiliency for the Administrative Specialists and does not add the cost of permanent accounting staff.	No staffing cost increases.
<b>Cost to the District in Direct Spending</b>	Admin Specialist \$101,170 Accounting Tech \$101,170	Admin Specialist \$101,170 Limited Duration Accounting Tech \$101,170	Admin Specialist \$101,170 PT Accounting Tech \$49,155	Admin Specialist \$101,170 Temp \$44,200.00	Utilize balance of current \$50,000 contract with Merina and Co. and regularly

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					update the Board if changes are needed.
<b>Revenue implications</b>	N/A	N/A	N/A	N/A	Revenue could be impacted if we cannot manage and collect on delinquent accounts.
<b>Other Risks/Implications</b>	N/A	It might be difficult to hire a limited duration employee.	Hiring and retaining a part-time staff member willing to occasionally increase hours will be challenging.	The District is limited to a 6-month duration with a temporary employee without a Union approved extension. Training towards proficiency can take up to 3 months. Actual productivity is low given training time.	The District risks not being able to implement best practices and proper controls as current staff is over capacity. District risks not being able to collect monies owed and sacrificing the customer experience. Financial contractors lack intimate District knowledge.