

Finance Committee Recommendations / Short-term Plan and Interim Finance Director

Appointment and Salary:

#323-11212023 Regular Session

• THAT CATHERINE HARTESVELT BE APPOINTED AS INTERIM FINANCE DIRECTOR REPORTING TO THE BOARD OF COMMISSIONERS AND TO BE COMPENSATED AT SALARY LEVEL FOR FINANCE DIRECTOR IN THE AMOUNT OF \$79,570.45 FOUND ON THE 2023 NON-UNION WAGE SCHEDULE RETRO-ACTIVE TO OCTOBER 23, 2023, AND TO ACCEPT THE INTERMEDIATE PLAN AS PRESENTED.

INTERMEDIATE PLAN:

- 1) Name Catherine Hartesvelt as interim finance director, ~~reporting directly to the BOC.~~  
~~(The intent is not to create a CFO position; this is a short-term arrangement until the Long-term plan is implemented)~~
- 2) Advertise position of account clerk.
- 3) Advertise position of additional finance account clerk position to be temporary full-time or work with existing staff to see if assistance can be given to Cathy. (Anticipated by adding to contingency in 2024 budget).
- 4) ~~Clarify Administrator does not have direct supervisory or reporting responsibility for Finances during this interim plan. Future responsibility to be determined as part of the long-term plan.~~

RESCIND

Timeline to implement: As soon as possible.

Duration: Until long-term plan is implemented, with a goal of 6.30.24.

Finance Department Long-term Plan:

#324-11212023 Regular Session

• TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE LONG-TERM PLAN:

LONG TERM PLAN:

- 1) Begin collaborative effort to move forward with Finance department.
- 2) Seek expert advice from inside our organization and from outside experts as to best practices and organizational structures.
- 3) Take the time required to listen and learn. Form a plan that can succeed, and can be implemented in a measured, thoughtful, and cooperative manner. Getting it right is more important than getting it quick.
- 4) The plan must be clear and concise, and include buy-in from all board members and stakeholders. It must have identifiable goals and timelines.
- 5) No plan will completely satisfy everyone, compromise and commitment to the bigger picture will be essential.
- 6) Once the plan is adopted, all parties must work together to ensure success. Board must pass required resolutions so as to remove all confusion about roles and responsibilities.

Timeline: Immediate start of plan formation with goal of adopting a plan within 30 to 60 days.

Plan implementation to start immediately after adoption, with goal of 6.30.24