



Memo

To: Board of Commissioners

From: Carrie Monforte

Date: 5/14/2023

Re: Office Furnishings & Computer Equipment

Having spent a bit of time in Doug's office recently, I now know that there is a need to upgrade or replace items for the incoming director.

- Computer – the desktop computer is barely functional, but the laptop is in good condition and could be adapted to desktop use instead of replacing the computer.
- Desk – the current one is not in good condition
- Chair – the current one is broken.

The purchase of these items would cause us to exceed our computer and office equipment budget lines, so the funds would need to be re-allocated from elsewhere, likely the Director Salary due to savings from having gone without a director.