

To: Patrick Fanella
From: Chuck Korenic
Date: January 13, 2026
Subject: Role and Compensation Adjustment

Dear Patrick,

We are pleased to recognize your continued growth and demonstrated proficiency within your role. Based on your performance and demonstrated knowledge within your scope of responsibility, we are offering you a wage increase of **\$2.26 per hour**, bringing your new hourly rate to **\$23.00 per hour**, effective **January 19, 2026**.

In addition to this wage adjustment, your role will formally expand to include the responsibilities outlined below.

Expanded Role Responsibilities

- Maintain full ownership and accountability of VHQ, including system stability, organization, and documentation.
- Build and maintain a Hospitality virtual machine (VM) environment. This will include meeting with Ryan for assistance and alignment, leveraging existing standards while providing your own technical insight. Ryan currently maintains approximately 20 VMs.
- Design and build a dedicated VM host PC to support Hospitality virtualization efforts, with an approved hardware budget of up to **\$1,500**.
- Lead a defined backup and imaging initiative for Office, Grocery, and Hospitality environments, as outlined below.

Continued on page 2

Project-Based Incentive Opportunity

You will be eligible for a **\$5,000 completion bonus** upon the successful completion of the Backup and Imaging Initiative. This project must be completed no later than **June 30, 2025**.

The purpose of this initiative is to establish a reliable, repeatable, and documented system for image storage and system recovery. The project scope is limited to design, implementation, validation, and documentation. Ongoing operational ownership beyond established SOPs is not included.

Project Scope, Deliverables, and Budget

Office Imaging and Deployment

- Implement an imaging and deployment process for Office systems.
- Enable rapid restoration and redeployment.
- Eliminate the use of KVM devices for on-site restoration once imaging is validated.

Image Storage and Backup

- Implement local NAS-based storage systems in Lisle and Portage for approved system images.
- Each NAS system must not exceed **\$2,500**, with a total local backup hardware budget of **\$5,000**.
- Establish a cloud or offsite synchronization service for Grocery images.
- Approved monthly budget for synchronization services is **\$80**.

KVM Project

- Create standardized images for HP-based KVM devices.
- Images will be stored locally on SD cards within each device.
- Images must also be retained in the approved image repositories for recovery and re-imaging purposes.

Documentation Requirements

You will lead the creation of Standard Operating Procedures for the following:

- VHQ management
- Grocery imaging storage, if applicable
- KVM imaging and deployment, if applicable

Documentation must clearly define setup, usage, restoration steps, and handoff points, and be sufficient for execution by another team member without direct assistance.

Tools and Support

To support completion of this initiative:

- You will be provided a Scribe AI license to assist with SOP development.
- You will be provided the approved VM host hardware budget as outlined above.
- Scope alignment will be reviewed as needed to ensure clarity and to prevent expansion beyond the defined deliverables.

Pending successful completion of this initiative, we will re-evaluate and continue discussions regarding your ongoing development and future opportunities.

We appreciate your contributions and look forward to your continued growth in this expanded role. Please let us know if you have any questions regarding this update.

Sincerely,



Chuck Korenic
General Manager

Budgetary Summary

One-Time Capital and Project Budgets

VM Host Hardware (Hospitality)

- Purpose: Dedicated VM host PC for Hospitality virtualization
- Approved Budget: **Up to \$1,500**
- Type: One-time hardware expense

Local Backup Storage (NAS)

- Locations: Lisle, IL and Portage
- Quantity: 2 NAS systems
- Budget per NAS: **Up to \$2,500**
- Total NAS Hardware Budget: **Up to \$5,000**
- Type: One-time hardware expense