


Date: April 24, 2019  
To: ACBH Administrative Professionals   
From: Carol F. Burton, MSW, Interim ACBH Director  
Subject: Administrative Professionals Day 2019

Happy Administrative Professionals Day to all of the 100+ administrative professionals in our department!

I dedicate this day to you and your recurring role on the BHCS stage as the traffic managers and orchestra conductors, the counselors and confidantes, and the all-around, behind-the-scenes whizzes on whom we depend so much, and who make our department hum.

Sometimes you are the face of the department, and sometimes you're behind the scenes, but at all times, you serve a critical role in keeping the department functioning efficiently. I recognize that support work is much harder than it looks from the outside. Your role constantly changes, and it can be very challenging some days. But you remain cool, calm, and collected, handling stressful, challenging work with aplomb.

It is important, as part of our core values, that we acknowledge ourselves, the work that we do, and the efforts of others who help us do that work. ACBH is committed to looking at ways to express that gratitude collectively as a department. In the meantime, please take time today to express appreciation to our administrative support staff, as we strive to move ACBH to a culture of greater appreciation.

I sincerely value the work that you do for this department and wish to extend my personal appreciation to each and every one of you.

Thank you!

