

BAY-LAKE REGIONAL PLANNING COMMISSION

ANNUAL AFFIRMATIVE ACTION PROGRAM

JULY 1, 2020 – JUNE 30, 2022

Adopted: June 12, 2020



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TABLE OF CONTENTS

I. THE COMMISSION	3
A. Creation And Authority	3
B. Area Served.....	3
II. EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT.....	4
III. RESPONSIBILITIES FOR PROGRAM IMPLEMENTATION	4
IV. ANALYSIS OF STAFFING	4
A. Regional Population.....	4
B. Staff Composition	5
C. Availability of Promotable Minority and Female Employees on the Staff	5
D. Compensation	6
E. Promotions	6
F. Anticipated Staff Turnover	6
G. Funding Sources.....	6
V. ANALYSIS OF COMMISSION MEMBERSHIP	7
A. Racial and Gender Composition of the Commission.....	7
B. Minority Representation Requirements	7
C. Anticipated Commissioner Turnover.....	7
VI. GOALS	7
A. Affirmative Action Goals	7
VII. ANALYSIS OF PREVIOUS YEAR'S GOAL ATTAINMENT AND RELATED PERSONNEL ACTION	9
A. Internships.....	9
B. Hiring, Promotion, and Staff Reductions.....	9
C. Minority Participation.....	9
D. PROGRAM Review.....	9
VIII. PLAN DISSEMINATION.....	9
A. Staff Review and Comment	9
B. Solicitations or Advertisements for Employment.....	9
C. Dissemination to Staff.....	10
D. Posting.....	10
E. Dissemination to Commission	10
IX. INTERNAL MONITORING.....	10
A. Full Commission or Executive Committee Review.....	10
B. Supervisory and Management Personnel Responsibilities	10
C. Affirmative Action Program Survey.....	10
X. COMPLAINTS.....	10

LIST OF TABLES

Table 1: Racial Composition Estimates, Bay-Lake Region, 2018.....	5
Table 2: Bay-Lake Regional Planning Commission Staffing, June 2020	5
Table 3: Commissioners by Race and Sex, June 2020	7

LIST OF MAPS

Map 1: Bay-Lake Region.....	3
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RESOLUTION 2-2020

Resolution by the Bay-Lake Regional Planning Commission to adopt the Affirmative Action Program for July 1, 2020 to June 30, 2022

WHEREAS, the Bay-Lake Regional Planning Commission recognizes and advocates the principles and objectives of Title VI, of the Civil Rights Act of 1964 as amended, Presidential Executive Order 11246, creating the Equal Opportunities Commission in July 1965, the office of Federal Contract Compliance created in September 1965, the Equal Employment Opportunity Act of 1972, EDA Directive No. 7.06 effective June 1971, the Age Discrimination Act of 1975, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Vietnam Era Veterans Readjustment Assistance Act of 1974 as amended; and

WHEREAS, the Office of Federal Contract Compliance is charged with enforcing equal opportunity laws that require, where any governmental funds, federal, state, county, city or town are used, that the contract award is made to contractors that have developed and maintained a written Affirmative Action Program; and

WHEREAS, failure to comply with this requirement will result in corrective action by the Office of Federal Contract Compliance, which may include withdrawal of federal funds from programs administered or contracted by the Commission; and

WHEREAS, the Bay-Lake Regional Planning Commission affirms that a good faith program to enable maximum use of the human resources available for Commission employment will result in the best service to the citizens within the Bay-Lake Region; and

WHEREAS, the Bay-Lake Regional Planning Commission Resolution 12-76 established the Affirmative Action Program, and

WHEREAS, the Bay-Lake Regional Planning Commission has directed its Executive Director to continue as the Affirmative Action Officer and that it be the responsibility of that person to prepare and submit to the Commission an Annual Affirmative Action Report for its review and recommendation; and

WHEREAS, the Executive Director has prepared an Affirmative Action Program for July 1, 2020 to June 30, 2022, that contains a report on the previous year's Affirmative Action Program.

NOW, THEREFORE BE IT RESOLVED, that the Bay-Lake Regional Planning Commission reaffirms its desire through the Annual Affirmative Action Program to improve the equitable treatment and redress of any inequities that may exist in recruiting, hiring, classifying, referring, assigning, training and retraining, fringe benefits, firing, layoff, recall, and disciplinary action or any other terms, conditions, or privileges of employment for all persons in the employ of the Commission and for those who apply for employment on the basis of race, color, religion, sex, national origin, handicap, age, physical condition, developmental disability, sexual orientation, or veteran status; and

BE IT FURTHER RESOLVED that the Executive Committee shall have the power to investigate any and all allegations of discrimination based on race, color, religion, sex, age, national origin, handicap, age, physical condition, developmental disability, sexual orientation, or veteran status in the recruiting, hiring, promotion, transfer, or discipline of employees at any level in the

Commission service and report its findings to the person or body in direct supervision of the person or body who was charged with discrimination, and to the person making the charge.

BE IT FURTHER RESOLVED that Bay-Lake Regional Planning Commission adopts the Affirmative Action Program for July 1, 2020 to June 30, 2022.

Resolution declared and adopted on this 5th day of June, 2020.

Dan Koski, Chairperson
Bay-Lake Regional Planning Commission

ATTEST:

I, Terry Brazeau, Secretary-Treasurer of the Bay-Lake Regional Planning Commission, hereby certify that the above is a true copy of a resolution adopted by the Bay-Lake Regional Planning Commission on the 5th day of June, 2020.

Terry Brazeau, Secretary-Treasurer
Bay-Lake Regional Planning Commission

I. THE COMMISSION

A. CREATION AND AUTHORITY

The Bay-Lake Regional Planning Commission (Commission) was created in 1972 under section 66.0309 of the Wisconsin State Statutes as the official area-wide planning agency for northeastern Wisconsin.

B. AREA SERVED

The Commission serves a region in northeastern Wisconsin consisting of the counties of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Oconto, and Sheboygan. The Bay-Lake Region is comprised of 185 units of government: eight counties, 17 cities, 40 villages, 119 towns, and the Oneida Nation of Wisconsin. The total area of the region is 5,433 square miles, or 9.7 percent of the area of the State of Wisconsin (Map 1). The region has over 400 miles of coastal shoreline along Lake Michigan and Green Bay and contains 12 major watershed areas that drain into the waters of Green Bay and Lake Michigan. The Wisconsin Demographic Services Center 2019 population estimate of the region is 594,728 persons, or 10.2 percent of the population estimate of the State of Wisconsin of 5,843,443.

Map 1: Bay-Lake Region



II. EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

It is the fundamental policy of the Commission to provide equal opportunity to all its employees and applicants for employment, and to assure that there will be no discrimination against any persons on grounds of race, color, religion, national origin, sex, handicap, age, physical condition, developmental disability, sexual orientation, veteran status, or any protected classification.

This obligation extends to all areas of employment including, but not limited to, the following: recruitment or recruitment advertising, placement, rates of pay or other forms of compensation, promotion, discipline measures, demotions, lay-offs or terminations, working conditions, training, awards, and benefits. The Commission is committed to affirmative action policies and practices in employment programs that achieve a fair and equitable workplace. A copy of the Equal Opportunity Policy statement shall be posted on a conspicuous bulletin board in the office, and each employee shall be provided a copy of the Affirmative Action Program.

The Commission shall comply with Wisconsin State Statutes, state regulations, and federal laws, relating to equal opportunity and affirmative action. The Commission shall continue to work cooperatively with government and community organizations to take affirmative actions to ensure equal employment and advancement opportunities.

III. RESPONSIBILITIES FOR PROGRAM IMPLEMENTATION

The Executive Director of the Commission is designated as the Equal Opportunity Officer and is responsible for planning and implementing the Commission's Affirmative Action Program, as well as for day-to-day monitoring of affirmative action related decisions and activities. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs and activities, and for the membership of the Commission's advisory committees, are charged to support this program. They will provide leadership in implementing affirmative action goals and initiatives. The Executive Committee of the Commission shall have the power to investigate any and all allegations of discrimination.

IV. ANALYSIS OF STAFFING

A. REGIONAL POPULATION

According to the U.S. Census, *American Community Survey 5-Year Estimates*, the eight-county Bay-Lake Region had a population of 584,627. Of this number, 60,107 persons, or 10.3 percent, were not exclusively Caucasian (Table 1). The Commission, as a public sector service provider, has the two-fold responsibility of ensuring equal employment opportunities for its potential and present staff and of ensuring equal program availability and access by its members and their constituents. Based on the number of minorities residing in the Bay-Lake Region as a percentage of the total population, it is the Commission's goal to have at a minimum of one minority on staff.

Table 1: Racial Composition Estimates, Bay-Lake Region, 2018

County	Total Population	Race							Ethnicity		Largest Minority Group		
		White	Black/ African American	American Indian and Alaska Native	Asian	Native Hawaiian & other Pacific Islander	Other Races	Two or More Races	Hispanic or Latino (of any Race)	(Race) Percent Minority	Largest Minority Race	Percent of Total Population	Percent of Minority Population
Brown	259,786	220,920	6,034	6,380	8,324	46	9,727	8,355	21,835	15.0%	Asian	3.2%	21.4%
Door	27,439	26,455	184	199	138	0	127	336	819	3.6%	Amer. Indian & Alaska Native	0.7%	20.2%
Florence	4,337	4,275	13	18	0	0	0	31	61	1.4%	Amer. Indian & Alaska Native	0.4%	29.0%
Kewaunee	20,360	19,723	81	61	62	0	128	305	572	3.1%	Black African Amer.	0.4%	12.7%
Manitowoc	79,407	74,896	719	401	2,186	4	170	1,031	3,044	5.7%	Asian	2.8%	48.5%
Marinette	40,537	39,168	284	199	185	11	90	600	669	3.4%	Black African Amer.	0.7%	20.7%
Oconto	37,556	36,265	156	336	143	0	94	562	650	3.4%	Amer. Indian & Alaska Native	0.9%	26.0%
Sheboygan	115,205	102,818	2,129	279	6,446	8	1,084	2,441	7,168	10.8%	Asian	5.6%	52.0%
Region	584,627	524,520	9,600	7,873	17,484	69	11,420	13,661	34,818	10.3%	Asian	3.0%	29.1%

Source: US Census Bureau, 2018 American Community Survey 5-Year Estimates, Table DP05; and Bay-Lake Regional Planning Commission, 2020.

B. STAFF COMPOSITION

Within the past year, the Commission employed eight full-time staff at the Commission’s office in Green Bay. As of June 2020, the staff was made up four males and four females as shown in Table 2.

Table 2: Bay-Lake Regional Planning Commission Staffing, June 2020

Name	Class Title	Professional Title	Minority	Non-Minority	Race*	Male	Female	Funding Agencies	Pay Grade	Exempt	Non-Exempt
Cindy Wojtczak	Executive Director	Executive Director		1	W		1	A-B-C-D-E-F-G-I-J	26	1	0
Brandon Robinson	Assistant Director	Assistant Director		1	W	1		A-B-C-D-E-F-G	24	1	0
Jeffrey Agee-Aguayo	Planner III	Transportation Planner		1	W	1		A-D-G	18	1	0
Jeffrey Witte	Planner II	Community Assistance Planner		1	W	1		A-B-C-D-E-F-G-I-J	16	1	0
Nicole Barbiaux	GIS Specialist	GIS Specialist		1	W		1	A-B-C-D-E-F-G-I-J	13	1	0
Sydney Swan	Planner I	Economic Development Planner		1	W		1	A-B-C-D-E-F-G-I-J	13	1	0
Harry Graham	Planner I	Community Assistance Planner		1	W	1		A-B-C-D-E-F-G-I-J	13	1	0
Emily Pierquet	Administrative Assistant	Administrative Assistant		1	W		1	A-B-C-D-E-F-G-I-J	9	1	0
			0	8		4	4			8	0

*W=White Caucasian

Source: Bay-Lake Regional Planning Commission, 2020.

Notes: *W=White/Caucasian

C. AVAILABILITY OF PROMOTABLE MINORITY AND FEMALE EMPLOYEES ON THE STAFF

1. Minorities

There are no minorities working for the Commission in an administrative or professional classified position.

2. Females

There are four females employed by the Commission; three are working in professional planning positions, including one as the Executive Director, and one is working in an administrative position.

3. Existence of Training Institutions

The Commission’s office is located in the City of Green Bay and close to the University of

Wisconsin-Green Bay, Northeast Wisconsin Technical College (NWTC), and St. Norbert College. There are also several private colleges, as well as two-year colleges in the region. The Commission strives to accommodate employees who enroll in educational courses that will assist in professional advancement, and that meet the needs of the Commission. The Commission regularly sends staff to training workshops that are offered by state and federal agencies.

4. Staff Training and Development

The Commission encourages its staff to participate in available educational opportunities to enhance the status of both the employee and the agency. The Commission will continue to provide individuals with flexible working hours to enable them to attend classes, seminars, workshops, or related educational sessions, as necessary. The Commission sends its staff to professional development workshops, seminars, and conferences. The Commission also subscribes to trade journals and purchases technical books as resources for staff.

5. Student Interns

The Commission's goal is to have a minimum of one intern (paid or unpaid) on staff at all times, but internships are dependent on project work load and the availability of staff to work with interns. Student interns are recruited through local institutions of higher education and through postings on the Commission's website.

D. COMPENSATION

Annual cost of living increases are effective January 1st of each calendar year. The pay rate increase or the ability of the Commission to give merit raises is dependent upon the Commission's budget. The Commission conducts employee evaluations on a regular basis. Merit raises are tied to job performance.

E. PROMOTIONS

Based on an ongoing review of staffing for current and future proposed projects, the Commission will create new positions and/or encourage staff to seek higher grades within their job classifications in order to better address changes in workload and projects. Each new position or new job classification created will be open initially to existing staff and interviews conducted. It may be necessary to advertise the position or job classification to seek outside applicants that have the skills required for the projects.

F. ANTICIPATED STAFF TURNOVER

Considering the workload under contract for the present time and running into 2021, the Commission is unlikely to experience the loss of any regular staff position during the time period of July 1, 2020 to June 30, 2022. Two staff members are eligible for retirement benefits and succession planning will begin to take place during this two-year period. One new hired planner will be starting early in July.

G. FUNDING SOURCES

Commission funding comes primarily from the following areas: local governmental units (A); Subcontracts (B); Wisconsin Department of Administration (C); Wisconsin Department of Transportation (D); Coastal Management (E), U.S. Department of Commerce-Economic Development Administration (F); U.S. Department of Transportation (G); U.S. Emergency Management Agency (H); U.S. Environmental Protection Agency (I); and U.S. Forest Service (J). Funding source by staff is shown in Table 2.

V. ANALYSIS OF COMMISSION MEMBERSHIP

A. RACIAL AND GENDER COMPOSITION OF THE COMMISSION

As of June 2020 the Commission had 17 Commissioners. Fifteen (88.2%) are male and two (11.8%) are female; eleven (64.7%) are classified as elected officials and/or employees of a general purpose unit of government who have been appointed to represent that government and six (35.3%) are classified as private citizens, as defined by 13 CFR Chapter II Part 302.3(c). Tables 3 (below) and 4 (located at the end of this plan) provide an inventory of Commission membership. Members of the Commission are appointed by the member units of government and the Governor of the State of Wisconsin in accordance with section 66.0309 (3) of the Wisconsin State Statutes. The Commission does not appoint its own Commissioners.

Table 3: Commissioners by Race and Sex, June 2020

	Minority	Non-Minority	Total	Percent		
				Minority	Non-Minority	Total
Male	0	15	15	0.0%	88.2%	88.2%
Female	0	2	2	0.0%	11.8%	11.8%
Total	0	17	17	0.0%	100.0%	100.0%

As of June 2020

Source: Bay-Lake Regional Planning Commission, 2020.

B. MINORITY REPRESENTATION REQUIREMENTS

The Commission will encourage minority representation within the total membership of the governing board, Economic Development Advisory Committee, and any other committee in which the Commission assembles and maintains. The goal shall equal or exceed the percentage of the minority population within the entire area served. The minority population of the eight-county Bay-Lake Region is 10.3 percent. Multiplying the total number of Commissioners (17) by 10.3 percent yields a product of about two Commissioners. The Commission is currently awaiting an appointment by the Governor to serve as the Governor’s appointment representing Kewaunee and Sheboygan counties.

C. ANTICIPATED COMMISSIONER TURNOVER

As of June 1, 2020, there were several vacant Commissioner positions. The positions include a Brown County appointment, a Kewaunee County Governor appointment, and a Sheboygan County Governor appointment. The terms of four Commissioners will expire in October 2020.

VI. GOALS

A. AFFIRMATIVE ACTION GOALS

1. The Commission will continue a good faith effort to ensure its Affirmative Action Program is implemented. Acting in a manner consistent with those policies, the Commission will hire the most qualified individual responding to its job notices, and accordingly, will emphasize the nondiscriminatory policy of the Commission in employment notices.
2. The Commission encourages the appointment of minority representation to the Commission by the County Boards and the Governor. Accordingly, when vacancies occur on the Commission, the Commission will continue to inform member units of government and the Governor of the Commission’s Affirmative Action Program.

3. The Commission maintains an ongoing commitment to appoint minorities to its advisory committees in the same percentage in the Region.
4. The Commission commits to recruit and hire women, minorities, and individuals with disabilities for vacancies at or above the same percentages in which they are living in the Region, whenever the Commission has a turnover of staff or a need to expand its workforce.
5. The Commission will continue to evaluate existing staff for potential advancement in conformance with the Commission's Employee Handbook and Policies and Procedures Manual.
6. The Commission will continue to conduct an assessment of current hiring practices and job development processes to ensure that any discriminatory barriers are eliminated.
7. The Commission will continue to offer employees the opportunity to comment on the Commission through the use of exit interviews when separating employment with the Commission.
8. The Commission strives to ensure that minority group members and women in both the professional and non-professional categories have the opportunity to work for the Commission. The Commission will use several methods to achieve this desired staffing composition:
 - a. The Commission strives to reach all interested persons for all open positions in which the Commission is recruiting. Applicant solicitation methods shall include, but not be limited to, the Commission's website, websites of appropriate planning entities (such as the Wisconsin Chapter of the American Planning Association, the Wisconsin Association of Regional Planning Commissions, Wisconsin JobNet, and Wisconsin Job Service), the Commission's E-Newsletter, and through electronic correspondence with member counties and municipalities. In addition, the placement offices of area colleges and universities with applicable degree programs shall be notified of position openings. The application closing date shall be included in all employment advertisements.
 - b. The Commission will utilize internship programs or work-study programs in conjunction with the University of Wisconsin-Green Bay and other institutions of higher learning with an equitable representation of low-income and minority students. The intent is to provide exposure to the planning profession for such individuals. Student, work-study, and limited term employment positions may be filled without advertising as defined in paragraph "a." above.
 - c. The Commission will follow all state and federal requirements that relate to equal opportunity in hiring practices, advancement, and promotion procedures.
 - d. Advertising for all positions shall indicate that the Commission is an "Equal Opportunity Employer." All job descriptions shall contain only job-related requirements and not serve to exclude candidates in a discriminatory manner.
 - e. Existing Commission staff/personnel shall be notified of and considered for any available position prior to any advertising activity. Advancement of existing staff/personnel into a vacant position shall preclude advertising the position in the manner defined in the paragraphs above.
9. The Commission will conduct a biannual review of its Affirmative Action Program. The Commissioners will approve the updated Affirmative Action Program at full Commission meeting in even numbered years.

VII. ANALYSIS OF PREVIOUS YEAR'S GOAL ATTAINMENT AND RELATED PERSONNEL ACTION

A. INTERNSHIPS

The Commission posts paid and unpaid intern positions on the Commission's website and makes direct contact with university and college staff assigned the responsibility to secure internships for students. The Commission will continue to encourage minority and female students to apply for internships with the Commission.

B. HIRING, PROMOTION, AND STAFF REDUCTIONS

The Commission follows all state and federal requirements in order to provide equal opportunity in its hiring, promoting, and termination practices. Two new full-time staff were hired during the past 12 months to replace a planner that voluntarily left the Commission and one that was terminated. One of the new full-time, permanent planners was hired to start training for replacement of the MPO Planner that expects to retire in the next few years. A Planner III was promoted to Assistant Director/Principal Planner in anticipation of the Executive Director retiring in the next few years, as well. During the time period of July 2018 through June 5, 2020, no complaints were received by the Commission concerning its Affirmative Action Program.

C. MINORITY PARTICIPATION

The Commission strives to include minorities on its advisory committees. Copies of the Affirmative Action Program were provided to state and federal agencies, as requested, and to all staff members. The Commission informed the Governor's Appointment Office of the Affirmative Action Program and asked the Appointment Office to consider the Commission's goal of having minority representation on the Commission. For 2018-2020, the Commission will continue to encourage the appointment of minorities to the Commission.

D. PROGRAM REVIEW

In May of 2020, the Executive Director facilitated a staff review of the Affirmative Action Program and included staff suggestions in the *2018-2020 Affirmative Action Plan*. In June of each even numbered year, the full Commission or Executive Committee conducts a review of the Affirmative Action Program.

VIII. PLAN DISSEMINATION

A. STAFF REVIEW AND COMMENT

Commission staff will review and comment on the Affirmative Action Program on a biannual basis at a staff meeting. Their comments will be appropriately incorporated in the annual update of the Affirmative Action Program. All employees will be able to provide written comments to the Executive Director at any time during the year. Staff comments will be considered by the Executive Director in preparing the Annual Affirmative Action Program. The Executive Director, as requested, will meet individually with staff to review the plan.

B. SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYMENT

All solicitations or advertisements for employment by the Commission must include a statement comparable to "an equal employment opportunity employer functioning under an Affirmative Action Program."

C. DISSEMINATION TO STAFF

All employees will be provided a copy of the adopted Affirmative Action Program within two weeks of its adoption. Newly hired staff will be provided a copy of the Affirmative Action Program at their orientation meeting.

D. POSTING

The Commission shall conspicuously post its Commission Policy regarding equal opportunity employment and the Affirmative Action Program.

E. DISSEMINATION TO COMMISSION

All Commissioners shall be provided copies of the adopted Affirmative Action Program.

IX. INTERNAL MONITORING

A. FULL COMMISSION OR EXECUTIVE COMMITTEE REVIEW

1. The Commission shall review, revise, and adopt an Affirmative Action Program in each even numbered year. The Full Commission or Executive Committee will review the Affirmative Action Program at a regularly scheduled meeting that year.
2. Any findings will be addressed in the subsequent update to the Affirmative Action Program. This review will include the evaluation of results regarding minorities, women, and disabled persons, including actions to provide reasonable accommodations for qualified disabled persons.

B. SUPERVISORY AND MANAGEMENT PERSONNEL RESPONSIBILITIES

The Commission will hold supervisory and management personnel responsible, at least through performance appraisals and compensation reviews, for implementing affirmative action initiatives within their areas of responsibility.

C. AFFIRMATIVE ACTION PROGRAM SURVEY

The Commission will survey the Commissioners on a biannual basis to gather demographic information reflected in Table 3.

X. COMPLAINTS

Any complaints regarding the Affirmative Action Program may be filed with the Equal Rights Division of the Wisconsin Department of Workforce Development. Complaints may also be filed with the Executive Director and/or the Commission's Chairperson.

Table 4: Members of the Bay-Lake Regional Planning Commission, June 2020

COUNTY	MEMBER NAME/ADDRESS	OCCUPATION	REPRESENTATION
BROWN	Vacant		County Board
DOOR	Ken Fisher 967 S. Douglas Avenue Sturgeon Bay, Wisconsin 54235	Private Business	County Board
FLORENCE	Ed Kelley P O Box 233 Florence, WI 54121	Retired/County Board Supervisor	County Board
	Rich Wolosyn PO Box 16 Fence, WI 54120	Retired	Governor's Appointment
	Larry Neuens 1011 Nu Inns Drive Florence, WI 54121	Retired	County Board/Governor
KEWAUNEE	Mary Ellen Dobbins N2734 Saint Peters Road Algoma, WI 54201	Retired/County Board Supervisor	County Board/Governor
	Vacant		Governor's Appointment
	Thomas Romdenne 70 Sunset Street Algoma, WI 54201	Retired/County Board Supervisor	County Board
MANITOWOC	Marc Holsen 4502 Ridge Court Manitowoc, WI 54220	Manitowoc County Highway Commissioner	Governor's Appointment
	James Falkowski 17807 Lyons Road Denmark, WI 54208	Retired/County Board Supervisor	County Board
	Dan Koski 1130 Tanglewood Road Manitowoc, WI 54220	City Of Manitowoc Public Infrastructure Director	County Board/Governor

Table 4: Members of the Bay-Lake Regional Planning Commission, June 2020 (cont'd)

COUNTY	MEMBER NAME/ADDRESS	OCCUPATION	REPRESENTATION
MARINETTE	Thomas Mandli W5654 Boat Landing Lane Peshtigo, WI 54157	Retired/County Board Supervisor	County Board
	Michael Kunesh N2570 Shore Drive Marinette, WI 54143	Realtor/Broker	Governor's Appointment
	Ann Hartnell 321 Jefferson St Marinette, WI 54143	Retired	County Board/Governor
OCONTO	Dennis Kroll 7422 Kroll Lane Pulaski, WI 54162	Farming/County Board Supervisor	County Board
	Karl Ballestad 5585 Elm Ave Oconto, WI 54153	Retired/County Board Supervisor	County Board/Governor
	Terry Brazeau 9632 County Road G Suring, WI 54174	Retired	Governor's Appointment
SHEBOYGAN	Ed Procek 1230 S. 13th Street Sheboygan, WI 53081	Transit Bus Driver/ County Board Supervisor	County Board
	Mike Hotz 1271 Kaufmann Avenue Sheboygan, WI 53081	Retired	Governor's Appointment
	Vacancy		County Board/Governor

Source: Bay-Lake Regional Planning Commission, 2020.
Note: Membership as of June 2020.