

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
FINANCE & PERSONNEL COMMITTEE MEETING
February 14, 2023
Bay-Lake RPC Office, 1861 Nimitz Dr., De Pere

COMMITTEE MEMBERS PRESENT: Michael Kunesh, Dan Koski, Mike Hotz, Dennis Kroll and
Larry Neuens (Virtual)

STAFF PRESENT: Cindy Wojtczak, Brandon Robinson, and Raquel Orta

- I. Larry Neuens called the meeting to order at 10:13 a.m.
- II. **Agenda: Moved** by Mike Hotz and seconded by Dennis Kroll that the agenda be approved as presented. Motion carried, with all voting aye on a voice vote. Update Administrative Assistant job description and work with AWRPC to see if there's interest in doing a joint Salary Analysis Study with the other RPCs.
- III. **Minutes: Moved** by Dan Koski and seconded by Michael Kunesh that the minutes of the October 13, 2022, meeting be approved, with all voting aye on a voice vote. With two previous work items being addressed at a later Finance & Personnel Committee Meeting.
- IV. **Executive Director Retirement and Staffing Updates**

Motion was made by Michael Kunesh and second by Mike Hotz to go into closed session. Motion was carried unanimously.

Motion was made by Mike Hotz and Michael Kunesh to reconvene into open session. Motion was carried unanimously.

Motion was made by Mike Hotz and seconded by Michael Kunesh to make Makayla Lesperance a Planning Assistant, Grade 9, Step 4 effective February 27, 2023. Motion was carried unanimously.

Motion was made by Mike Hotz and Michael Kunesh to have Cindy Wojtczak compile interview questions provided to her by all committee members and to post the Executive Director job description announcement internally for 10 days. Motion was carried unanimously.
- V. **Adjournment: Moved** by Michael Hotz and seconded by Dennis Kroll that the meeting of the Finance & Personnel Committee be adjourned. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 12:30 p.m.

Respectfully submitted,
Raquel Orta
Recording Secretary