

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
FINANCE & PERSONNEL COMMITTEE MEETING
April 11, 2023
Bay-Lake RPC Office, 1861 Nimitz Dr., De Pere

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

STAFF PRESENT: Cindy Wojtczak and Raquel Orta (Interviewed applicants; Brandon Robinson and Sydney Swan)

- I. **Call to Order:** Larry Neuens called the meeting to order at 12.30 a.m.
- II. **Approval of Agenda: Moved** by Mike Hotz and seconded by Dan Koski that the agenda be approved as presented. Motion carried, with all voting aye on a voice vote.
- III. **Approval of Minutes: Moved** by Dennis Kroll and seconded by Mike Hotz that the minutes of the February 14, 2023, meeting be approved, with all voting aye on a voice vote.
- IV. **Executive Director Position - Interviews**

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

Motion was made by Dan Koski and seconded Michael Kunesh to reconvene into open session. Motion was carried unanimously.

Motion was made by Michael Kunesh and seconded by Mike Hotz to have Cindy Wojtczak, Brandon Robinson, and Sydney Swan, independently rewrite the Assistant Director job description for the next committee meeting. Motion was carried unanimously.

Motion was made by Mike Hotz and seconded by Dan Koski to offer the Executive Director position to Brandon Robinson at a Grade 26, Step 3, (\$104,437.71), pending final approval at the Executive Committee meeting on April 21, 2023. Motion was carried unanimously.

Motion was made by Dennis Kroll and seconded by Michael Kunesh to offer the Assistant Director position to Sydney Swan at a Grade 24, Probation, trial period rate, pending final approval at the Executive Committee meeting on April 21, 2023. Motion was carried unanimously.

Motion was made by Larry Neuens and seconded by Michael Kunesh to review both the Executive Director and Assistant Director positions in 6 months. Motion was carried unanimously.

Both Brandon Robinson and Sydney Swan were brought back individually into the meeting to let them know the committee's hiring decisions.

- V. **Adjournment: Moved** by Michael Hotz and seconded by Dan Koski that the meeting of the Finance & Personnel Committee be adjourned. Motion carried, with all voting aye on a voice vote.

Respectfully submitted,
Raquel Orta
Recording Secretary