



Washburn County Tourism Assn.

122 N. River Street, Spooner, WI 54801

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tourism@washburncounty.org

EXECUTIVE/PERSONNEL COMMITTEE MEETING AGENDA – OPEN SESSION

Thursday, December 8, 2022 | 10:30AM

Washburn County Visitor Center | 122 N. River Street | Spooner, WI 54801

1. Meeting was called to order at 10:34AM by Sue Churchill
2. **Roll Call:** Sue Churchill, Nikki Janisin, Joe McGrath, Jill Dunlavy, Kaitlin Hanson, Lindsay Barnes
3. **Approve Current Agenda:** Dunlavy made a motion to approve the agenda as written, seconded by McGrath. Motion carried.
4. **Employee Reviews:** All reviews have been completed and both full-time staff members are eligible for raises. Kaitlin reviewed the goals set for both team members for 2023. McGrath asked Room Tax Collection to be added as a goal for the Executive Director for 2023.
5. **Employee Benefits:** Dunlavy made a motion to forward the following recommendation to WCTA Board of Directors, to approve the bronze plan presented by Spencer Miller of Holden Insurance and create a Health Savings Account with contributions from Washburn County Tourism Association (WCTA) of \$2,000 annually per qualified employee, with a 70%, 30% split on monthly premiums – WCTA to cover 70%, 30% covered by the employee. Employees to be eligible for this benefit pending their 90 Day review. Seconded by McGrath. Motion carried.
6. Dunlavy made a motion to convene in closed session pursuant to 18.95 (1) (C), WI statutes, which if discussed in public would likely to have a substantial adverse effect upon the reputation of any person, referred to in such data, seconded by Janisin. Motion carried.
7. Janisin made a motion to reconvene in open session and act on items from closed session, seconded by Dunlavy. Motion carried.
 - a. Dunlavy made a motion to increase Kaitlin's annual salary by \$750 per her three-month review and approve two additional days of PTO per her 2022 annual review. Seconded by McGrath. Motion carried.
 - b. Dunlavy made a motion to increase Lindsay's annual salary by \$500 per her three-month review. Seconded by McGrath. Motion carried.
 - c. Dunlavy made a motion to give Kaitlin a \$200 end of year 'Thank You' gift and to give Lindsay a \$50 end of year 'Thank You' gift, all in Spooner Chamber Dollars. Seconded by Janisin. Motion carried.
8. Motion to adjourn was made by Dunlavy, seconded by McGrath. Motion carried. Meeting adjourned at 12:07PM

NEXT BOARD MEETING:

Tuesday, December 13, 2022 | 8:30AM

Washburn County Highway Department | 1600 Co. Hwy. H | Spooner, WI 54801