



Washburn County Tourism Assn.

122 N. River Street, Spooner, WI 54801

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tourism@washburncounty.org

March Personnel/Executive Committee Meeting

Thursday, March 30, 2023 | 9:30 AM

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

1. Meeting was called to order at 9:33AM by Sue Churchill
2. **Roll Call:** Sue Churchill, Jill Dunlavy, Nikki Janisin, Joe McGrath; Others Present: Kaitlin Hanson, Morgan Mathiesen
3. Dunlavy made a motion to approve the agenda, seconded by Janisin. Motion carried.
4. **Marketing Director Job Description Review & Posting:** The Marketing Director job description was reviewed with the suggested edit to add "1-2 Years of Marketing Experience" under Minimum Educational Requirements and to add "Valid Drivers License" under Abilities Required. Dunlavy made a motion to accept the suggested edits, seconded by Janisin. Motion carried. The Marketing Director Position is to be posted on March 30, 2023 and close on April 13th or remain open until the position is filled.
5. Motion to convene in closed session pursuant to 19.85 (1) (C), WI statutes, which if discussed in public would likely have a substantial adverse effect upon the reputation of any person, referred to in such data. No motion was made to convene in closed session.
6. **Employee Review(s) [May convene in Closed Session]:** Kaitlin shared that Morgan's 3-month review has been completed, no concerns during her training. Kaitlin will have a 6-month review to complete by the end of May.
7. **Employee Payout – Vacation & Sick Time Accrual [May convene in Closed Session]:** Based on the Washburn County Employee Handbook, staff need be employed for at least five years to be eligible for half of their accumulated sick time benefits. No further action taken based on length of employment of exiting staff.
8. Reconvene to open session and act on items from closed session if necessary and appropriate. No action needed.
9. Employee Benefits Review: Tabled as there is no benefits information to review, at this time.
10. Dunlavy made a motion to adjourn, seconded by Janisin. Motion carried; meeting adjourned at 10:13 AM

NEXT BOARD MEETING:

Tuesday, April 11, 2023 | 8:30 AM

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