

Minutes of Executive/Personnel Committee Meeting – Washburn County Tourism Association
Monday, December 6, 2021 | 1:00 p.m.
Washburn County Visitor Center

1. Meeting was called to order at 1:11 p.m. by Sue Churchill.
2. Roll Call: Sue Churchill, Nikki Janisin, Victor Sacco, Kaitlin Hanson, Michelle Martin
3. Employee Reviews: All reviews have been completed and both full-time staff members are eligible for raises. No part-time staff are eligible at this time.
4. Wage, Benefits & Vacation: Discussion was had on wage increases. Janisin made a motion to recommend a 5% raise for both full-time employees since no raises were given in 2020 pending full board approval, seconded by Sacco. Motion carried. No benefits requests or additional vacation requests were brought forward. Martin did share that in the future, when the organization is able, that the team would be interested in health insurance benefits being reviewed again.
5. Vacation Rollover Request: Martin shared that due to large scale projects both team members will have vacation that is unable to be rolled over that will expire at the end of the year. Both team members tried multiple times to take vacation and due to work load were unable to do so. In a conversation with McGrath, Martin shared that he recommended doing a vacation buy-out vs. rolling over additional vacation. Discussion was had on the financial impact. Janisin made a motion to approve a one-time only vacation buy-out of up to 50 hours of vacation that is unable to be rolled over per employee, to be paid out of the payroll line item, seconded by Sacco. Motion carried.
6. End of Year Bonus Checks: Sacco made a motion to give full-time employees a \$625 end of year bonus check, to be paid out of the payroll line item, seconded by Janisin. Motion carried.
7. New Position Title, Job Description & Pay Scale: Discussion was had on the proposed position and pay scale. Janisin made a motion to approve the position with a title change to “Visitor Experience & Marketing Representative”, reporting to the Executive Director with a starting pay scale of \$14-16 per hour, seconded by Sacco. Motion carried.
8. Motion to adjourn was made by Janisin, seconded by Sacco. Motion carried. Meeting adjourned at 2:13 p.m.