

**MEETING MINUTES ECONOMIC DEVELOPMENT CORPORATION
EXECUTIVE COMMITTEE
September 2, 2014**

Members Present: Thomas Bauknecht, Brady Koss, Carol Feller-Gottard, Fred Westphal, Angie Schreiber

Members Absent:

Others Present: Angie Close

Meeting was called to order by President Thomas Bauknecht

Minutes of Previous Economic Development Executive Committee Meeting: Motion by Koss, second by Westphal, to approve the minutes from August 5, 2014. All Ayes. Motion Carried.

Langlade County Economic Development Corporation:

- A. **Review Hiring Committee and Schedule:** Close reported that the hiring committee consisted of Thomas Bauknecht, Brady Koss, Carol Feller-Gottard, and herself. A hiring committee meeting is scheduled for September 4, 2014 with interview date to be determined.
- B. **Review LCEDC Office Space Lease Agreement:** Close reported that the Incubator office was unoccupied as of August 1, 2014. She reported that Chris Berry was interested in possibly having the Wisconsin Economic Development Corporation rent the location for her new office. Close stated that the office currently is an incubator office and would have to change the lease agreement from an incubator office to office space. Motion by Koss, second by Westphal to recommend to LCEDC Board of Directors to change the lease agreement from incubator office to office space. 3 Ayes. 1 Abstained. (Schreiber). Motion Carried.
- C. **Review LCEDC Employee Handbook:** Close reported that changes needed to be made to Langlade County Economic Development Employee Handbook prior to new employee starting. She reported that Langlade have change to a one year probationary period. Close reported that employees who complete six (6) months of the probationary period the employee are entitled to fringe benefits to include life insurance, paid time off accruals. To be eligible for health insurance employees must complete ninety (90) days of employment. **Motion by Koss, second by Schreiber to recommend to Langlade County Economic Development Board to approve the Langlade County Economic Development Corporation's Employee Handbook as amended. All Ayes. Motion Carried.**
- D. **Discuss Possible Salary Matrix for LCEDC-** Discussion only.
- E. **Discuss LCEDC 2015 Work Plan:** Close reported that she is working on a 2015 Work Plan and it will be ready to review at November's Executive Committee meeting.
- F. **2015 Budget Process:** Close reported that she is working on the 2015 Budget and it will be ready to review at November's Executive Committee meeting.

New Business Next meeting date is October 7, 2014

Adjourn: Motion by Westphal, second by Schreiber to adjourn at 5:20pm. All Ayes. Motion Carried.

Respectfully submitted,

Angie Close, Recording Secretary

