

**MEETING MINUTES ECONOMIC DEVELOPMENT CORPORATION
EXECUTIVE COMMITTEE
November 4, 2024**

Members Present: Tammy Walrath, Warren Wagner, Thomas Bauknecht, Steve Maier

Members Present by Conference: Sarah Koszarek

Members Excused:

Others Present: Angie Close, Keri Beck, Jim Rosenburg

Meeting was called to order by President Tammy Walrath at 4:02 pm.

Public Comment: None

Minutes of Previous Economic Development Executive Committee Meeting: Motion by Wagner, second by Bauknecht, to approve the minutes from October 7, 2024. All Ayes. Motion Carried.

Langlade County Economic Development Corporation:

- A. **Review and Approve payments of Bills for September 2024:** Close reviewed the October 2024 LCEDC bills with the LCEDC Executive Committee.

Motion by Koszarek, second by Bauknecht to recommend to the LCEDC Board under the consent agenda to approve the October 2024 LCEDC invoices as presented. All Ayes. Motion Carried.

- B. **Review Budget vs Actual:** Close reviewed the current 2024 budget vs actual with the LCEDC Executive Committee. Information only.
- C. **2024 Workplan Goals and Measurements Presentation:** Close presented an overview of LCEDC 2024 highlights.
- D. **Executive Director Evaluation:** Walrath updated the LCEDC Executive Committee that Close and her discussed her review. Walrath summarized LCEDC Executive Committee review of Close. Close exceeds or extremely exceeds expectations in all categories.
- E. **Review Employee Handbook and Benefit Policy Update:** Close presented to the LCEDC Executive Committee recommended changes to the LCEDC Employee Benefit Policy and Handbook. The recommendations for the LCEDC Benefit Policy is to remove 35-hour work week language as all LCEDC full-time employees work 40 hours per week, a part-time worker is changed from 17.5 to 20 hours per week, PTO accrual shall not exceed 240 hours for a full-time employee, and employees may carry forward up to 80 hours of unused PTO into the next year. When reviewing the LCEDC Employee benefits Bauknecht recommended the Corporation pay 100% of qualified LCEDC staff's life insurance monthly premiums.

Motion by Maier, second by Wagner to recommend to the LCEDC Board under the consent agenda to approve updating the LCEDC Benefit Policy by removing 35-hour work week language, part-time employee can work up to 20 hours per week, PTO accrual shall not exceed 240 hours for a full-time employee, employees may carry forward up to 80 hours of unused PTO into the next year, and LCEDC will pay 100% of life insurance monthly premiums for full-time employees. All Ayes. Motion Carried.

Close presented the recommended changes for the LCEDC Employee Handbook and Attachment A: Salary Matrix. Close reminded the LCEDC Executive Committee that due to the changes in the Fair Labor Standards Act the Assistant Director will need to be an hourly employee starting January 1, 2025.

Motion by Maier, second by Wagner to recommend to the LCEDC Board under the consent agenda to approve updating the LCEDC Employee Handbook by changing employee scheduled to work at least 40 hours per week is full-time; employee scheduled to work less than one-half of the hours of a normal full-time position is considered part-time; remove 35-hour work week language, PTO accrual of full-time employee shall not exceed 240 hours; remove PTO accrual for part-time employee; employees may carry forward up to 80 hours of unused PTO into the next year; in Attachment A: Salary Matrix remove 35 hour per week and eliminating Administrative Assistant/Operations Manager; add Welcome Center Assistant; change the Assistant Director from salary to an hourly employee and include updated pay scale ranges. All Ayes. Motion Carried.

- F. **2025 Goals and Tactics Presentation:** Close informed the LCEDC Executive Committee that she met with Walrath to create 2025 Corporation, Pillars, and Executive Director's goals with tactics to obtain each goal. Close provided details on strategies in obtaining some of the goals. Information only.
- G. **LCEDC Revolving Loan Fund Update:** Close updated the LCEDC Executive Committee the two newest RLF loan recipients. Close reviewed the RLF administrative agreement.

Motion by Maier, second by Koszarek to recommend to the LCEDC Board to approve transferring up to \$20,000 per year of the LCEDC Revolving Loan Fund monthly interest earned to the LCEDC Operating Fund for servicing the RLF loans instead of the yearly flat fee of \$6,000. Monthly interest earned over \$20,000 will be deposited into LCEDC's Operating Reserve Account. This process will be reviewed every 6 months. All Ayes. Motion Carried.

- H. **Approve 2024 PTO Hours:** Close updated the LCEDC Executive Committee that with reducing the PTO roller over amount to 80 hours and to align with 2025 budget restraints, recommendation for a one-time payout at the end of 2024 for any unused PTO hours less 80 hours.

Motion by Bauknecht, second by Wagner to recommend to the LCEDC Board to approve a one-time PTO payout in 2024 for any unused PTO hours less 80 hours. All Ayes. Motion Carried.

- I. **Review LCEDC 2025 Budget:** Close presented the 2025 LCEDC Budget to the Executive Committee. The 2025 budget reflects a decrease in overall projected revenues driven by the reductions in grant administration income and lower project income. Expenses increased mainly due to health insurance premium increase and reorganization of salary matrix.

Motion by Bauknecht, second by Wagner to recommend to the LCEDC Board to approve the 2025 LCEDC Budget as presented. All Ayes. Motion Carried.

- J. **Other Economic Development Corporation Activities:** Close reported on the following:
- All five grants that LCEDC is administering for the City of Antigo had reports due in October. Close acknowledged Beck's efforts in getting all of these reports done.
 - ETP Fall Class graduation is November 19. The Business Plan presentations for considerations for the ETP Business Start Up Grant will be done at the January 6th LCEDC Executive Committee meeting.
 - The Innovate & Elevate: Entrepreneurship Summit 2024 is postponed to Saturday, December 7th.
 - The Entrepreneurial Hub is developing. SBDC will have office space at NTC.
 - LCEDC has hired Michael Clay back as the Welcome Center Assistant.
 - NTC has partnered with the University of Wisconsin-Stevens Point, the University of Wisconsin-Stout, the Greater Wausau Chamber of Commerce and Midpoint Consulting to open the Central Wisconsin AI Center (CWAIC) in Wausau. The CWAIC will offer industry-specific AI solutions and training for regional businesses.

Old Business: No old business was discussed.

New Business and set date for next meeting: No new business was brought forward. Depending on the November 18th LCEDC Board meeting, the next LCEDC Executive Committee meeting will be either on December 2, 2024 or January 6, 2025 at 4:00 pm.

Adjourn: Motion by Wagner, second by Bauknecht to adjourn at 5:31 pm. All Ayes. Motion Carried.

Respectfully submitted, Keri Beck, Recording Secretary

