

## EXECUTIVE SESSION MINUTES---Redacted & Released

Date: June 10, 2023

Time: Approx. 4:00pm after Employee Applicant Interviews

Place: Leisure Time RV Park Pavilion

**Called to Order:** 4:05pm By: Paul Davis, Vice President

**Roll Call:** Paul Davis, Tracy Leinen, Mary Wilkinson

Absent: Kenny Remior

Note: President Brad Baumberger resigned at end of Board Meeting this date, effective immediately.

**Quorum Established:** Three Board members present establishes quorum.

### Employee Vacancy

Three applicants were interviewed by the Board prior to the Executive Session with four(4) owners participating in the interviews. Owners: Ron Brown, Denice Yager, Kenny McClurg & Dennis Hinrichs. The owners were excused after providing their opinions and questionnaire responses on each applicant. The Executive Session was then called to order.

The Board discussed the owner input as well as their own observations. The preferences as noted on the questionnaire were tallied. There were four (4) first choice candidates from the seven (7) total interviewers. The Board felt all applicants were suitable for the position. The Board agreed that Stephen Burger was the most qualified and most likely to assume all responsibilities with the least training.

**Motion:** Mary Wilkinson 2<sup>nd</sup>: Tracy Leinen “Shall the Board approve hiring Stephen Burger to fill the Caretaker position, with effective start date to be June 16, 2023, with Employee Agreement to be presented to the Board & Stephen Burger for signatures?”

**Discussion:** The Board agrees that Tracy Leinen will be Employee Liaison to the Clubhouse Maintenance employees. Tracy will be unavailable for two weeks but is confident Mitchell Moore & Mike Kuljis will do just fine. It is in good, dependable hands. Stephen Burger’s first day on the job as Caretaker will be Friday, June 16<sup>th</sup>. Tracy will request Mark Voiselle, Groundskeeper, to work with Stephen Monday-Friday. She will have him familiarize Stephen with the groundskeeping duties. Clubhouse training is not necessary at this time. Mark works 4 hours pe day but

Board feels that he will be able to lay out tasks for Stephen for the balance of each day. Board feels this training process will work. They are confident that Mark will train him well. They will leave it entirely in Mark's hands. They do not want the new Caretaker to be challenged with taking direction from others during these first couple of weeks. It puts too much conflict & confusion on a new employee. The Liaison for Groundskeeper & Caretaker will be further discussed and a person appointed who can oversee the position and give advice on infrastructure as may be needed.

**Call for Vote:** 2 Approved **Decision:** Unanimous

### **Dept. of Labor**

Mary Wilkinson reported an Unemployment questionnaire for [REDACTED] was received from the Dept. of Labor. [REDACTED]

[REDACTED] Paperwork will be completed & submitted on Monday, meeting the required deadline.

### **Ranger Insurance**

Mary Wilkinson has been unable to find a carrier that will respond to inquiries for quotes for the Polaris Ranger . Our current carrier of other policies quoted \$500,000 minimum liability \$416.14. That quote is over 30 days old and may change. Should I proceed. Board already approved getting coverage but wants our carrier to be called and request the coverage be written.

Motion to Adjourn: Tracy Leinen 2<sup>nd</sup>: Mary Wilkinson Approved

Adjourned: 4:18pm By: Paul Davis, Vice President

Respectfully submitted:

Mary Wilkinson, Board Secretary