

Executive Committee Meeting Minutes
151 Martin Street, Conference Room 203
May 31, 2022

J. Hockman called the meeting to order at 8:30 a.m.

In Attendance: J. Hockman, T. Markus, B. Roberts, D. Fehan, R. Astrein, J. Ecker

Absent: None

There was no public comment.

Executive Director's Report: Ms. Ecker provided a brief update on the Wayfinding Committee's work, and outlined changes to the committee reporting structure. Ms. Ecker advised that going forward, there will be meeting minutes for each of the committees that report to the BSD board, and these minutes will be in each BSD agenda packet for review, and posted on the BSD's website.

Retail Recruiter Contract: J. Ecker advised that Ms. Ciura has taken the position that she will not sign the 2022-2023 contract approved by the BSD at the May meeting until she has received payment for additional invoices for work and expenses done/accrued after the end of the prior year's contract. J. Ecker advised Ms. Ciura that a full review of her request and contracts would be conducted to determine if such payments were warranted. J. Ecker reported that Ms. Fairbairn of the Manager's Office had conducted a thorough review of each of the retail consultant contracts between the BSD and Ms. Ciura, as well as all invoices submitted and payments made to the consultant. The findings of the review indicate that Ms. Ciura was overpaid each of the past three years in the total amount of \$41,024 over and above the amounts owed to her under the terms of the corresponding contracts. Thus, J. Ecker advised Ms. Ciura via telephone last week that her recommendation to the BSD Board would be to make no further payments under any of the expired contracts, and no payment under the 2022-2023 contract proposed as it had not been executed. T. Markus stated that he also plans to recommend that the BSD Board pass a motion to rescind approval of the 2022-2023 contract with Ms. Ciura based on these findings and recommend that the BSD Board commence the RFP process to solicit proposals from retail recruiters.

Recruitment Process for new Executive Director: J. Hockman inquired about the selection process for the BSD Executive Director position and recommended that a subcommittee of the BSD Board participate in the review and evaluation of candidates along with the Interim Director. J. Ecker stated that the interview panel should also include participation from the Human Resources department. T. Markus advised an HR staff member would be invited to participate. J. Ecker advised that the BSD Board should determine which Board members they would like to participate in the interview panel at the June Board meeting.

Other Business: J. Ecker reported that June is the last month reserved for BSD Board meetings at the Community House. J. Ecker attempting to contact the Community House to determine if the BSD may reserve meeting space at the current rate for its upcoming Board meetings. J. Ecker reported the Baldwin Public Library could be used as an alternate venue if needed.

Meeting adjourned at 9:35 a.m.

NEXT MEETING: Tuesday, June 28, 2022 at 8:30 a.m.

APPROVED