

Tuesday, August 31, 2021 @ 1:00 pm
Lyon Township Office ~ 58000 Grand River Ave, New Hudson

MINUTES

1:00 PM

Call to Order

Chairperson St. Charles called the meeting to order at 1:00 pm.

Roll Call of the Board

Mark St. Charles

Patricia Carcone

Paul Zelenak

Also Present

Mary Stchur

Approval of the Agenda

Motion to approve the agenda by Ms. Carcone, seconded by Mr. Zelenak, motion approved

I) New Business

1. Staff Interviews

The board reviewed the August 24, 2021, resignation letter Mary Stchur presented to the Authority. Ms. StChur was excused at 1:45 pm

Mrs. Allen met at 2:00 pm with the board to discuss performance and direction for the SLARA office moving forward. The board presented Mrs. Allen with a list of requests for submission by Friday, September 3rd. Moving forward Mrs. Allen will be on a probationary period under review by the board.

2. Job Descriptions/Hiring Schedule

Mrs. Allen presented the board with a proposed schedule for hiring new staff members. The board directed Mrs. Allen to wait to post anything for the Administrative Assistant position until after Labor Day. The Recreation Coordinator position was approved for posting. The board recommended that Mrs. Allen reach out to any qualified candidates from last springs rounds of interviews to invite them to reapply. Mrs. Allen recommended that SLARA wait to hire a Marketing/Social Media Coordinator until the new year. The SLARA intern has an interest in this specific area and would like to take on those responsibilities. Mrs. Allen will present the board with an update in November and a proposal for this position moving forward.

Adjournment at 4:01 pm

Next Meeting: Wednesday, September 22, 2021 @ 2:00 pm

Meeting will be held at SLARA Office

Chair Signature

Secretary Signature

Approval Date