

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, April 7, 2021

Place: Virtual Meeting: Zoom link:

<https://us02web.zoom.us/j/86990617139?pwd=SFdPVG9oMWdYY1I5dJtMkluaEpgQT09>

Phone: 877-853-5257 Meeting ID: 869 9061 7139 Passcode: 952933

Time: 11:00 am

Present: Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Darren McKinnon, Maura Thomson (ex officio)

Absent: None

Other Board: Bob Guenzel

Staff: Sara McCallum, Kelley Graves

Other: Jaymes Vettraino, Cheryl Orr/GovHR

Public: None

Virtual Guidelines: Ms. Letaw read the guidelines for holding electronic meetings. As required by the amended OMA, all members stated they were attending remotely and were attending from Ann Arbor, except for Mr. McKinnon who was traveling to Jackson County.

Executive Director Search: Mr. Vettraino stated the Executive Director position advertisement, recruitment brochure, and job description reflect input from his and Ms. Orr's interviews with the Board, City Council, DDA staff, and other stakeholders. He appreciated staff's initial review of the documents to ensure they aligned with the DDA's mission, goals, and development plan. The Committee recommended two revisions. The Executive Director position advertisement will be posted next week. Mr. Vettraino reviewed the search timeline and the candidate interview process. The Committee discussed the process for conducting interviews.

DDA Bylaws/Conflict of Interest(COI): There was consensus on the proposed changes to the COI section of the DDA Bylaws. A resolution to amend the Bylaws with updated COI language will be brought to the Board. The DDA attorneys will attend the next Board meeting to answer any questions.

Agenda Review: The Committee reviewed the April board meeting agenda.

Public Comment: None.

Adjournment: There being no other business, the meeting adjourned at 11:45 am.

Respectfully submitted,
Maura Thomson, Interim Executive Director