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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** January 20, 2026

**TOPIC** Notice of Resignation - Administrative Coordinator

**BACKGROUND BRIEF:**

Our administrative coordinator, Emily, provided her notice of resignation. She had found work closer to home and doing work more suited to her goals. We will miss her. Emily's last day was January 9, 2026.

Staff is in a stronger position to better describe and fill the role in the organization. The beginnings of that is to acknowledge the resignation and start on the process of approving a job description.

**FINANCIAL IMPACT:** This position is budgeted at \$20 per hour, without benefits. A final budget and employment agreement will be presented to the Board upon hiring.

**RECOMMENDED MOTION:**

Move to accept the resignation of Emily Dziegielewski with regret and to refer the draft Updated and Revised Job Description to the Organization and Executive Committee(s) for comment, adoption and advertising in the final discretion of the Executive Director.