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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** June 16, 2026

**TOPIC** Assistant Director Contract – Final Termination Date

**BACKGROUND BRIEF:**

The adoption of the 2026-2027 Budget requires the termination of the current Assistant Director Contract. Action was taken to terminate at a prior meeting, but the timing of the termination, and thereby the date for last compensation was only tentatively scheduled for June 16, 2026.

**AT THE APRIL 2026 DDA BOARD MEETING:**

Executive Director Gibb stated that the Assistant Director position is currently budgeted through June 30, 2026, and noted that the administrative position in the front office has remained unfilled to preserve funding. He recommended that any action regarding the timing of the position's termination be deferred until the Board's final adoption of the budget, anticipated at the June meeting. He further stated that Ms. Bloom's contributions are recognized and that, in the interim, the organization would support any transition opportunities should she pursue other employment, and would continue to acknowledge her work through the budget adoption period. MOTION made by Board Member Coe, Seconded by Treasurer Shell, to delay any action to eliminate the Assistant Director position until after final adoption of the FY 2026–2027 budget, with the position to continue in its current funded status through at least the June meeting. VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell, Garris, Rutt VOTING NAY: ABSENT: MOTION: None Barnett Carried

To clarify termination and compensation/benefits under the contract, the Executive Director is recommending a subsequent motion affirming the following:

1. The contract shall fully terminate on June 30, 2026, with all compensation and insurance benefits continuing until that date.
2. From and after June 16, 2026, the current staff member under the contract will work remotely, on an on call / as needed basis only, allowing any and all personal time for professional development and transition.

**FINANCIAL IMPACT:**

The cost is budgeted and available in the 2025-2026 budget, expiring June 30, 2026.

**RECOMMENDED MOTION:**

Motion to ratify and affirm the termination of the Assistant Director Contract subject to the following:

1. The contract shall fully terminate on June 30, 2026, with all compensation and insurance benefits continuing until that date.
2. From and after June 16, 2026, the current staff member under the contract will work remotely, on an on call / as needed basis only, allowing any and all personal time for professional development and transition.