



DDA ACTION SUMMARY SHEET

MEETING DATE: May 21, 2024

TOPIC Accept Retirement Notice - With Regret

BACKGROUND BRIEF:

Our favorite Administrative Coordinator, Diane Kochis, has decided to retire. We are so thankful for the time she spent with our DDA, and so regretful it had to come to an end.

We must accept her retirement/resignation and immediately post the job description seeking a new hire to fill the position.

RECOMMENDED MOTION:

Motion 1: To Accept, with regret, the retirement and resignation of Diane Kochis, thanking her for her excellent work on behalf of the Lake Orion Downtown Development Authority.

Motion 2: Approving the Job Description and Authorizing the Director to post the Administrative Controller position seeking a new hire.