

**SPECIAL MEETING MINUTES
BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY
MEETING OF THE BOARD OF TRUSTEES
Monday, January 27, 2025, 8:15 AM
Berkley Public Safety, 2nd Floor, Conference Room**



- I. CALL TO ORDER:** The meeting was called to order at 8:15 AM with Chair Matteo Passalacqua presiding.
- II. Roll Call Taken and Quorum Determined**
- Present:* Donna Dirkse
Desiree Dutcher
Katie Forte
Scott Francis
Anna Grace
Chris Gross
Shawn Heath-Lee
Uli Laczkovich
Matteo Passalacqua
Ashley Poirier
Todd Schaefer
Brian Zifkin
- Absent:* Justin Findling – *excused*
Crystal VanVleck – *excused*
Talia Wittenberg – *excused*
- III. APPROVAL OF AGENDA:**
Zifkin moved to approve the agenda, Francis seconded, and the motion was unanimously approved by the Board.
- IV. ACTION ITEMS**
- A. Review and Approve/Deny Contract with Interim Director**
Passalacqua reported that the Organization Committee had met with Jennifer Finney, who served as DDA Director prior to McGuinness. They discussed the possibility of her being Interim DDA Director while the Board works to fill the position on a full-time basis.
- Basic terms and expectations were discussed, and City Manager VanVleck drew up a draft contract which was presented to the Board prior to the meeting. The only minor change they agreed to make to the contract as presented is to add, in Section 2., that if Finney requires more time to finish a specific task, she will reach out to Passalacqua and VanVleck and get prior approval for that amount of time over 20 hours.
- Finney will work primarily out of City Hall but some flexibility is built in for her to put in some hours from home. She will work with McGuinness to establish the highest current priorities.
- Francis moved to approve the Contract with the Interim Director, with the amendment discussed above regarding approval of additional hours above 20 by the City Manager and DDA Chair, Zifkin seconded, and the motion was unanimously approved by the Board.

V. BOARD OF DIRECTORS' COMMENTS:

Francis said the Organization Committee was reviewing the credentials from @10 DDA Executive Director applicants.

VI. PUBLIC COMMENTS: The opportunity for public comment was offered, and no requests to comment were made at the meeting. Anyone with comments or questions is asked to e-mail them to the DDA to be answered within five business days.

VII. Adjournment:

The meeting was adjourned at 8:24 AM on motion by Poirier and second by Dirkse.