

Memorandum of Employment - **DRAFT**

DATE: November 6, 2017

TO: Mathias McCauley

FROM: Networks Northwest Board, Executive Committee

cc: McCauley Personnel File

RE: Terms of Employment

Per action of the Networks Northwest Board at its meeting in December 2016, you will become the Chief Executive Officer of Networks Northwest and Northwest Michigan Works!, Inc. on January 1, 2018.

It has been agreed by both parties that there will not be a specific employment contract; however, each year at the time of the CEO's performance review this may be re-evaluated. You are an at-will employee under the majority decision of both the agency's 10-member County Commissioners Board and the Workforce Development Board, both having equal status with respect to the CEO position (although they do business together as the Networks Northwest Board). The Chair of the Workforce Development board (who, per the by-laws, is the Chair of the Networks Northwest Board) is the single point of contact for official communication between the Board and the CEO.

Your salary on 1/1/18 will be \$130,425, per the compensation assessment made by the Board Executive Committee in September 2017. This amount is to be reviewed at the six month mark, and then annually at the time of performance appraisal.

You will have all the same fringe benefits as other Networks Northwest employees, with the exception that you will advance from the 8% retirement contribution by the agency to the 10% contribution level effective on 1/1/18.

You will fall under the Networks Northwest Personnel Manual for all other matters, with the only difference being that you will be able to utilize the agency's internal staff policy for automobile use by "C" level staff, giving you a choice between having a leased agency vehicle assigned to you or receiving a monthly automobile allowance. It is our understanding that you have elected to use The Employee Allowance Method; your choice may be changed at a future date with advance notice.