

## **SPECIAL MEETING MINUTES: TUESDAY, FEBRUARY 3, 2026, 1:00 PM**

[Watch the recording.](#)

### **CALL TO ORDER**

Ms. Calder called the meeting to order at 1 pm on Tuesday, February 3, 2026.

### **PRONOUNCEMENT OF A QUORUM**

There was a quorum with Ms. Calder, Mr. Pope, Mr. May, Ms. Holbrook, Ms. Scharp, and Ms. Bess present online.

### **PUBLIC COMMENT**

Ms. Calder summarized written public comment received from Mr. Mike Geraci regarding the Executive Director job description and salary matrix. The full public comment can be found [here](#).

### **ACTION ITEMS**

#### **APPROVAL OF EXECUTIVE DIRECTOR JOB DESCRIPTION**

##### [\*Executive Director Job Description\*](#)

Ms. Bess made a motion to approve the Executive Director job description. Ms. Holbrook seconded.

The Board discussed language in the job description to ensure it conveys that the role will have autonomy to lead the organization with support from the Board and to ensure qualified applicants aren't precluded from applying. They agreed to the following language adjustments:

- Adjust bullet point 3 and 5 under essential duties from "Board Chair" to "Board."
- Adjust final bullet point in minimum qualifications to include "and/or has a demonstrated understanding of the Teton County, WY community."
- Adjust licenses and certification to "A valid WY/ID license will be required."
- Add "in consultation with the Board" to the final bullet point under organizational and team leadership.
- Add a bullet point to skills and abilities to include, "Strategic and creative thinker with the ability to anticipate future organizational and community needs and design innovative, forward-looking solution."

Ms. Calder informed the Board that the JHTTB will still be responsible for signing all contracts and approving any binding financial decision. Mr. Pope commented on the written public comment received, noting that he's in agreement that the Executive Director should have autonomy but disagrees that the job description, as written, undermines that.

Motion passed 6-0.

## APPROVAL OF SALARY MATRIX

### Salary Matrix

Ms. Calder presented the salary matrix and noted that they will work with the County on hiring according to this document, noting that the max of each position would require substantial skill and experience.

Ms. Bess made a motion to approve the salary matrix. Ms. Scharp seconded. No public comment. No further discussion from the Board.

Motion passed 6-0.

## APPROVAL OF EXECUTIVE DIRECTOR HIRING TIMELINE

### Executive Director Hiring Timeline

Mr. Pope made a motion to approve the Executive Director hiring timeline. Ms. Holbrook seconded.

Ms. Calder noted that in order to post the rest of the positions, this position will need to be hired and in place, which is why they are working with an aggressive timeline, hoping to put the ED in place by April.

Motion passed 6-0.

## MATTERS FROM THE BOARD AND CONSULTANT

Ms. Calder noted that the County HR Department will be accepting applications online and will provide applications as they come in. Upon the application deadline, February 27, the Board can determine if they need to extend the deadline, or if they have enough qualified candidates to move forward. Ms. Calder will be working on a scoring matrix with the County by which the Board can evaluate all applications.

Ms. Holbrook asked where the position will be published, and Ms. Magleby answered that the application itself will be available on Teton County's website, and the JHTTB will be advertising the position locally in JH News & Guide, Buckrail, and Teton Valley News as well as nationally with LinkedIn, Indeed, ZipRecruiter, and Destinations International.

## ADJOURN

Ms. Holbrook made a motion to adjourn. Meeting adjourned at 1:35 pm.

### ATTEST:

Approved by the Board on February 12, 2026, as evidenced by the Chairman's signature and testified by the Board Secretary.

DocuSigned by:

  
Julie Calder

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Signed by:

  
Mike May

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