

## MEMORANDUM

**TO:** CRCOG Policy Board  
**FROM:** Lyle Wray, Executive Director  
**DATE:** May 19, 2021  
**RE:** **Appointment of Acting Director**

Given my intention to take personal time in the next few months, I thought it would be prudent to put into place the appointment of an Acting Executive Director if and when I am unavailable.

Given the nature of CRCOG's day to day work, I believe an absence of three business days would be tolerable (albeit not ideal) for CRCOG to operate without an Acting Director. If my absence were to exceed three business days, I would send an e-mail to the Policy Board and staff informing them of the Acting Director status with the timeframe outlined in the e-mail. If I am unavailable to send such an e-mail, a similar correspondence or memo would come from the chair.

This also enables the Policy Board to have a contingency plan in place in the event the search does not produce a new Executive Director prior to my intended retirement.

**RESOLUTION OF THE CAPITOL REGION COUNCIL OF GOVERNMENTS  
AUTHORIZING PAULINE YODER AND CHERYL ASSIS TO ACT AS  
CRCOG EXECUTIVE DIRECTOR**

**WHEREAS** CRCOG's current Executive Director, Lyle Wray, intends to retire in September of 2021 or soon thereafter;

**WHEREAS** the current Executive Director intends to take some personal time and may be unavailable to sign documents, execute contracts or perform other duties of the Executive Director for short periods of time prior to his retirement;

**NOW THEREFORE BE IT RESOLVED THAT**, when the Executive Director is unavailable to perform his duties, Pauline Yoder, CRCOG Chief Operating Officer may serve as Acting Executive Director and if Pauline Yoder is unavailable, Cheryl Assis, CRCOG Public Safety Director may serve as Acting Executive Director.

**CERTIFICATE**

I certify the above is a true copy of a resolution adopted by the Policy Board at its meeting held on May 26, 2021.

BY: \_\_\_\_\_  
Lori L. Spielman, Secretary

DATE: \_\_\_\_\_