

**Jefferson County Local Development Corporation  
Personnel Committee Meeting Minutes via Zoom  
September 3, 2020**

The Jefferson County Local Development Corporation held a personnel committee zoom meeting on Thursday, September 3, 2020.

**Present:** David Converse, Lisa Lhuillier, Kent Burto, John Jennings

**Absent:** W. Edward Walldroff

**Also Present:** Donald Alexander, David Zembiec, Peggy Sampson, Lyle Eaton, Marshall Weir, William Johnson, Paul Warneck

**I. Call to Order:** Mr. Converse called the meeting to order at 8:05 a.m.

**II. Pension Plan – Establish Percentage for Discretionary Contribution for year ending 9/30/20**  
– Mr. Eaton said the 401k budget was \$43,341, but the actual employer's contribution was \$28,823.60 which is \$14,517.40 under budget. He said that the committee recommended 3% last year. Mr. Eaton recommended staying at 3% of the salary budget (\$538,205) which amounts to \$16,146.

A motion was made by Mr. Burto to recommend 3% which amounts to \$16,146 to the full board of directors, seconded by Mr. Jennings. All in favor.

**III. Annual CEO Evaluation and Contract** – Mr. Converse said that an in-person meeting will be scheduled within the next two weeks to conduct Don's annual evaluation and to discuss the expiring contract.

**IV. Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Burto seconded by Ms. Lhuillier. The meeting adjourned at 8:14 a.m.