

**Jefferson County Local Development Corporation
Personnel Committee Meeting Minutes
September 12, 2019**

The Jefferson County Local Development Corporation held a personnel committee meeting on Thursday, September 12, 2019 in the board room, 800 Starbuck Avenue, Watertown, NY.

Present: David Converse, W. Edward Walldroff, Lisa LdHuillier

Excused: Kent Burto

Absent: John Jennings

Also Present: Donald Alexander, David Zembiec, Peggy Sampson, Lyle Eaton, William Johnson

- I. **Call to Order:** Mr. Converse called the meeting to order at 9:04 a.m.
- II. **Pension Plan – Establish Percentage for Profit Share ending 9/30/19** – Mr. Eaton said the salary budget for FYE 9/30/19 was \$525,961 and the actual was \$522,529 which is \$3,432 under budget. He said the 401k budget was \$42,339, but the actual employer's contribution was \$26,037 which is \$16,302 under budget. He said that the committee recommended 3% last year. Mr. Eaton recommended staying at 3% (\$15,808).

A motion was made by Mr. Walldroff to recommend 3% which amounts to \$15,808 to the full board of directors, seconded by Ms. LdHuillier. All in favor.

- III. **Annual CEO Evaluation and Contract** – A motion to convene Executive Session to discuss personnel matters pertaining to the CEO was made by Mr. Walldroff, seconded by Ms. LdHuillier at 9:07 a.m. Committee Members along with Board Member Johnson and Mr. Alexander were present, all others were excused. At 9:54 a.m., a motion to leave Executive Session and reconvene the committee meeting was made by Mr. Walldroff, seconded by Ms. LdHuillier. All in favor.

A motion was made by Ms. LdHuillier to recommend to the full board of directors a 2% salary increase for the CEO for the upcoming year and a one-year extension to the current contract with a 30-day notice period from Mr. Alexander should he decide to leave sooner, seconded by Mr. Walldroff. All in favor.

- IV. **Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Ms. LdHuillier seconded by Mr. Walldroff. The meeting adjourned at 9:56 a.m.