

**Jefferson County Local Development Corporation  
Personnel Committee Meeting Minutes  
September 13, 2018**

The Jefferson County Local Development Corporation held a personnel committee meeting on Thursday, September 13, 2018 in the board room, 800 Starbuck Avenue, Watertown, NY.

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

**Excused:** None

**Also Present:** Donald Alexander, David Zembiec, Peggy Sampson, Lyle Eaton, William Johnson, Ed Walldroff, and Marcus Wolf from the Watertown Daily Times

- 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 9/30/18 –** Mr. Eaton said the salary budget for FYE 9/30/18 was \$517,341.18 and the actual was \$510,377.08 which is \$6,964.10 under budget. He said the 401k budget was \$41,757, but the actual employer's contribution was \$27,228.90 which is \$14,528.10 under budget. He said that the committee recommended 3% last year. Mr. Burto suggested staying at 3%.

A motion was made by Mr. Burto to recommend 3% which amounts to \$15,311 to the full board of directors, seconded by Mr. Jennings. All in favor.

At 9:09 a.m. the committee took a brief break. A motion was made by Mr. Burto, seconded by Ms. LdHuillier. All in favor.

At 9:28 a.m. the committee meeting resumed.

- III. **Annual CEO Evaluation –** A motion to convene Executive Session to discuss personnel matters pertaining to the CEO was made by Mr. Burto, seconded by Mr. Jennings at 9:28 a.m. Committee Members along with Board Members Walldroff and Johnson were present, all others were excused. Mr. Alexander was invited into executive session after a period of time. At 10:13 a.m., a motion to leave Executive Session and reconvene the committee meeting was made by Mr. Burto, seconded by Ms. LdHuillier. All in favor.

A motion was made by Mr. Burto to recommend to the full board of directors, a 2% salary increase for the CEO effective September 17, 2018, seconded by Ms. LdHuillier. All in favor.

- IV. **Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Burto, seconded by Ms. LdHuillier. The meeting adjourned at 10:14 a.m.