

**Jefferson County Local Development Corporation
Personnel Committee Meeting Minutes
December 15, 2023**

The Jefferson County Local Development Corporation held a personnel committee meeting on Friday, December 15, 2023 in the board room, 800 Starbuck Avenue, Watertown, NY.

Present: Kent Burto (Chair), David Converse, Lisa L'Huillier, W. Edward Walldroff

Excused: Rob Aiken

Also Present: David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Joy Nuffer, Robin Stephenson, Bill Johnson, John Condino, Christine Powers, Paul Warneck, Greg Gardner

I. Call to Order: Chairman Burto called the meeting to order at 8:31 a.m.

II. Pension Plan

- a. Establish Percentage for Discretionary Contribution for year ending 12/31/23 – Mr. Eaton** provided a salary recap and indicated that it is under budget. Mr. Eaton recommended staying at 3% of the salary budget (\$589,450) for the discretionary contribution to the 401k plan, which amounts to \$17,683.

A motion was made by Ms. L'Huillier to recommend 3%, which amounts to a \$17,683 contribution, to the full board of directors, seconded by Mr. Walldroff. All in favor.

III. Sick Leave – Chairman Burto said that staff currently gets 7 sick days per calendar year and indicated that Mr. Zembiec suggested looking at increasing the amount. Mr. Zembiec said the County accrues their sick time each pay period which amounts to 14 days.

A motion was made by Mr. Walldroff to recommend to the full board of directors an increase in sick days to 10 days per calendar year, seconded by Ms. L'Huillier. All in favor.

IV. Employee Handbook – Mr. Zembiec said that he was recently talking with Dawn Cole who mentioned an individual that will review employee handbooks for approximately \$390. Mr. Zembiec suggested that we have the individual review our employee handbook to ensure it is up to date with current laws and best practices. If updates are necessary, then the individual will submit a proposal. The committee expressed their support for the review.

V. Annual CEO Evaluation – At 8:37 a.m. Ms. L'Huillier made a motion to convene into executive session to conduct Mr. Zembiec's annual evaluation, seconded by Mr. Walldroff. All in favor.

At 9:10 a.m. a motion was made by Mr. Walldroff to leave executive session, seconded by Ms. L'Huillier. All in favor.

Mr. Walldroff made a motion to recommend a 3% salary increase for Mr. Zembiec effective December 18, 2023 seconded by Ms. L'Huillier. All in favor.

VI. Adjournment: With no further business before the committee, a motion to adjourn the meeting was made by Mr. Converse seconded by Mr. Walldroff. The meeting was adjourned at 9:20 a.m.

Respectfully submitted,

Peggy Sampson