

**Jefferson County Local Development Corporation
Personnel Committee Meeting Minutes
December 13, 2024**

The Jefferson County Local Development Corporation held a personnel committee meeting on Friday, December 13, 2024 in the board room, 800 Starbuck Avenue, Watertown, NY.

Present: W. Edward Walldroff, David Converse, Rob Aiken

Absent: Lisa L'Huillier

Also Present: Marshall Weir, Lyle Eaton, Peggy Sampson, Bill Johnson, Paul Warneck, Dr. Gregory A. Gardner, Dawn Robinson

I. Call to Order: Mr. Walldroff called the meeting to order at 8:18 a.m.

II. Pension Plan

- a. Establish Percentage for Discretionary Contribution for year ending 12/31/24 – Mr. Eaton** said that we are under budget on salaries and the 401(k) because we have two fewer employees. He recommended staying at 3% for the discretionary contribution to the 401(k) plan, which amounts to \$15,572.

Mr. Weir said that being understaffed is a question to be addressed another time.

A motion was made by Mr. Converse to recommend 3% (\$15,572), to the full board of directors, seconded by Mr. Aiken. All in favor.

Mr. Aiken asked if we are short-staffed. Mr. Weir said he doesn't believe so. He said that the staff is doing great but noted that there are areas that can be improved upon; however, he feels that we haven't missed opportunities by not having more people. He said that marketing could be better, but he is focused on other things. Mr. Aiken asked if we could contract it out. Mr. Weir said potentially because you can contract everything out now. He said from a working standpoint everyone knows their job and is doing a good job.

Regarding marketing, Mr. Warneck mentioned that we retained the (Wladis Law Firm) Strategic Development Specialists (SDS) to do work for us related to MICRON. He asked Mr. Weir if he sees that other things will fall to the wayside with marketing because everyone is laser-focused on MICRON, so he wondered if we would miss anything. Mr. Weir said he didn't believe so because we are working with our regional partners such as Drum Country and have stepped up our game for the social media perspective and new video pieces. He acknowledged that there is a time commitment with SDS and indicated that we continue to work on our existing marketing campaigns. Mr. Aiken said there are different tiers to marketing such as social media outlets and business development for developing relationships. He said you can make marketing as big as you want but it takes time to get it done.

Mr. Walldroff asked if we are in sync with the Development Authority noting their resources and the things that they are doing above and beyond us. Mr. Weir said that we often coordinate and are a part of some of their initiatives.

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Mr. Walldroff commented on the personnel resources. He said that rolling out the ARPA funds was a huge success that took a lot of man-hours, detailed work, and compliance. He said now that we are on the downward side, staff can focus more on compliance. Mr. Weir said it has been an incredible amount of time over the last two years but said the program is running very smoothly.

- III. Employee Handbook** – One Digital was hired earlier this year to update the employee handbook to ensure it is up to date with current laws and best practices. The redline version was included in the packet for review and consideration.

A motion was made by Mr. Converse to recommend the changes to the full board of directors, seconded by Mr. Aiken. All in favor.

- IV. Annual CEO Evaluation** – At 8:33 a.m. Mr. Converse made a motion to convene into executive session to discuss personnel, seconded by Mr. Aiken. All in favor. Committee members and Mr. Weir remained.

At 9:11 a.m. a motion was made by Mr. Converse to leave executive session, seconded by Mr. Aiken. All in favor.

Mr. Aiken made a motion to recommend a salary increase to \$125,000 for Mr. Weir effective December 16, 2024, seconded by Mr. Walldroff. All in favor.

- V. Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Converse seconded by Mr. Aiken. The meeting was adjourned at 9:13 a.m.

Respectfully submitted,

Peggy Sampson