



Meeting Agenda – Employment & Compensation Committee
 Genesee County Economic Development Center
 Thursday, February 7, 2019, 2:30 p.m.
 Location: Innovation Zone, Suite 107

Page #s	Topic	Discussion Leader	Desired Outcome
	1. Call to Order – Enter Public Session 1a. Executive Session: Motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105 for the following reasons: 1. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. 1b. Enter Public Session	T. Bender	Vote
2-4	2. Chairman’s Report & Activities 2a. Agenda Addition / Deletions / Other Business 2b. Minutes: December 4, 2018 & December 20, 2018	T. Bender	
5	3. Discussions / Official Recommendations to the Board: 3a. Employment & Compensation Committee Policy, Guidelines and Procedures	L. Farrell	Disc / Vote
	4. Adjournment	T. Bender	Vote



Tuesday, December 4, 2018
GCEDC- Conference Room, Suite 106
Employment & Compensation Committee Meeting
11:30 a.m.

MINUTES

ATTENDANCE

Committee Members: T. Bender (Video Conference), A. Vanderhoof, M. Gray, P. Battaglia (Video Conference)
Agency Members:
Staff: S. Hyde, E. Richardson, M. Masse, L. Farrell, P. Kennett, J. Krencik
Guests:
Absent:

1. Call to Order / Enter Public Session

T. Bender called the meeting to order at 11:31 a.m. in the GCEDC Innovation Zone Conference Room.

1a. Executive Session:

M. Gray made a motion to enter executive session at 11:31 a.m. under the Public Officers Law, Article 7, Open Meetings Law Section 105 for the following reasons, seconded by P. Battaglia and approved by all members present:

- 1. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

P. Battaglia left the meeting at 12:00 p.m.

1b. Re-Enter Public Session – A. Vanderhoof made a motion to enter back into public session at 12:02 p.m., seconded by M. Gray and approved by all members present.

2. Chairman's Report & Activities

2a. Agenda Addition / Deletions / Other Business – Nothing at this time.

2b. Minutes: October 4, 2018 & November 1, 2018

M. Gray made a motion to approve the October 4, 2018 & November 1, 2018 Minutes as presented; the motion was seconded by A. Vanderhoof. Roll call resulted as follows:

T. Bender - Yes (Video Conference)
P. Battaglia - Absent

M. Gray - Yes
A. Vanderhoof- Yes

3. Discussions / Official Recommendations to the Board:

3a. Vision Coverage - L. Farrell provided the Committee with some information regarding a vision care option that could be additional coverage provided as part of the current health care coverage. This coverage is optional, and L. Farrell has provided the Committee with the potential costs to the Agency and staff associated with this plan.

After a review of the information provided, the Committee thinks that this coverage should be offered to the Agency's staff. This coverage will be reviewed annually and will not be guaranteed if the costs were to increase. There will be no cash reimbursement if a staff member chooses to opt out of receiving this additional benefit. This cost should be lumped together with health insurance expense.

4. ADJOURNMENT

As there was no further business, M. Gray made a motion to adjourn at 12:08 a.m., seconded by A. Vanderhoof and passed unanimously.



Thursday, December 20, 2018
Upstate MedTech Centre – Innovation Zone
Employment & Compensation Committee Meeting
3:00 p.m.

MINUTES

ATTENDANCE

Committee Members: T. Bender, A. Vanderhoof, M. Gray, P. Battaglia
Agency Members:
Staff: S. Hyde, E. Richardson, M. Masse, L. Farrell, J. Krencik
Guests:
Absent:

1. Call to Order / Enter Public Session

T. Bender called the meeting to order at 3:02 p.m. in the GCEDC Innovation Zone Conference Room.

1a. Executive Session:

A. Vanderhoof made a motion to enter executive session at 3:02 p.m. under the Public Officers Law, Article 7, Open Meetings Law Section 105 for the following reasons, seconded by P. Battaglia and approved by all members present:

- 1. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Staff (except S. Hyde) left the meeting at 3:19 p.m.

P. Zeliff joined the meeting at 3:30 p.m.

S. Hyde left the meeting at 3:45 p.m.

1b. Re-Enter Public Session – A. Vanderhoof made a motion to enter back into public session at 3:59 p.m., seconded by M. Gray and approved by all members present.

2. Chairman’s Report & Activities

2a. Agenda Addition / Deletions / Other Business – Nothing at this time.

3. Discussions / Official Recommendations to the Board:

3a. Nothing at this time.

4. ADJOURNMENT

As there was no further business, M. Gray made a motion to adjourn at 4:00 p.m., seconded by A. Vanderhoof and passed unanimously.



Employment and Compensation Committee Policy, Guidelines and Procedures **[As Amended XXXXXXXX]**

Section 1: General Responsibility Areas: The agency establishes and maintains an Employment and Compensation Committee (the "Committee") which shall consist of the Board Chair and three (3) members of the agency board (the "Board"). The Committee has been established for the purposes of and is charged with reviewing the President and CEO's performance, ensuring an annual performance review process is in place for full-time agency employees that is carried out by the agency's Sr. Leadership team, reviewing and acting on employee compensation matters when necessary, reviewing and acting on employee contracts (if any) and reviewing and acting on all policy related matters pertaining to employees of the agency. The Committee shall make recommendations to the full board on all matters regarding employment, compensation and employee policy.

Section 2: Committee Members: The Employment and Compensation Committee shall consist of the Board Chair and three (3) members of the agency Board (the "Board"). The Committee members shall be appointed by the Board Chair. The Board Chair may designate one member of the Employment and Compensation Committee as the Chair.

Section 3: Employees: The agency shall employ no less than an Executive Director (President and CEO) and such other employees as the board shall designate. Each employee shall be an "at will" employee such that employment may be terminated for any lawful reason by either the agency or employee. At the discretion of the board, employment terms, responsibilities and conditions may be set forth and established under individual employment contracts (each an "Employment Contract"). Each employee contract shall, among other things, set forth the employee's title, annual compensation, term of employment and specifies employee duties and responsibilities.

Section 4: Committee Meetings: The Committee shall meet as needed but no less than once annually on or about December 15 (or such other reasonable date) of each year (the "Annual Committee Meeting"). At the Annual Committee Meeting, the Committee shall review, among other things, ~~(i) the agency's general performance relative to budget, capital investment and jobs created, (ii)(i)~~ the Executive Director's (President & CEO) performance for the current year, ~~(iii)(ii)~~ compensation adjustments, and ~~(iv)(iii)~~ such other matters deemed appropriate by the Committee relating to employment, compensation and performance or as otherwise directed by the board. The Executive Director (President & CEO) and Sr. Leadership team (Sr. VP Operations and CFO) have responsibility for conducting a formal annual performance review of the agency's full-time employees consistent with the process identified in section 1 above.

Following the Annual Committee Meeting and the Executive Directors' (President and CEO) individual performance review, the Committee shall report its findings and recommendations to the board at an upcoming board meeting. Such recommendations shall include annual compensation adjustments, job responsibility and if required employment contract review and recommended revisions. The Committee shall amend, supplement and modify the performance evaluation program at the direction of the board. Any such changes, amendments or modifications shall be in compliance with all applicable law. The board shall make all final determinations with respect to policy as it pertains to employee matters, including, term of employment, contract modifications and total compensation. The responsibility for hiring decisions and compensation level determination for staff "at will" employees is the responsibility of the President & CEO provided it is in accordance with existing board approved policies and within the established board approved budget for employee costs for the year in question. The CEO will review annual merit increase recommendations with the Employment and Compensation Committee in Executive Session.

Section 5: Incentive compensation: The Incentive Compensation portion of the GCEDC Compensation Plan has been eliminated effective January 1, 2013.