



Meeting Agenda – Employment & Compensation Committee  
 Genesee County Economic Development Center  
 Tuesday, November 5, 2019, 2:00 p.m.  
 Location: Innovation Zone Conference Room, Suite 107

Page #’s	Topic	Discussion Leader	Desired Outcome
	<b>1. Call to Order – Enter Public Session</b> 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
2-3	<b>2. Chairman’s Report &amp; Activities</b> 2a. Agenda Addition / Deletions / Other Business 2b. Minutes: September 23, 2019	T. Bender	Vote
4-5	<b>3. Discussions / Official Recommendations to the Board:</b> 3a. Health Insurance 3b. Standard Work Day Resolution for Employees	L. Farrell L. Farrell	Discussion Disc / Vote
	<b>4. Adjournment</b>	T. Bender	Vote



**Monday, September 23, 2019**  
**GCEDC - Andrews Conference Room**  
**GCEDC Employment & Compensation Committee Meeting**  
**3:30 p.m.**

**MINUTES**

**ATTENDANCE**

Committee Members: T. Bender, P. Battaglia, M. Gray  
Agency Members:  
Staff: E. Richardson  
Guests:  
Absent: A. Vanderhoof

**1. Call to Order / Enter Public Session**

T. Bender called the meeting to order at 3:32 p.m. in the GCEDC Andrews Conference Room.

**1a. Executive Session:**

P. Battaglia made a motion to enter executive session at 3:34 p.m. under the Public Officers Law, Article 7, Open Meetings Law Section 105 for the following reasons, seconded by M. Gray 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.

**1b. Re-Enter Public Session** – M. Gray made a motion to enter back into public session at 4:26 p.m., seconded by P. Battaglia and approved by all members present.

**2. Chairman’s Report & Activities**

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

**2b. Minutes: February 7, 2019**

**P. Battaglia made a motion to approve the February 7, 2019 Minutes; the motion was seconded by M. Gray. Roll call resulted as follows:**

T. Bender - Yes  
P. Battaglia - Yes  
M. Gray - Yes  
A. Vanderhoof- Absent

**The item was approved as presented.**



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 4:26 p.m., seconded by P. Battalia and passed unanimously.

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# **GCEDC**

Lezlie Farrell, Chief Financial Officer  
**Employment & Compensation Committee**  
**November 5, 2019**

## **Standard Work Day Resolution for Employees**

Entities that are members of the New York State and Local Retirement System are required to establish a standard workday, which is used to determine service credit. Titles and positions have changed since the last time this was approved, so we are bringing forward an updated Standard Work Day Resolution for Employees. This form does not get submitted, but must be kept on file and made available to the Retirement System upon request.

The CEO, CFO and Sr. VP of Operations positions were previously listed on a separate resolution titled "Standard Work Day and Reporting Resolution for Elected and Appointed Officials". Separate reporting is no longer required for these positions, so all positions are now listed on this one resolution.

The GCEDC's standard work day is listed as 7 hours in the Personnel Administrative Guidelines last revised and updated in January 2017.





Office of the New York State Comptroller  
 New York State and Local Retirement System  
 Employees' Retirement System  
 Police and Fire Retirement System  
 110 State Street, Albany, New York 12244-0001

# Standard Work Day Resolution for Employees\*

## RS 2418

(Rev. 7/11)

BE IT RESOLVED, that the Genesee County Econ. Dev. Centre, Location code 51124, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Chief Executive Officer	7
Sr. VP of Operations	7
Chief Financial Officer	7
VP of Business & Workforce Development	7
Director of Marketing & Communications	7
Operations Manager	7
Finance Assistant	7
Operations Assistant	7

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
 (Signature of clerk) Date enacted: \_\_\_\_\_

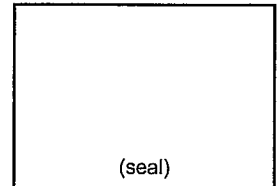
I, \_\_\_\_\_, clerk of the governing board of the \_\_\_\_\_,  
 (Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of \_\_\_\_ members, and that \_\_\_\_ of such members were present at such meeting and that \_\_\_\_ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto  
 Set my hand and the seal of the

\_\_\_\_\_  
 (Name of Employer)



\*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

**See Instructions for Completing Form on Back**



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