



Meeting Agenda – Employment & Compensation Committee  
 Genesee County Economic Development Center  
 Tuesday, October 22, 2024  
 Location: 99 MedTech Drive, Innovation Zone  
 Time: 9:15 a.m.

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	M. Gray	Vote
2-3	<b>2. Chairman’s Report &amp; Activities</b>  2a. Agenda Addition / Deletions / Other Business 2b. Minutes: July 9, 2024	M. Gray	Vote
4-7	<b>3. Discussions / Official Recommendations to the Board:</b>  3a. Health Insurance 3b. Benchmarking Study Proposal	L. Farrell M. Gray	Discussion Discussion
	<b>4. Adjournment</b>	M. Gray	Vote



**GCEDC Employment & Compensation Committee Meeting  
Thursday, July 9, 2024  
Location: 99 MedTech Drive, Innovation Zone  
9:30 a.m.**

**MINUTES**

**ATTENDANCE**

Committee Members: C. Kemp, P. Zeliff, P. Battaglia  
Staff: L. Casey, L. Farrell, M. Masse, E. Finch, P. Kennett  
Guests: S. Helfrich (Human Energies)  
Absent: M. Gray

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

P. Zeliff called the meeting to order at 9:27 a.m. in the Innovation Zone.

**1a. Enter Public Session**

**2. Chairman’s Report & Activities**

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

**2b. Minutes: June 4, 2024**

**P. Battaglia made a motion to approve June 4, 2024 minutes as presented; the motion was seconded by C. Kemp. Roll call resulted as follows:**

M. Gray - Absent  
P. Battaglia - Yes  
P. Zeliff - Yes  
C. Kemp - Yes

**The item was approved as presented.**

**3. Discussions / Official Recommendations to the Board:**

**3a. Strategic Planning Process** – L. Farrell introduced Skip Helfrich from Human Energies. Skip joined the meeting to present ideas for a strategic planning process for the GCEDC.

S. Helfrich stated that when he gets involved with organizations for strategic planning, an organization either has a plan that’s outdated, or they don’t have one at all. The GCEDC does not currently have a

plan. S. Helfrich stated that strategic planning needs to be 1) user friendly, 2) relevant to current goals and 3) have a life that does not exceed 5 years. Typically, it is a 3–5-year plan with an emphasis on the next 18 months-2 years. There is still long-term planning that must go beyond; however, when a group sits down to start the process it should be focusing on the next 3-5 years.

S. Helfrich stated that the process is usually driven by staff but, in this case, would require Board involvement. The process must start someplace, and he believes it should start with the staff. To begin, a simple SWOT analysis is completed. Next, internal and external forces, both positive and negative, are evaluated. When this is brought together, it begins to reveal potential strategic templates. Strategic templates are living documents that can and should be used/referenced/changed/removed as you navigate and execute the Agency's strategic plan.

The Committee was very receptive to moving forward with the strategic planning process. They would like to schedule a day for strategic planning and team building in September that can accommodate as many Board and staff members as possible.

#### 4. ADJOURNMENT

As there was no further business, P. Battaglia made a motion to adjourn at 10:19 a.m., seconded by C. Kemp and passed unanimously.

Genesee County Economic Development Corp  
Executive Compensation Review and Analysis  
Consulting Proposal  
September 2024

Consulting Mandate

Catapult Executive Consulting is pleased to submit this proposal to provide executive compensation consulting services to GCEDC for their executive level positions (approximately 3 positions). Our expertise in executive compensation will support the organization's mission and strategic goals. This proposal outlines our approach to assisting with:

1. Review of GCEDC's current executive compensation philosophy.
2. Discussion of current executive compensation trends.
3. Review of compensation for the executive positions relative to external market data of organizations of similar scope and size.
4. Provide recommendations based on market review.

Scope of Work

1. **Alignment of Objectives and Outcomes**
  - o Executive Compensation Philosophy: Discussion on the executive compensation philosophy and strategy, as well as organizational goals and challenges within the agency to ensure alignment with executive compensation.
  - o Project Methodology: Review methodology and appropriate compensation survey sources as well as discussion of a peer group.
  - o Review of Compensation: Discussion of all compensation elements currently in place including base salary and incentive plans. Review current compensation information for the executives.
2. **Conduct Executive Compensation Analysis**
  - o Collect Market Data: Using multiple, we will market price the executive positions using survey and peer data.
  - o Review & Analysis: After a review of market data, develop observations and recommendations relative to compensation levels for each position.
3. **Review and Discussion of Preliminary Reports**
  - o Review of Initial Reports: Review of initial recommendations executive compensation trends, and any proposed changes to incentive plans. Make any revisions or adjustments based on discussion.

4. Final Compensation report

- Final Report: Deliver final report with executive compensation philosophy, compensation design recommendations and recommendations for each position.

Deliverables

- Comprehensive report with executive market analysis and recommendations for compensation adjustments, incorporating GCEDC's financial cost considerations and market data.

Timeline

The project will be completed within four to six weeks. The project start date is based on execution of contract and collection of data.

Fees

Our fees for the proposed consulting services are based on a combination of fixed fees for specific deliverables and hourly rates for ongoing support.

Executive Compensation report - \$4,000

⇒ All fees are inclusive of expenses.

The parties, intending to be legally bound, have had this Agreement executed by their duly authorized representatives.

**CATAPULT LLC**

**CLIENT: GCEDC**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Julia Culkin-Jacobia

Name: Lezlie Farrell/Matthew Gray

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Genesee County Economic Development Center  
Compensation Review & Analysis  
Consulting Proposal  
September 2024

Consulting Mandate

Catapult Executive Consulting is pleased to submit this proposal to provide compensation consulting services to GCEDC. Our expertise in compensation will support the organization's mission and strategic goals with regards to compensation. This proposal outlines our approach to assisting with:

1. Review and analysis of all non-executive positions (approximately 5 unique positions) and medical benefits utilizing multiple market data sources, including local labor market, regional labor market, comparable industry, and general labor competition areas.
2. Review and revise salary structures to ensure they are supporting the business and maintaining market competitiveness.
3. Complete a benefits survey for medical benefits to ensure competitiveness in the marketplace.
4. Meeting with the leadership team initially and as needed throughout the process.

Scope of Work

1. **Alignment of Objectives and Outcomes**
  - o Kickoff Meeting: Discussion with leadership team on the positions included within the study. Discussion of talent acquisition and retention issues for specific positions and any other compensation concerns with compression, etc.
  - o Project Methodology: Review methodology and appropriate compensation survey sources as well as discussion of a peer group.
  - o Data Collection: Collect employee compensation data, including current compensation, years in position, existing compensation or incentive plan documents or policies, etc.
2. **Conduct Market Analysis**
  - o Market Pricing: Using multiple survey sources and peer data, Catapult will market price all positions and develop a report to be reviewed that will include the following
    - I. Market pricing for date for each position
    - II. Revision of Salary Structure, as needed.
    - III. Slotting of positions into grades

- IV. Benefits comparison to market and initial recommendations.
- V. Initial recommendations relative to revised structure and any associated cost to adjust.

**3. Review and Discussion of Preliminary Reports**

- o Initial Review: Review of draft report and initial recommendations for compensation levels, positions slotting, benefits and cost analysis. Make any revisions or adjustments based on discussion.

**4. Final Deliverables**

- o Final Deliverables: Deliver final versions of compensation report with final recommendations.

**Timeline**

The project will be completed within four to six weeks. The project start date is based on execution of contract and collection of data.

**Fees**

Fees for this project are as follows:

Non-Executive Compensation Study and Medical Benefits Review— \$2,000

All fees are inclusive of expenses.

The parties, intending to be legally bound, have had this Agreement executed by their duly authorized representatives.

**CATAPULT LLC**

**CLIENT: GCEDC**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Julia Culkín-Jacobia

Name: Lezlie Farrell/Matthew Gray

Date: \_\_\_\_\_

Date: \_\_\_\_\_