



ERIE COUNTY INDUSTRIAL DEVELOPMENT AGENCY (ECIDA)

Compensation Committee Meeting

July 15, 2021
12:00 PM

1. Approval of minutes – October 5, 2020 (*Action*)
2. Review of ECIDA 2021 salary recommendations
3. Adjournment

**MINUTES OF A MEETING OF THE
COMPENSATION COMMITTEE OF THE
ERIE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
(ECIDA)**

- DATE AND PLACE:** October 5, 2020, at Erie County Industrial Development Agency (the “ECIDA” or “Agency”), meeting held via phone conference. Governor Cuomo’s Executive Order 202.1, as amended from time to time, issued in response to the Coronavirus (COVID-19) crisis, suspended Article 7 of the Public Officers Law to the extent necessary to permit any public body to take actions without permitting in public in-person access to such meetings and authorized such meetings to be held remotely by conference call or other similar service, provided the public has the ability to view or listen to such proceedings and that the meeting is recorded and transcribed.
- LIVE STREAMED:** This meeting is being live-streamed and made accessible on the Agency’s website at www.ecidany.com.
- PRESENT:** Denise Abbott, Dottie Gallagher, Richard Lipsitz, Jr., Hon. Mark C. Poloncarz, Sister Denise Roche and Kenneth A. Schoetz
- EXCUSED:** Rev. Mark E. Blue
- OTHERS PRESENT:** John Cappellino, Chief Executive Officer; Mollie Profic, Chief Financial Officer; Karen M. Fiala, Assistant Treasurer/Secretary and Robert G. Murray, Esq., Harris Beach PLLC/General Counsel
- GUEST:** Andrew Federick, Erie County Senior Economic Development Specialist

There being a quorum present at 10:02 a.m., the Meeting of the Compensation Committee was called to order by its Chair, Mr. Poloncarz.

MINUTES

The minutes of the February 26, 2020 Compensation Committee meeting were presented, and upon motion made by Ms. Gallagher, and seconded by Sister Denise, and as thereafter voted upon, the minutes were unanimously approved.

REVIEW OF ECIDA EMPLOYEE COMPENSATION PLAN

Mr. Cappellino and Ms. Profic reviewed the ECIDA's compensation plan. General discussion ensued.

Ms. Schoetz asked that the policy be revised to confirm that bonus compensation and COLA considerations be subject to the overall profitability and economic stability of the ECIDA.

Mr. Cappellino confirmed that this consideration is provided for within the policy.

Mr. Poloncarz stated that there is a motion by Mr. Schoetz to reauthorize the ECIDA Compensation Policy subject to revising the policy to move the fiscal stability consideration provisions as stated by Mr. Schoetz to the beginning of the "procedures" section of the policy. Sister Denise seconded the proposal. Mr. Poloncarz called for the vote and the motion was unanimously approved.

There being no further business to discuss, Mr. Poloncarz adjourned the meeting at 10:45 a.m.

Karen M. Fiala, Secretary

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2020 Performance Evaluations Timetable

| Anticipated Date | | Completed |
|------------------|---|-----------|
| February 19 | Due date for completed staff MBO scorecard (including results) to be provided to manager | ✓ |
| May 7 | Due date for completion of draft performance reviews by managers | ✓ |
| May – June | <ul style="list-style-type: none">• Manager meeting to review/discuss reviews to ensure consistency and provide additional feedback• Draft compensation schedules prepared | ✓ |
| July 15 | Compensation Committee meeting to review and approve proposed compensation changes (retroactive) | |
| Week of July 19 | Manager/staff performance review meetings to discuss performance, retroactive compensation adjustments | |
| July 30 | Retroactive compensation adjustments processed | |