



Meeting Agenda – Employment & Compensation Committee
 Genesee County Economic Development Center
 Tuesday, February 4, 2025
 Location: 99 MedTech Drive, Innovation Zone
 Time: 9:30 a.m.

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	M. Gray	Vote
2-3	2. Chairman’s Report & Activities 2a. Agenda Addition / Deletions / Other Business 2b. Minutes: January 16, 2025	M. Gray	Vote
4	3. Discussions / Official Recommendations to the Board: 3a. Organizational Chart	L. Farrell	Disc / Vote
5-6	3b. Standard Workday Resolution	L. Farrell	Disc / Vote
	4. Adjournment	M. Gray	Vote



**GCEDC Employment & Compensation Committee Meeting
Thursday, January 16, 2024
Location: 99 MedTech Drive, Innovation Zone
3:00 p.m.**

MINUTES

ATTENDANCE

Committee Members: P. Battaglia, M. Gray, P. Zeff, C. Kemp
Staff: L. Farrell, M. Masse, C. Suozzi, J. Krencik, L. Casey
Guests: J. Culkun-Jacobia (Catapult Executive Consulting/Video Conference),
Absent:

1. Call to Order / Enter Public Session

M. Gray called the meeting to order at 3:00 p.m. in the Innovation Zone.

1a. Enter Executive Session

P. Battaglia made a motion to enter executive session under the Public Officers Law Article 7, Open Meetings Law Section 105, at 3:00 p.m., 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.

The motion was seconded by P. Zeff and approved by all members present.

J. Krencik and L. Casey left the meeting at 3:01 p.m.

C. Kemp joined the meeting during executive session.

L. Farrell, C. Suozzi and M. Masse left the meeting at 3:40 p.m.

1b. Enter Public Session

P. Battaglia made a motion to enter back into public session at 4:06 p.m., seconded by C. Kemp and approved by all.

J. Krencik, L. Casey, L. Farrell, C. Suozzi and M. Masse rejoined the meeting at 4:06 p.m.

2. Chairman's Report & Activities

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

2b. **Minutes: December 18, 2024**

P. Zelifff made a motion to approve December 18, 2024, minutes as presented; the motion was seconded by C. Kemp. Roll call resulted as follows:

M. Gray - Yes
P. Battaglia - Yes
P. Zelifff - Yes
C. Kemp - Yes

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, P. Zelifff made a motion to adjourn at 4:06 p.m., seconded by C. Kemp and passed unanimously.

Genesee County EDC Organizational Chart

Board of Directors
(Appointed by Genesee County Legislature)

Note: Genesee County EDC is an Industrial Development Agency (IDA). As such, it is a Public Benefit Corporation in New York State. There is no individual ownership related to this type entity.

President & CEO
Mark Masse

Executive VP & CFO
Lezlie Farrell

Executive VP of Business & Workforce Development
Chris Suozzi

Operations Manager
Penny Kennett

Finance Assistant
Lauren Casey

New Position
TBD

Sr. Director of Marketing & Communications
Jim Krencik

Building Maintenance
Valentino Zinni

Operations Assistant
Emma Finch

Straight Line = Direct & Full Reporting Responsibility

Dotted Line = Process Reporting Responsibility

GCEDC
Employment & Compensation Committee
February 4, 2025

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 GCEDC's standard work day is listed as 7 hours in the Personnel Administrative Guidelines last revised and updated in December 2022.

Received Date

Standard Work Day Resolution for Employees*

Please type or print clearly
in blue or black ink

Employer Location Code

5 1 1 2 4

See Instructions for completing form on reverse side

RS 2418

(Rev.05/22)

BE IT RESOLVED, that the Senesee County Economic Development Center, 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)
President and Chief Executive Officer	7
Executive Vice President and Chief Financial Officer	7
Executive Vice President of Business & Workforce Development	7
Operations Manager	7
Senior Director of Marketing and Communications	7
Finance Assistant	7
Operations Assistant	7
Maintenance	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 hereunto
Set my hand and the seal of the

(Name of Employer)

(seal)

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

For important information and instructions – See Back Page

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