



**ECIDA Compensation Committee  
Meeting Notice**

DATE: Tuesday, March 1, 2016  
TIME: at 12:00 p.m.  
PLACE: 95 Perry Street  
4th Floor  
Buffalo, New York 14203

Please confirm your attendance plans with Carrie Hocieniec at ECIDA (856-6525 ext. 136) as soon as possible. Thank you.

A handwritten signature in cursive script that reads "Robert G. Murray". The signature is written in black ink and is positioned above a horizontal line.

Robert G. Murray, Assistant Secretary

cc: Pietra G. Lettieri, Esq.  
Robert Murray, Esq.  
Debra Mantelli  
Kathy Drumm



## **ERIE COUNTY INDUSTRIAL DEVELOPMENT AGENCY (ECIDA)**

### **Compensation Committee Meeting**

March 1, 2016  
at 12:00 PM

1. Approval of Minutes – May 11, 2015 (*Attached - Action*)
2. Review and Approval of Proposed 2016 Salary Increases (*Attached - Action*)
3. Review and Approval of ECIDA 2015 Performance Incentive Plan Recommendations (*Attached - Action*)
4. Adjournment

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

- DATE AND PLACE:** May 11, 2015, at the Erie County Industrial Development Agency, 95 Perry Street, Suite 403, Buffalo, New York 14203
- PRESENT:** James F. Doherty and Hon. Mark C. Poloncarz
- EXCUSED:** Chris T. Johnston
- OTHERS PRESENT:** Steve Weathers, Chief Executive Officer; John Cappellino, Executive Vice President; Andrew Schoepich, Treasurer; and Robert Murray, Secretary
- GUEST:** Elizabeth Burakowski, Senior Economic Development Specialist, Office of the County Executive, Erie County

There being a quorum present at 12:08 p.m., the Meeting of the Compensation Committee was called to order by Mr. Poloncarz.

**MINUTES**

The minutes of the January 6, 2015 Compensation Committee were presented, and upon motion made by Mr. Doherty, and seconded by Mr. Poloncarz, approval of the minutes was unanimously carried.

**2014 ECIDA PERFORMANCE INCENTIVE PLAN RECOMMENDATIONS**

Mr. Schoepich reviewed the proposed 2014 Performance Review and Performance Incentive recommendations and confirmed, in sum, the total proposed incentives are approximately \$7,000 below the budgeted performance compensation line item. Mr. Poloncarz noted that all employees are exceeding expectations or received an excellent rating and thanked staff for their outstanding work. Upon motion made by Mr. Doherty and seconded by Mr. Poloncarz, the 2014 Performance Incentives were unanimously approved.

**SIMPLIFIED EMPLOYEE PENSION PLAN (SEP) REVISIONS**

Mr. Schoepich reviewed the proposed Simplified Employee Pension Plan (SEP) increases to the contribution rate and the total compensation for all employees as effected by the proposed SEP changes. Mr. Schoepich reviewed 2014 and 2015 SEP contribution changes showing a 12% contribution rate in comparison to the existing 7% contribution rate. As reviewed with this Committee over the last several months, the request today is to consider

increasing the SEP contribution from between 7% to up to 12%, or, the Compensation Committee could determine to keep the contribution rate at the existing 7% level.

Mr. Poloncarz queried as to the reason behind increasing the SEP contribution. Mr. Schoeppich stated that the ECIDA desires to increase the SEP contribution in order to keep pace with peer agencies and to keep pace with similar retirement plans within the New York State Retirement System and in comparison to other sectors.

Mr. Poloncarz asked for a motion to increase the SEP contribution to 12%. Mr. Doherty moved, and Mr. Poloncarz seconded the motion, and the motion was thereafter unanimously approved.

### **MANAGEMENT BY OBJECTIVES PLAN FOR 2015**

Mr. Schoeppich reviewed the Management by Objectives (MBO) process and strategy with Compensation Committee members. The concept behind MBO is the MBO facilities CEO review of Agency staff members, thus enabling Compensation Committee members to more effectively review and understand staff and CEO performance. Mr. Weathers commented that MBO is objective and, in his experience, helps employees to stay focused.

Mr. Cappellino noted that each employee has a set of objectives based on job duties including day-to-day tasks and broader issues/goals as well as expectations related to broader Agency objectives. Mr. Weathers confirmed that the MBO plan is currently in place and being used by the Agency.

Mr. Schoeppich then asked the Compensation Committee if the Committee was comfortable with permitting the CEO to review and approve staff job performance and bonus recommendations or, if the Compensation Committee desires to do so itself. Mr. Poloncarz stated his belief that staff employment review should stay at the CEO level, and then presented to the full Board.

There being no further business to discuss, upon motion made by Mr. Doherty and seconded by Mr. Poloncarz, the meeting was adjourned at 12:36 p.m.

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Robert G. Murray, Secretary