

**Watertown Industrial Center Local Development Corporation
Personnel Committee Meeting
March 14, 2024
Minutes**

The Watertown Industrial Center Local Development Corporation Personnel Committee held a meeting on Thursday, March 14, 2024, at the Watertown Center for Business and Industry, located at 800 Starbuck Ave. Watertown, NY, Building A Conference Room.

Present: Don Rutherford, Michelle Capone, Robert Cantwell III.

Excused: None

Staff: Billy Soluri

Others Present: Kylee McGrath

I. Call to Order: The meeting was called to order at 9:00 AM.

II. New Business: B. Soluri presented employee job descriptions and staff evaluation reports. B. Soluri noted the WIC Facilities Technician G. Santamarina continues to demonstrate a great work ethic and commitment to the agency. B. Soluri noted G. Santamarina continues to be understanding and flexible when it comes to adjusting hours in anticipation of projects and weather events. B. Soluri stated that two years ago the WIC bumped G. Santamarina up to \$18.00 an hour and he would like to see him at the \$20.00 range this time which is an 8% merit increase. D. Rutherford stated even at \$20.00 an hour he is likely underpaid given the current economy. B. Soluri noted that bringing G. Santamarina to \$20.00 an hour along with bonus consideration would go a long way to show the continued support the WIC has for G. Santamarina. M. Capone suggested we talk with G. Santamarina about attending local trade schools or college. B. Soluri stated he talks with staff about this and includes it in the performance improvement plan section of the evaluation report. D. Rutherford suggested we have G. Santamarina attend a few meetings throughout the year so that everyone can become familiar with him and he can begin to learn the board meeting process.

M. Capone asked what the WIC had budgeted for relating to salaries/bonus. B. Soluri stated a merit increase would begin in the next fiscal year and would not have an impact on the current budget. B. Soluri stated any bonus paid would have an impact on the current budget. B. Soluri stated he had budgeted \$3,000 for bonus consideration. B. Soluri stated that past bonuses have either used a defined amount or are based on the percentage of salary. M. Capone noted that in prior years discussion has occurred relating to increasing the WIC's contribution to the retirement plan as an incentive for staff. B. Soluri stated last year the WIC raised the non-elective contribution from 4% to 6%. Discussion occurred relating to the evaluation of B. Soluri.

B. Soluri was excused from the meeting at 9:25 a.m. B. Soluri returned to the meeting at 9:30 a.m. R. Cantwell III stated that at the next board meeting the committee will recommend G. Santamarina receive an 8% raise and \$1,000 bonus and B. Soluri receive a 5% raise and \$3,000 bonus.

III. Adjournment: the meeting was adjourned at 9:35 AM.