

Broome County Land Bank Personnel Committee –Meeting Minutes  
FINAL – October 6, 2021

A special meeting of the Personnel Committee of the Broome County Land Bank Corporation was convened in public session remotely through Zoom Video Conferencing on Wednesday, October 6, 2021 at 10:00 a.m., local time.

Present: T. Augostini, C. Marchuska

Absent: None

Others

Present: K. Beebe, A. Martin

CAP: None

1. Call to Order: Chairman Augostini called the meeting to order at 10:04 a.m.

2. Public Comments: Chairman Augostini opened the floor for comments. Hearing none, Chairman Augostini moved to the next agenda item.

3. Executive Session: Chairman Augostini called for a motion to go into executive session for the purpose of discussing Land Bank staff performance and compensation. On a motion by C. Marchuska, seconded by Chairman Augostini, motion carried unanimously.

Chairman Augostini called for a motion to resume regular session. On a motion by C. Marchuska, seconded by Chairman Augostini, motion carried unanimously.

4. Discussion of Other Personnel Matters: After a brief discussion of the Land Bank's need to hire an additional staff member to manage the existing budget and grant programs, Chairman Augostini and C. Marchuska agreed to recommend to the Finance Committee and full Board of Directors to hire an additional staff member to be solely funded by grant programs that allow administrative fees. On a motion by Chairman Augostini, seconded by C. Marchuska, motion carried unanimously.

Chairman Augostini to request Executive Director draft a memorandum to the Finance Committee and full Board of Directors

5. Land Bank Staff Performance and Compensation: Chairman Augostini called for a motion to change the Executive Director's level and grade from Admin II, Grade A to Admin II, Grade D effective January 1, 2022 with a salary of \$71,618. On a motion by C. Marchuska, seconded by Chairman Augostini, the motion carried unanimously.

Chairman Augostini requested the Personnel Committee's recommendation to change the Executive Director's level and grade be made available to the Finance Committee and the full Board of Directors in advance of their upcoming meetings.

Chairman Augostini invited K. Beebe to speak.

6. Adjournment: Chairman Augostini asked for a motion to adjourn. On a motion by C. Marchuska, seconded by Chairman Augostini, the motion carried unanimously. The meeting adjourned at 10:46 a.m.