

# BUFFALO ERIE NIAGARA LAND IMPROVEMENT CORPORATION

## MEMORANDUM

**TO:** Board of Directors, Buffalo Erie Niagara Land Improvement Corporation  
**FROM:** Maria R. Whyte, Chairperson  
**SUBJECT:** **Resolution #: 2014-1**  
Hiring Executive Director  
**DATE:** January 17, 2014

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### DISCUSSION

BENLIC has been awarded \$2,087,500 from the Office of the Attorney General's (OAG) Community Revitalization Initiative. Funds to hire a full time Executive Director are allocated in the grant. BENLIC has engaged in a search process and wishes to hire Jocelyn Gordon to serve as the organization's first Executive Director.

### ACTION

The Board of Directors is hereby requested to approve the following resolution:

RESOLVED, that the BENLIC Board of Directors accepts the recommendation of the Search Committee and agrees to hire Jocelyn Gordon to serve as the full time Executive Director; and be it further

RESOLVED, that BENLIC Chair, Maria Whyte, is authorized to execute an employment contract (pursuant to IMA section 4.13 and Rules and Procedures section I.3.B) with Jocelyn Gordon with the following conditions:

- \$75,000 annual salary with opportunity for increase after a performance review to take place one year from the date of hire;
- Parent/child health benefits with a 15% employee contribution;
- 2 weeks paid vacation per year, 2 personal days, 12 paid holidays\*, and 9 sick days upon successful completion of a 90 day period (an exception to be made for a previously scheduled February vacation), with an additional week paid vacation and an additional two personal days added after one year of employment; Any roll over of paid time off or cash buyout of paid time off shall be subject to Board Approval;
- At the sole discretion of the Board of Directors either participation in the NYS and Local Retirement System, if available, or a 401 K contribution will be made, the amount of which is to be determined annually by the Board of Directors based on available funds;
- Dental and vision insurance will be considered after year one;
- Start date of February 1, 2014\*\*;
- \*Holidays: New Year's Day, MLK Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veterans' Day, Thanksgiving, and Christmas;
- \*\*Start date may be adjusted to a later date based on receipt of contract from the OAG; and be it further

RESOLVED, that the Executive Director shall be an at-will employee of the Board of Directors