

## RESOLUTION

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### RESOLUTION NO. 2026-01

#### **A RESOLUTION AMENDING THE EXECUTIVE DIRECTOR (PRESIDENT & CEO's) ANNUAL PERFORMANCE EVALUATION AND BONUS COMPENSATION PROVISIONS**

**WHEREAS**, the Butler County Finance Authority ("BCFA") employs an Executive Director (President & CEO) pursuant to a written employment agreement approved by the Board of Directors, with an effective date of April 8, 2024; and

**WHEREAS**, Section 13 of the employment agreement governs the annual performance evaluation process and bonus compensation for the Executive Director (President & CEO); and

**WHEREAS**, the Board of Directors desires to clarify any approved annual bonus and to expressly define the treatment of compensation designated as gross or net for payroll and withholding purposes; and

**WHEREAS**, the Board of Directors finds that such clarifications promote their intent;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BUTLER COUNTY FINANCE AUTHORITY THAT:**

#### Section 1. Amendment of Annual Performance Evaluation and Bonus Compensation

Section 13 of the Executive Director (President & CEO's) employment agreement is hereby amended and restated as follows:

#### **Section 13. Annual Performance Evaluation and Bonus Compensation**

The Butler County Finance Authority and the Executive Director (President & CEO) shall conduct an annual performance evaluation based upon mutually established goals and objectives. Such evaluation shall occur at such time or times as determined by the Board of Directors, but in no event less than annually. At a minimum, the evaluation process shall provide the opportunity for both parties to prepare written evaluations, meet to discuss performance, and memorialize the results of the evaluation.

Upon completion of the annual evaluation and a determination by a majority of the Board of Directors that the Executive Director (President & CEO's) performance is satisfactory or exceeds expectations, the Chairperson and/or Vice Chairperson of the Board of Directors shall notify the applicable payroll authority, in writing, of the

approved annual bonus. The annual bonus shall be in an amount no less than six percent (6%) of the Executive Director (President & CEO)'s then-current base salary, with the final bonus amount determined by the Board of Directors based upon performance.

The Chairperson or the Vice Chairperson of the Board of Directors is authorized to direct the payroll authority as to whether the approved annual bonus or other compensation under the employment agreement shall be processed as a gross payment or as a net payment. Any bonus or other compensation designated as gross under the employment agreement shall be subject to all required payroll withholdings and deductions. Any compensation designated as net under the employment agreement shall be grossed up by the City to account for all required withholdings and deductions so that the payee receives the net amount stated.

Any annual bonus approved pursuant to this section shall be paid on or before January 31st of the year following the evaluation and shall be subject to applicable payroll processing requirements and statutory withholdings. The Board of Directors may modify the evaluation format or process from time to time, provided that such modifications are consistent with applicable law and do not materially alter the substance of this provision.

## Section 2. Authority to Implement

The Chairperson or Vice Chairperson are hereby authorized and directed to take all actions necessary to implement this Resolution and to ensure consistency between the employment agreement and BCFA payroll practices.

## Section 3. Effective Date

This Resolution shall take effect immediately upon its adoption.

**APPROVED AND ADOPTED BY** the Board of Directors of the Butler County Finance Authority, this 28<sup>th</sup> day of January, 2026.

Motion to pass Resolution Director Fox, Seconded by  
Vice chair Canaan.

[Signature] Chair, Butler County Finance Authority

Attest: [Signature] Secretary