

**MINUTES** of the **GOVERNANCE COMMITTEE MEETING** of the **ERIE COUNTY WATER AUTHORITY** held in the office, 295 Main Street, Room 350, Buffalo, New York, on the 20<sup>th</sup> day of October 2022.

**PRESENT:** Jerome D. Schad, Chair  
Peggy A. LaGree, Vice Chair  
Michele M. Iannello, Treasurer  
Terrence D. McCracken, Secretary to the Authority  
Karen A. Prendergast, Chief Financial Officer  
Mark S. Carney, General Counsel  
Russell J. Stoll, COO  
Leonard F. Kowalski, Executive Engineer  
Jennifer Hibit, Director of Human Resources  
Joyce A. Tomaka, Comptroller  
Lavonya C. Lester, Director of Administration  
Katherine A. Gillette, Associate Attorney  
David W. Aubertine, Director of Cybersecurity and Information Technology  
Matthew W. Barrett, Security Officer

**ATTENDEES:**

## **PLEDGE TO THE FLAG**

### **I. CALL TO ORDER/ROLL CALL**

The meeting was called to order at 9:33 a.m. A quorum was present with three Commissioners.

### **II. READING OF MINUTES**

### **III. APPROVAL OF MINUTES**

### **IV. REPORTS**

### **V. UNFINISHED BUSINESS**

### **VI. NEW BUSINESS**

A. Adoption of New Employee Policies and Procedures Manual

**DISCUSSION**

Mark Carney advised that a new policy and procedures manual is completed. The policies have been looked at by staff including the Commissioners. Commissioner LaGree commented that it was a good process for the Commissioners to go through giving them the ability to ask questions of policies they are not familiar with. Mr. Carney thanked everyone who worked on this project for their time and effort. In addition, the new Policy will be posted on the Authority's portal.

Motion by Ms. LaGree, seconded by Ms. Iannello and carried to recommend that the Board approve the adoption of a new Employee Policies and Procedures Manual

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

B. Adoption of Covid-19 Policy and Procedure Manual

Jennifer Hibit reported that since she started as Director of Human Resources, she has been asked many questions regarding Covid and Covid policies. Subsequently, Ms. Hibit prepared a Covid Policy and Procedure Manual for the Authority. She thanked the department heads for their help on the policy.

Motion by Ms. LaGree, seconded by Ms. Iannello and carried to recommend that the Board approve the adoption of a Covid-19 Policy and Procedure Manual.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**VII. - ADJOURNMENT**

Motion by Ms. LaGree seconded by Ms. Iannello and carried that the meeting adjourn at 9:38 a.m.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

A handwritten signature in black ink, appearing to read 'T.D. McCracken', with a long horizontal flourish extending to the right.

Terrence D. McCracken  
Secretary to the Authority

PG