

**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 September 2023

**PRESENT:** Jerome D. Schad, Chair  
 Peggy A. LaGree, Vice Chair  
 Michele M. Iannello, Treasurer  
 Terrence D. McCracken, Secretary to the Authority  
 Joyce A. Tomaka, Chief Financial Officer  
 Mark S. Carney, General Counsel  
 Charles E. Eaton, Chief Operating Officer  
 Leonard F. Kowalski, Executive Engineer  
 Jennifer Hibit, Director of Human Resources  
 Jessica R. Brown, 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 9:30 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 Revised Employee Policies and Procedures Manual

General Counsel Mark Carney discussed the suggestion from the Board that the Policies and Procedures should contain prior revision dates. Mr. Carney reported that the requested work has been completed. Commissioner LaGree noted that adding the dates is very useful for historical purposes and nothing else had been changed within the policies and procedures. Chairman Schad agreed. Commissioner LaGree suggested not including the seven standalone policies with the Policies and Procedures Manual until the Purchasing Guidelines have been updated and approved by the Board. Commissioner Iannello agreed withholding the seven standalone policies. Chairman Schad questioned the timeline for the revised Purchasing Guidelines. It was decided that a revised Purchasing Guideline policy would be presented to the Board at the December meeting.

Chairman Schad called for a motion to approve the revised Human Resources Employee Policies and Procedures Manual referencing the historical dates of the various policies and not to include the seven standalone policies.

Motion by Ms. LaGree, seconded by Ms. Iannello and carried to recommend that the Board approve the revised Human Resources Employee Policies and Procedures Manual referencing the historical dates of the various policies and not to include the seven standalone policies.

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**VIII. - 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

Terrence D. McCracken  
Secretary to the Authority

ALH