

**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 14th day of December 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
 Sabrina A. Figler, Director of Drinking Water Quality
 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:

Rick Mancuso, O'Connell & Associates Inc.
 Tobias Prey, O'Connell & Associates Inc.
 Katie Kerker, O'Connell & Associates Inc.

PLEDGE TO THE FLAG

I. CALL TO ORDER/ROLL CALL

The meeting was called to order at 9:36 a.m. A quorum was present with three Commissioners.

II. READING OF MINUTES

III. APPROVAL OF MINUTES

IV. REPORTS

A. LEGAL

1. Procurement Policy

Carney

Mr. Carney gave the Board an update on the progress of the Procurement Policy draft. Mr. Carney noted previous discussions with Chairman Schad and Commissioner LaGree and reported that the requested changes have been addressed within the draft. Commissioner LaGree verified that the separate internal process will also be updated. Mr. Carney confirmed the

internal process will be updated after the Procurement Policy is completed and approved. Chairman Schad discussed the retention timeline in reference to comply with audit requirements and the requested clarification of the person responsible for the forms and procedures. Chairman Schad also asked for an informational report to be given to the Board regarding the updated internal process. Secretary McCracken acknowledged Katherine Gillette's work on the subject.

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

VIII. - ADJOURNMENT

Motion by Ms. LaGree seconded by Ms. Iannello and carried that the meeting adjourn at 9:41 a.m.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None



Terrence D. McCracken
Secretary to the Authority

ALH