

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 19th day of July, 2018 as amended August 16, 2018

PRESENT: Jerome D. Schad, Chairman
Mark S. Carney, Vice Chairman
Terrence D. McCracken, Secretary to the Authority and Ad Hoc Member
Margaret A. Murphy, Associate Attorney and Ad Hoc Member
Robert J. Lichtenthal, Jr. Deputy Director
Joseph J. Burns, Deputy Administrative Director
Karen A. Prendergast, Comptroller
John J. Mogavero, Chemist & WTPO
Paul H. Riester, Director of Administration
Steven D'Amico, Business Office Manager

ATTENDEES:

CALL TO ORDER

PLEDGE TO THE FLAG

I. - ROLL CALL

II. - READING OF MINUTES

Motion by Mr. Carney seconded by Mr. Schad and carried to waive the reading of the Minutes of the Governance Committee Meeting held on June 20, 2018.

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

III. - APPROVAL OF MINUTES

Motion by Mr. Carney seconded by Mr. Schad and carried to approve the Minutes of the Governance Committee Meeting held on June 20, 2018.

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

IV. – REPORTS

V. - COMMUNICATIONS AND BILLS

VI. - UNFINISHED BUSINESS

T-1 APPROVAL OF THE AMENDMENT TO THE PROPOSED POLICY NO. 94.0 (ITEM NO. 4 4/19/18)

T-2 ADOPTION OF POLICY NO. 96.0 (ITEM NO. 15 4/19/18)

Chairman Schad asked Ms. Murphy if she would have at least one of the two policies completed for the next meeting. She informed the Board that she will have a draft filed with the Board shortly along with an appeal policy.

T-11 AMENDMENT TO THE AUTHORITY’S CODE OF ETHICS RELATING TO CONDUCT OF COMMISSIONERS AND FORMER COMMISSIONERS ITEM NO. 7 6/28/18)

VII. - NEW BUSINESS

1. Report on the Office of State Comptroller Audit

Robert Lichtenthal distributed a Corrective Action Plan for OSC Technology Audit 2016-2017. He explained to the Board that the Authority is required to file a plan of action within 90 days from the issuance of the report which was issued on May 4, 2018. Mr. Lichtenthal and Ms. Murphy expressed to the Board that, at this point, the Comptroller’s office wants the Authority to acknowledge the problems and that the Authority intends to develop a plan by 12/31/18. Ms. Murphy added that a little more detail can be added to the Plan if the Commissioners desire. Chairman Schad would like staff to present a preliminary draft of what the Authority plans to do and how it will be accomplished after the first meeting in November.

2. Report on the Client Semi-Annual Report to the New York State Joint Commission on Public Ethics

Robert Lichtenthal informed the Board that this Report was filed on time and is completed.

3. Discussion on Executive Director Job Specification

A discussion was held regarding the proposed job specification for the position of Executive Director. Chairman Schad noted that the qualifications for the job need to be finalized before going further with filling the position. Secretary McCracken informed the Board that he is waiting to hear from Erie County Personnel Department on how to proceed with their approving the job spec. After much discussion, it was agreed that Attorney Murphy will redraft the spec and circulate it to the Commissioners. It will then be brought back to the Governance Committee for approval and then sent to the Board.

VIII. – ADJOURNMENT

Motion by Mr. Carney seconded by Mr. Schad carried that the meeting adjourn.

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

Respectfully submitted,



Terrence D. McCracken
Secretary to the Authority

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