

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 2nd day of August, 2018.

PRESENT: Jerome D. Schad, Chairman
Mark S. Carney, Vice Chairman
E. Thomas Jones, Commissioner
Terrence D. McCracken, Secretary to the Authority
Margaret A. Murphy, Associate Attorney
Robert J. Lichtenthal, Jr. Deputy Director
Russell J. Stoll, Executive Engineer
Paul H. Riester, Director of Administration
John J. Mogavero, Chemist/Chief WTPO
Joseph J. Burns, Deputy Administrative Director
Ronald P. Bennett, Associate Attorney

ATTENDEES: Michael Mroziak, WBFO

CALL TO ORDER AT 9:00 A.M.

PLEDGE TO THE FLAG

I. - ROLL CALL

Commissioner Jones inquired if the press was notified of the change in time of the meeting. Secretary McCracken informed Mr. Jones that the press was notified. Attorney Murphy suggested that a discussion be held in Governance regarding the time of the Board meetings.

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 July 19, 2018.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

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 July 19, 2018.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

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)

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. Legal Department’s proposed ECWA FOIL Procedures

DISCUSSION

Attorney Murphy distributed a proposed Freedom of Information Law procedure. After a review and discussion of the policy, the Commissioners asked Ms. Murphy to revise certain sections. Chairman Schad would like this procedure finalized so that a procedure can be adopted and implemented. A conversation was then held in regard to the use of personal cell phones.

Subsequently, a motion was made by Mr. Carney issuing the use of cell phones for the Commissioners to be used exclusively for Authority business, seconded by Mr. Jones.

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

2. Updated Corrective Action Plan for OSC Technology Audit 2016-2017

DISCUSSION

Deputy Director Lichtenthal submitted an updated Corrective Action Plan for OSC Technology Audit 2016-2017. Mr. Lichtenthal recapped that at the last Governance meeting he was asked to modify the proposed Plan to add more detail. Vice Chairman Carney noted that he has read the revised Plan and is very pleased and would like to move forward.

Motion by Mr. Carney to recommend to the Erie County Water Authority's Board to approve the Corrective Action Plan for OSC Technology Audit 2016-2017, seconded by Mr. Schad.

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

3. Follow-up on Executive Director Job Description

DISCUSSION

A discussion was held regarding the revised specification for the position of Executive Director. After much discussion, the Commissioners agreed that the "Minimum Qualifications" will read as follows:

"Graduation from an accredited college or university with a baccalaureate degree with ten years of management experience, of which five years must have been in an executive, administrative or senior supervisory capacity."

Motion by Mr. Carney to recommend to the Erie County Water Authority's Board to adopt the new job specification for Executive Director, seconded by Mr. Schad.

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

VIII. – ADJOURNMENT

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

Respectfully submitted,

A handwritten signature in black ink, appearing to read "T. D. McCracken", with a stylized flourish at the end.

Terrence D. McCracken
Secretary to the Authority

PF