




ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

December 5, 2022

To: Jerome D. Schad, Chair
Peggy A. LaGree, Vice Chair
Michele M. Iannello, Treasurer

From: Joyce Tomaka, Chief Financial Officer 

Copy: Terrence D. McCracken, Secretary to the Authority
Jennifer Hibit, Director of Human Resources

Subject: Appointment Notice for Comptroller

The Office of the Secretary recently posted for the vacancy of Comptroller on the Authority's website. Only one resume was submitted. Jessica Brown, our current Cash Manager, was interviewed for the position. The interview was conducted by Terrence McCracken, Jennifer Hibit and me (the "Interview Committee"). After the interview, the Interview Committee agreed that it would be in the best interest of the Authority to promote Jessica Brown to the position of Comptroller.

Jessica holds professional certifications as a Certified Public Accountant and an Attorney. She recently joined the Authority as Cash Manager in June of this year. Her background and experience in Finance and Accounting include financial roles with the City of Buffalo and the Center for Elder Law & Justice. Since joining the Authority, she has been working closely with me and has taken on many of the responsibilities I held as Comptroller. Jessica has streamlined many of the cash management processes in her short tenure here. She has been learning and understanding the management of the Finance Department, including the importance of our role in providing financial information and analysis to the Board, Division Heads, and outside agencies. I have attached her resume for your review.

Should you agree, Jessica will start at an annual salary of \$142,061.92 (Grade 33E, Step 1). Pursuant to the Authority's Employment Policy and Procedures No. 92, the Secretary's office will prepare a resolution of appointment to Comptroller for the December 15, 2022 meeting.

Any Commissioner wishing to discuss the appointment in Executive Session at the December 15, 2022 Board meeting must notify Secretary McCracken in writing by close of business Thursday, December 8, 2022. If you have any questions, please do not hesitate to contact me or Mr. McCracken. Thank you.

Attachment

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract: Project Description: <u>Appointment of Comptroller</u>	Project No.: _____
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Item Description:




<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> Addendum
<input type="checkbox"/> Recommendation for Award of Contract	<input type="checkbox"/> Recommendation to Reject Bids		
<input type="checkbox"/> Request for Proposals			
<input checked="" type="checkbox"/> Other <u>Appointment of Comptroller</u>			

Action Requested:


<input type="checkbox"/> Board Authorization to Execute	<input type="checkbox"/> Legal Approval
<input type="checkbox"/> Board Authorization to Award	<input type="checkbox"/> Execution by the Chairman
<input type="checkbox"/> Board Authorization to Advertise for Bids	<input type="checkbox"/> Execution by the Secretary to the Authority
<input type="checkbox"/> Board Authorization to Solicit Request for Proposals	
<input checked="" type="checkbox"/> Other <u>Appointment of Comptroller</u>	

Approvals Needed:

APPROVED AS TO CONTENT:

<input type="checkbox"/>	_____	Date: _____
<input checked="" type="checkbox"/> Chief Operating Officer		Date: <u>12/8/2022</u>
<input type="checkbox"/> Executive Engineer	_____	Date: _____
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: <u>12/08/2022</u>
<input checked="" type="checkbox"/> Legal		Date: <u>12/8/2022</u>

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>12/8/2022</u>
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Remarks: _____

Resolution Date: _____	Item No: _____
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