



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM
February 15, 2022

To: Terrance McCracken, Secretary to the Authority

From: Joyce Tomaka, Comptroller

Subject: Authorization for Susan Rinaldo, Cash Manager to attend the annual NYS GFOA conference in Albany, NY

The annual NYS Government Finance Officers' Association Annual Conference in Albany, NY is being held on April 6-8, 2022. Susan Rinaldo, Cash Manager, is on the board of the Western Region Counsel of the NYS GFOA also. This annual conference includes seminars on various updates and topics for Government Finance.

I am requesting approval for travel and attendance at this seminar for Ms. Rinaldo.

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

Contract: _____ **Project No.:** _____
Project Description: Travel and Attendance for Susan Rinaldo, Cash Manager for the Annual
NYS Government Finance Officers' Assoc. Conference in Albany, NY

Item Description:


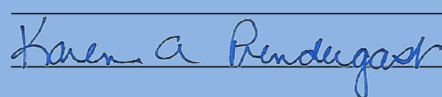
- | | | | |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD | <input type="checkbox"/> NYSDOT 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>Approve Travel and Attendance</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>Board Approval</u> | |

Approvals Needed:

APPROVED AS TO CONTENT:

<input checked="" type="checkbox"/> Comptroller		Date: <u>2/15/2022</u>
<input type="checkbox"/> Chief Operating Officer	_____	Date: _____
<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>02/15/2022</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>2/15/22</u>
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Remarks: _____

Resolution Date: _____ **Item No:** _____

Name Susan L Rinaldo Today's Date 1/19/22

Job Title Cash Manager

Department Finance

Destination(s) Albany, NY

Reason for Travel / (check one): Training ☒ Authority Business ☐

Is this training needed to meet professional licensing requirements? Yes

Description of training or business, and reasons and benefits of attendance

NYS GFOA Annual Conference

Dates of Travel

From: Day (M T W T F S S), Date 4/5/22 To: Day (M T W T F S S), Date 4/8/22

Total number of business days: 4

Estimated Cost Transportation costs can be obtained from Trish Fabozzi X8456.

Transportation \$ 160 Hotel Accommodations \$ 450 - Meals \$ 100 -

TOTAL ESTIMATED COST \$ 710 **W/ REGISTRATION FEE** \$ See training

Balance in the travel budget prior to this trip \$ 1,100 G/L Number 401,000

Unit # 4015 Primary # 920812

Comments (i.e. spouse traveling, preferences):

Approvals:

Department Head Oppe Imme Date 01/20/2022

Executive Director Russell J. Hall Date 1/24/2022

Secretary TCE Date 1/25/22

Date of Resolution _____ Item No. _____