



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

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

CC: Terrence D. McCracken, Secretary to the Authority
Karen A. Prendergast, CFO
Mark S. Carney, General Counsel

From: Jacqueline Mattina, Associate Attorney,
of counsel to
Mark S. Carney, General Counsel

Date: October 25, 2021

Subject: Creation of Claims Management Clerk (ECWA) position

The Authority's Claims Department, (the "Department") oversaw by the Authority's General Counsel was restructured in the Fall of 2019 with the hiring of Molly J. Musarra taking over as Claims Representative/ Risk Manager. Ms. Musarra is responsible for the work handled by the previous person in that position in addition to the work handled by the previous attorney assigned to the Department. The Department is responsible for handling any and all claim investigations, which are conducted by the Authority's Security Officer Matthew Barrett.

In addition to the Claims Representative/Risk Manager and Security Officer, the Department needs a position to assist the Claims Representative/Risk Manager in the preparation and assembling of claims along with being responsible for performing the accurate and timely disbursement of claim information. Therefore, the General Counsel is recommending the creation of a Claims Management Clerk (ECWA) title to formalize a position dedicated to claims management.

I have been working closely with the Erie County Personnel Department to create a new position entitled Claims Management Clerk (ECWA) for the Authority. The Claims Management Clerk (ECWA) will be responsible for the duties mentioned above and will report directly to the Claims Representative/Risk Manager and General Counsel.

The title of Claims Management Clerk (ECWA) will be Salary Grade 8E at a starting salary of \$63,119.68 of the Authority's Career and Salary Plan Non-Representative Wage Schedule. This position is classified as competitive and is subject to a civil service examination. This position has been approved by the Erie County Personnel Department.

A resolution creating the position of Claims Management Clerk (ECWA) is on today's agenda for the Board's approval. Thank you.

JCM

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

| | |
|---|---------------------------|
| Contract: _____ | Project No.: _____ |
| Project Description: <u>Creation of One Position of Claims Management Clerk (ECWA)</u> | |
| | |

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>Creation of one (1) new position of Claims Management Clerk (ECWA)</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>Creation of one (1) new position of Claims Management Clerk (ECWA)</u> | |

Approvals Needed:

APPROVED AS TO CONTENT:

| | | |
|---|---------------------------|-------------------------|
| <input type="checkbox"/> Other (if Applicable) | _____ | Date: _____ |
| <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 | <u>Karen A. Bendugast</u> | Date: <u>10/25/2021</u> |
| <input checked="" type="checkbox"/> Legal | <u>[Signature]</u> | Date: <u>10-25-2021</u> |

APPROVED FOR BOARD RESOLUTION:

| | | |
|--|--------------------|-----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u>[Signature]</u> | Date: <u>10/25/21</u> |
|--|--------------------|-----------------------|

Remarks: _____

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| Resolution Date: _____ | Item No: _____ |
|-------------------------------|-----------------------|