



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

December 1, 2021

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

Cc: Karen A. Prendergast, Chief Financial Officer
Russell J. Stoll, Chief Operating Officer
Mark S. Carney, General Counsel
Leonard F. Kowalski, Executive Engineer
Daniel J. NeMoyer, Director of Human Resources

From: Terrence D. McCracken, Secretary to the Authority

Subject: Vacation Bonus for New Employee

On November 22, 2021, the Erie County Water Authority (the "Authority") welcomed David W. Aubertine as a newly hired Director of Cybersecurity and Information Technology.

With the assistance of AP Professionals, seven candidates were chosen to be interviewed. In accordance with the Authority's Employee Policy and Practices, Mr. Aubertine was interviewed, selected, and recruited by Margaret Murphy, Dan NeMoyer, John Wieder and me (the "Interview Committee"). The Interview Committee determined that Mr. Aubertine's qualifications and experience are the best fit for the vacant position of Director of Cybersecurity and Information Technology and is highly capable of fulfilling the needs of the Information Technology department.

Mr. Aubertine is a 20-year Information Technology professional and has managed groups of various sizes such as Computer Task Group, Delaware North, HSBC Bank, Fidelis Care and M&T Bank.

In recruiting Mr. Aubertine, the Interview Committee faced certain challenges. Mr. Aubertine accepted the position due to the Authority's long-term health and retirement benefits but had to accept the loss of benefit leave time accrued over his career.

Pursuant to the Authority's Employee Policies and Procedures Manual Policy No. 41.0 (Vacations), ¶ 6, the Authority may offer additional vacation time to newly hired employees whose salary grade is 30E or above for the purpose of attracting qualified applicants to these senior executive positions. The salary grade for Director of Cybersecurity and Information Technology is

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33E. The Interview Committee recommends the Board extends by resolution the spirit of this provision to Mr. Aubertine and respectfully requests the Board grant to Mr. Aubertine the additional two weeks of vacation.

If there are any questions at the day of the Board meeting, this matter should be held in Executive Session pursuant to Public Officers Law § 105(1)(f) (matters leading to the appointment and employment of a particular person). Thank you.

TDM:tg

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

Contract: _____ **Project No.:** _____
Project Description: Additional Vacation Time for New Employee

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>Additional Vacation Time for New Employee</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>Additional Vacation Time for New Employee</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 type="checkbox"/> Chief Financial Officer | _____ | Date: _____ |
| <input type="checkbox"/> Legal | _____ | Date: _____ |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|--|----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u></u> | Date: <u>12/1/21</u> |
|--|--|----------------------|

Remarks: _____

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