



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

October 10, 2022

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

From: Karen A. Prendergast, Chief Financial Officer ^{KAP}

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

Subject: Appointment Notice for Chief Financial Officer

The Office of the Secretary recently posted for the vacancy of Chief Financial Officer on the Authority's website. Only one resume was submitted. Joyce Tomaka, our current Comptroller, was interviewed for the position. The interviews were 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 Joyce Tomaka to the position of Chief Financial Officer.

Joyce has been with the Authority for thirteen years, beginning as an Assistant Manager in Accounting and most recently as the Comptroller for the past three years. Since her appointment as Comptroller, Joyce has been working closely with me to learn and understand the management of the Finance Department, including our role in providing financial information and analysis to the Board, Division Heads, and outside agencies through periodic reporting, and in pursuing financing opportunities to support the Authority's strategic initiatives. Her experience at the Authority makes Joyce uniquely qualified for the position. I have attached her resume for your review.

Joyce will start with an annual salary of \$170,468.48 (Grade 37E Step 1). Pursuant to the Authority's Employment Policy and Procedures Policy No. 92, the Secretary's office will prepare a resolution of appointment to Chief Financial Officer for the October 20, 2022 meeting.

Any Commissioner wishing to discuss the appointment in Executive Session at the October 20, 2022 Board meeting must notify Secretary McCracken in writing by close of business Thursday, October 13, 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 No.:
Project Description: <u>Appointment of Chief Financial Officer (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>Appointment of Chief Financial Officer (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>Appointment of Chief Financial Officer (ECWA)</u>	

Approvals Needed:

APPROVED AS TO CONTENT:

<input type="checkbox"/>	_____	Date: _____
<input checked="" type="checkbox"/> Chief Operating Officer	<u><i>Russell J. Hill</i></u>	Date: <u>10/12/2022</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	<u><i>Karen A. Bendegast</i></u>	Date: <u>10/12/2022</u>
<input checked="" type="checkbox"/> Legal	<u><i>[Signature]</i></u>	Date: <u>10/12/2022</u>

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u><i>[Signature]</i></u>	Date: <u>10/12/22</u>
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Remarks: _____

Resolution Date: _____	Item No: _____
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