



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 6, 2021

Subject: Creation of Confidential Liaison Position

On May 16, 2019, the Board of Commissioners (the “Board”) adopted, by resolution, a new organizational structure. Under this new organizational structure, the Authority was divided into the following four divisions: the Office of the Secretary under the charge of the Secretary of the Authority, the Legal Division under the charge of the Authority’s Attorney, the Financial & Administration Division under the charge of the Chief Financial Officer, and the Operation Division under the charge of the Chief Operating Officer. The four division heads along with the Executive Engineer represent the Senior Executive Staff who advise the Authority on all issues relating to governance, finance, and operations and who assist the Board in development and implementation of policies.

This new organizational structure has required the need for a high level, confidential administrative position which will act as the primary point of contact for Commissioners and division or department heads submitting legal, operational, or procedural questions to the Authority’s Legal Department. I have been working closely with the Erie County Personnel Department to create a new position of Confidential Liaison. The Confidential Liaison will act as the gatekeeper of all confidential, privileged communications among the Legal Department, the Executive Staff and the Authority’s Board of Commissioners and will report directly to the Authority’s Attorney.

The title of Confidential Liaison will be Salary Grade 9E at a starting salary of \$65,137.28 of the Authority’s Career and Salary Plan. This position has been approved by the Erie County Personnel Department.

A resolution creating the position of Confidential Liaison is on today’s agenda for the Board’s approval. Thank you.

JCM:tg