
**GOVERNANCE COMMITTEE MINUTES
BUFFALO FISCAL STABILITY AUTHORITY
FRIDAY, NOVEMBER 14, 2008**

The following are minutes from the Buffalo Fiscal Stability Authority's Governance Committee meeting on Wednesday, August 20, 2008, at the Buffalo & Erie County Public Library's Central Branch.

Directors Present: Arthur, Kolkmeier & Townsend; Director Mertz also participated in the meeting

Staff Present: Kelly, Link, Miller, Mitchell and Mobley

The Buffalo Fiscal Stability Authority's Governance Committee was called to order at 12:30 pm by Committee Chair Alair Townsend. She called roll. Finding a quorum present, the meeting commenced.

Director Townsend explained that the meeting's agenda would address an approval of the prior meeting's minutes and BFSA's Travel Policy.

Minutes

Director Townsend introduced a resolution to approve the Committee's meeting minutes from August 20, 2008.

Motion to approve by Arthur, second by Kolkmeier. Approval 3-0 to take effect immediately.

**RESOLUTION NO. 08-02
APPROVING MINUTES AND RESOLUTION FROM AUGUST 20, 2008**

BE IT RESOLVED that the Buffalo Fiscal Stability Authority approves the minutes of its meeting of August 20, 2008, and ratifies and affirms resolution 08-01 that was approved on said date.

This Resolution shall take effect immediately.

Travel Policy

Director Townsend introduced the revised Travel Policy. The interim Travel Policy had been approved at the August 20, 2008, Committee Meeting with the recommendation for staff to further solicit input from the Directors. All additional input had been incorporated into the revised Travel Policy.

Motion to approve by Kolkmeier, second by Arthur.

Director Arthur proposed the following amendments to the document:

1. Page 1, paragraph 4-

- **Original Language-** “No transportation costs are allowed between an employee’s place of residence and her or his official work station.”
 - **Proposed New Language -** “No transportation costs are allowed between an employee’s **or director’s** place of residence and her or his official work station **or meeting.**”
2. Page 1, paragraph 6 –
- **Original Language –** “Absent extenuating circumstances, directors and employees are required to use the most economical and expeditious means of transportation.”
 - **Proposed New Language -** “Absent extenuating circumstances, directors and employees are required to use the most economical and **efficient** means of transportation.”

Director Arthur voiced further concerns regarding paragraph 7 on page 1 stating that, with the newly accepted language, paragraph 7 is “butting heads” with paragraph 6.

Chair Kolkmeier suggested the following amended language to paragraph 6, after sentence 1 –

- **Proposed New Language -** “For example, if a director or an employee chooses to travel by an indirect route, she or he will be responsible for any extra expense incurred.”

This new formatting would eliminate paragraph 7.

Director Arthur continued with his list of proposed new language.

3. Page 1, paragraph 10 –
- **Original Language –** “Use of a rental vehicle by an employee is permitted only...”
 - **Proposed New Language –** “Use of a rental vehicle by an employee **or director** is permitted only...”

Director Townsend suggested similarly revised language.

4. Page 1, paragraph 5 –
- **Original Language –** “Meals and lodging within the limits of an employee’s work station and home are not permitted.”
 - **Proposed New Language -** “Meals and lodging within the limits of an employee’s **or director’s** work station and home are not permitted.”

Director Arthur continued with his list of proposed new language.

5. Page 2, paragraph 2 (item 1) –
- **Original Language –** “Meal expenses should reflect reasonable costs for the particular travel location.”

This sentence was proposed to be omitted. Director Arthur suggested that a per diem amount be established at “\$54 a day, with a \$10 a day maximum for breakfast, a \$15 a day maximum for lunch, and a \$26 a day maximum for dinner.” The need for defined amounts was determined after reviewing the City of Buffalo, the County of Erie, and the Erie County Fiscal Stability Authority’s Travel Policies.

6. Page 3, paragraph 3 –

Director Arthur proposed that “Alcoholic Beverages” and “Travel Insurance” be added to the list of non-reimbursable travel expenses.

Director Townsend summarized the proposed amended language for the Committee. She called for a vote to send the Travel Policy to the full Board with the recommendation for approval.

Motion to accept the proposed language and to send the Travel Policy to the full Board with the recommendation for approval by Kolkmeyer, second by Arthur. Approval 3-0.

Adjournment

Motion to adjourn by Arthur, second unanimously. The meeting adjourned at 12:54 pm.