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**EXECUTIVE DIRECTOR SEARCH COMMITTEE MINUTES  
BUFFALO FISCAL STABILITY AUTHORITY  
Monday May 11, 2009**

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The following are the minutes from the Buffalo Fiscal Stability Authority's Executive Director Search Committee meeting held on Monday, May 11, 2009, in the first floor conference room of the Market Arcade Building, located at 617 Main Street, Buffalo, New York 14203. A Notice of Meeting was disseminated to the public and press.

**Committee Members Present:** Johnstone, Giardino & Mertz

**Additional Attendees Directors** Arthur, Kolkmeier & Townsend (telephonically) and director nominee Mesiah

**Staff Present:** Link, Miller & Mobley

The Buffalo Fiscal Stability Authority's Executive Director Search Committee meeting was called to order at 11:10 AM by Committee Chair Johnstone. She called a roll of the members. Finding a quorum present, the meeting commenced.

**Opening Remarks**

Director Johnstone summarized the meetings agenda which included the following:

- A call for an Executive Session to discuss personnel issues.

**Call for Executive Session**

Director Giardino recommended a call for Executive Session to discuss personnel issues.

Motion to enter into Executive Session by Mertz, second by Giardino. Approval 3-0 to enter into Executive Session.

At 11:12 AM, the Committee exited the public meeting to enter into an Executive Session.

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**Executive Session**

**Minutes**

Executive Session, Search Committee for the Executive Director  
Buffalo Fiscal Stability Authority  
Monday May 11, 2009

This Executive Session was called to interview candidates for the position of Executive Director in order to approve a shortened candidate list or a single candidate to be presented to the Board at its regular meeting on May 13, 2009.

Attendees:

Committee members Giardino, Johnstone, and Mertz

BFSA directors: Arthur, Kolkmeier, Townsend (telephonically) and director nominee Mesiah

Committee chair Johnstone briefly summarized executive director search process to date including the resume reviews of almost 40 candidates and the telephone interviews that had been conducted of 11 of these candidates. She commented that the applicant pool contained many excellent candidates and the 4 people selected for the oral interview about to take place had been judged to have the skills most pertinent for the BFSAs executive director's responsibilities. She then described the interview sequence that the committee had prepared for the in-person interviews: namely, a set of standard questions for every candidate, each candidate's response to a question given out in advance, and an opportunity for all directors to ask additional questions at the end.

Following this briefing, individual hour long interviews were conducted with: Ernest Norman, Jarvis Middleton, Michael Kelly, and Jeanette Mongold. At the conclusion of these interviews, reference checks related to each candidate were shared with all in attendance by chair Johnstone and some preliminary comments were made by attendees.

Director Giardino suggested that straw votes be taken from both the committee and the other attendees on the preferred candidate. This vote indicated unanimous consensus around one candidate although additional conversation with the candidate was deemed necessary.

As a result, director Giardino proposed that the committee approve a motion that the committee's recommendation for the position of Executive Director be conveyed to this candidate by the committee chair and that the committee's recommendation be reported in the open meeting and later to the full Board at its regularly scheduled meeting on May 13. This motion was seconded by director Mertz and approved unanimously.

The executive session ended at 4:10 so its actions could be conveyed at the regular meeting of the Executive Director Search Committee after exiting from executive session.

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### **Exit From Executive Session**

At 4:17 PM the Committee members reentered the first floor conference room. Committee Chair Johnstone asked for a motion to exit the Executive Session.

Motion by Mertz, second by Giardino. Approval 3-0.

### **Approval of Minutes**

Director Johnston asked for a motion to approve the minutes from the April 20, 2009, meeting,

Motion by Johnstone, second by Mertz. Approval 3-0

### **RESOLUTION NO. 09-01**

### **APPROVING COMMITTEE MINUTES FROM APRIL 20, 2009**

BE IT RESOLVED that the Executive Director Search Committee of Buffalo Fiscal Stability Authority approves the minutes of its meeting on April 20, 2009.

This resolution shall take effect immediately.

**Recommendation to the Full Board**

Chair Johnstone made a motion to send a recommendation to extend an offer to a candidate offering the position of Executive Director.

Motion by Mertz, second by Johnstone. Motion passed 3-0.

**Adjournment**

Committee Chair Johnstone entertained a motion to adjourn which was carried unanimously. The meeting adjourned at 4:40 PM.