

BUFFALO FISCAL STABILITY AUTHORITY
Governance Committee Meeting Minutes
July 29, 2015

The following are the minutes from the meeting of the Governance Committee (the “Committee”) of the Buffalo Fiscal Stability Authority (the “BFSA” or the “Authority”) held on Wednesday, July 29, 2015, in the first floor conference room of the Buffalo Market Arcade Complex. The meeting was called to order at 12:51 PM.

Committee Members Present

Arthur and Olsen

Committee Member Excused

None

Additional Directors Present

Floss

Staff Present

Bryce Link
Nikita Fortune
Robert Miller

Additionally Present

None

Opening Remarks

Committee Chair Olsen called the meeting to order. The agenda included:

- Review various policies of the BFSA and consider recommending the approval of the policies to the full board and,
- Review various reports of the BFSA and consider recommending approval of the reports to the full board.

Committee Chair Olsen called a roll of the Committee members. A quorum was present. The meeting commenced.

Committee Chair Olsen stated there is currently a vacancy on the Governance Committee due to the expiration of Director Brigid Doherty’s appointment and therefore a resolution will be considered at the Full Board Meeting to reconstitute the Governance Committee.

The absence of Executive Director Jeanette Mongold-Robe was noted as she is out on medical leave following the birth of her daughter.

Approval of Minutes

Committee Chair Olsen introduced Committee Resolution No. 15-01: “Approving Minutes and Resolution from December 3, 2014.”

Director Arthur offered a motion to approve Committee Resolution No. 15-01.

Chair Olsen seconded the motion.

Committee voted 2 to 0 to approve.

Policies Review

Mr. Bryce Link gave a presentation on various policies and reports. There were no changes to the Bylaws. There was a new section added under the Public Officers Law which impacts elected officials and legislative employees, therefore this section was included in the BFSA Code of Ethics. All directors are subject to comply with the Code of Ethics except for Mayor Brown and County Executive Poloncarz as they are both subject to a Code of Ethics specifically for elected officials. There was a Code of Ethics certificate that each director must sign and return to BFSA staff. There were no changes to the Mission Statement; it was reviewed and approved by New York State Authorities Budget Office. There were no changes to the BFSA Investment Guidelines. The Property Disposal Guidelines were not changed and it was noted that BFSA does not own any real property and is currently compliant with New York State law regarding property disposal guidelines. There were no changes noted for the Whistleblower Policy nor the Use of Discretionary Funds Policy. The Lobbying Policy was enhanced by increasing the number of years records will be maintained from seven years to eight years. BFSA Comptroller Robert Miller is the Lobbying Officer. There was a change to the Procurement Guidelines that defines “enterprise” and “small business”.

Chair Olsen questioned if the BFSA was compliant with MWBE goals and Mr. Link stated that the BFSA is compliant with MWBE goals as established by Governor Cuomo.

The Procurement report was reviewed stating all the vendors that exceeded the \$5,000 threshold. There were no changes to the Prompt Payment Policy. Mr. Robert Miller is the prompt payment officer.

Director Arthur made a motion to accept all the policies and reports as submitted.

Chair Olsen seconded the motion.

Committee voted 2-0 to approve.

Annual Self Evaluation

Mr. Link advised that the responses received by the Board members are confidential and the results will be tallied and submitted to the New York State Authorities Budget Office.

Chair Olsen made a motion to approve the distribution of the annual self-evaluation form to the directors.

Director Arthur seconded the motion.

Committee voted 2-0 to approve.

Chair Olsen moved to hold the Internal Controls report for the September meeting when Ms. Mongold-Robe returns.

Adjournment

Chair Olsen asked gave the opportunity to address new business and hearing none he made a motion to adjourn the meeting.

Director Arthur seconded the motion.

The Committee voted 2-0 to adjourn the Governance Committee meeting.

Meeting adjourned at 1:03pm.