

**BUFFALO FISCAL STABILITY AUTHORITY**  
**Governance Committee Meeting Minutes**  
**December 7, 2016**

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The following are the minutes from the meeting of the Governance Committee (the “Committee”) of the Buffalo Fiscal Stability Authority (the “BFSA”) held on Wednesday, December 7, 2016, in the first-floor conference room of the Buffalo Market Arcade Complex. The meeting was called to order at 12:33 PM.

**Committee Members Present**

Interim Vice-Chair Jeanette T. Jurasek  
Secretary George K. Arthur

**Committee Member Excused**

Committee Chair R. Nils Olsen

**Additional Directors Present**

Director Frederick G. Floss  
Director Frank B. Mesiah

**Staff Present**

Executive Director Jeanette M. Robe  
Principal Analyst/Media Liaison Bryce E. Link  
Senior Financial Analyst/Manager of Technology Nathan D. Miller  
Administrative Assistant Nikita M. Fortune

**Additionally Present**

None

**Opening Remarks**

Secretary George K. Arthur proctored the meeting at the request of Committee Chair Olsen who had an excused absence. He welcomed everyone to the December Governance Committee meeting, thanked all that were in attendance, reviewed the logistics of the meeting, and the meeting’s agenda. The agenda included the following:

- BFSA’s proposed 2017 Board meeting calendar;
- BFSA’s proposed fiscal year (“FY”) 2017-18 Minority and Woman-Owned Business Enterprise (“MWBE”) goal plan;
- BFSA’s proposed FY 2017-18 Service-Disabled Veteran-Owned Business (“SDVOB”) development goals.

Executive Director Jeanette M. Robe called a roll of the members present at the request of Secretary Arthur. Secretary Arthur noted the excused absence of Chair Olsen from the proceedings for the official record. A quorum was confirmed; the meeting commenced.

### **Approval of Minutes**

Secretary Arthur introduced Committee Resolution No. 16-03: “Approving Minutes and Resolution from September 21, 2016.”

Interim Vice-Chair Jurasek offered a motion to approve Committee Resolution No. 16-03.

Secretary Arthur seconded the motion.

The Committee voted 2-0 to approve Resolution No. 16-03.

### **2017 Board Meeting Calendar**

Secretary Arthur advanced the agenda to review and receive the 2017 BFSA meeting schedule as prepared by staff. Staff had indicated that there are no conflicts at this time.

Interim Vice-Chair Jurasek made a motion to forward the calendar to the full Board with a recommendation for approval.

Secretary Arthur Interim Vice-Chair Jurasek seconded the motion.

The Committee voted 2-0 to forward the 2017 Board meeting calendar to the full Board with a recommendation for approval.

For the record Interim Vice-Chair Jurasek stated the approved meeting calendar lists formally scheduled meeting and that additional meetings may be scheduled as needed. Ms. Robe commented that a Special Meeting is expected to be scheduled in January 2017 to address the Buffalo City School District (“BCSD”) financial plan.

### **MWBE and SDVOB Goals**

Secretary Arthur advanced to the next items on the agenda: the MWBE and SDVOB goals for 2017-2018 and gave Ms. Robe the floor to review the plans. Ms. Robe stated the MWBE goal plan will be filed with the State on January 15, 2017. The goals are derived from the Governor’s stated goal of 30% for WMBE participation on contracts; the BFSA has evenly distributed the goal as 15% MBE and 15% WBE. Most BFSA expenditures are for staff and legal expenses, therefore the amount reserved for Article 15A spending is relatively small and consists of furniture and office supply purchases and is budgeted in total for approximately \$20,900, to which the MWBE goals are applied. During FY 2015 the BFSA spent less than \$1,000 on furniture and office supplies.

Ms. Robe stated SDVOB goals represent a new program of NYS, which has established a goal of 6% which is considered aggressive as it exceeds the goals established in all other states. Currently there are no SDVOB vendors for office supplies which makes reaching our goal difficult if not impossible.

Secretary Arthur asked how the entities become registered as an SDVOB. Ms. Robe replied the registration is obtained by registering with New York State and is not managed at the local level. Information can be found on the New York State website.

Last year's qualifying expenditures totaled \$143,000 due to the BFSA bond refunding of which \$106,000 was remitted to MBE firms and \$356 was spent with a WBE firm. An MBE firm was awarded the underwriter contract and therefore skewed the ability to meet the goal of 15% for WBE. The overall MWBE goal of 74% was met.

Interim Vice-Chair Jurasek asked if the BFSA is required to report on MWBE and SDVOB goals separately. Ms. Robe stated goals are required to be reported separately on a quarterly basis.

Interim Vice-Chair Jurasek moved that the item be forwarded to the full Board for approval regarding the BFSA's 2017-18 MWBE and SDVOB goals.

Secretary Arthur seconded this motion.

The Committee voted 2-0 to forward the BFSA's 2017-18 MWBE and SDVOB goals to the full Board for consideration.

### **Adjournment**

Secretary Arthur offered an opportunity for any new business to be addressed. Hearing none, he noted the conclusion of the Governance Committee meeting.

Interim Vice-Chair Jurasek seconded offered a motion to adjourn the Governance Committee Meeting.

Secretary Arthur seconded the motion.

The Committee voted 2-0 to adjourn the Governance Committee meeting. The Committee adjourned at 12:44 PM.