

BUFFALO FISCAL STABILITY AUTHORITY
Governance Committee Meeting Minutes
December 12, 2019

The following are the minutes from the meeting of the Governance Committee (the “Committee”) of the Buffalo Fiscal Stability Authority (the “BFSA”) held on Thursday, December 12, 2019, in the first-floor conference room of the Buffalo Market Arcade Complex. The meeting was called to order at 12:50 PM.

Committee Members Present

Committee Chair R. Nils Olsen (via video conference)
Interim Vice-Chair Jeanette T. Jurasek

Committee Members Excused

Secretary George K. Arthur

Additional Directors Present

Director Frederick G. Floss

Staff Present

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

Additionally Present

None

Opening Remarks

Interim Vice-Chair Jeanette T. Jurasek served as Committee Chair Pro Tempore. She welcomed the attendees to the meeting, called the official roll, reviewed the meeting’s logistics and the agenda. The agenda included the following:

- BFSA’s proposed 2020 Board meeting calendar
- BFSA’s proposed fiscal year (“FY”) 2020-21 Minority and Woman-Owned Business Enterprise (“MWBE”) goal plan
- BFSA’s proposed FY 2020-21 Service-Disabled Veteran-Owned Business (“SDVOB”) goal plan

Approval of Minutes

Interim Vice-Chair Jurasek introduced Committee Resolution No. 19-03: “Approving Minutes and Resolution from September 23, 2019.”

Chair Olsen offered a motion to approve Committee Resolution No. 19-03.

Interim Vice-Chair Jurasek seconded the motion.

The Committee voted 2-0 to approve Resolution No. 19-03.

2020 Board Meeting Calendar

Interim Vice-Chair Jurasek advanced the agenda to receive and review the final 2020 BFSAs meeting calendar. No conflicts were reported.

Chair Olsen made a motion to forward the calendar to the full Board with a recommendation for approval.

Interim Vice Chair Jurasek seconded the motion.

The Committee voted 2-0 to forward the 2020 Board meeting calendar to the full Board with a recommendation for approval.

MWBE and SDVOB Goals

Interim Vice-Chair Jurasek advanced to the next items on the agenda: the MWBE and SDVOB goals for 2020-21. She requested that Executive Director Jeanette M. Robe review the two plans. Ms. Robe stated the BFSAs are subject to New York State Executive Law Articles 15-A and 17-B, which were enacted to provide more participation in MWBE and SDVOB public procurement. The majority of the BFSAs budget is exempt as most spending is not subject to general procurement. The BFSAs have evenly distributed the 30% MWBE goal as 15% MBE and 15% WBE. There is an established goal of 6% for SDVOB. The BFSAs do not have many new contracts; however, when the need for contracts arises the BFSAs will build in the MWBE and SDVOB goals into the request for proposal or contract as appropriate. Most BFSAs expenditures are for staff and legal expenses resulting in a relatively small amount available for goals and consists mainly of furniture and office supply purchases. The MWBE goal of 30% is equivalent to \$2,760 and the SDVOB goal of 6% is equivalent to \$522.

Ms. Robe stated all the goals for 2018-19 were exceeded with 23.6% MBE, 20.2% WBE and 6.24% SDVOB purchases. Ms. Robe stated staff is diligent in its efforts to reach the stated goals.

The Board commended the staff for diligently meeting and exceeding the adopted goal amounts.

Chair Olsen made a motion to forward the 2020-21 MWBE and SDVOB goal plans to the full Board for approval.

Interim Vice Chair Jurasek seconded the motion.

The Committee voted 2-0 to approve the motion to forward the BFSA's 2020-21 MWBE and SDVOB goal plans to the full Board for consideration.

Adjournment

Interim Vice-Chair noted the conclusion of the Governance Committee meeting's regular business and, noting there was no new business, requested a motion to adjourn.

Chair Olsen made a motion that was duly seconded to adjourn the meeting.

The Committee voted 2-0 to adjourn at 12:57 PM.