

**BUFFALO FISCAL STABILITY AUTHORITY**  
**Governance Committee Meeting Minutes**  
**July 29, 2019**

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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” or the “Authority”) held on Monday, July 29, 2019 in the first-floor conference room of the Market Arcade Complex. The meeting was called to order at 12:49 PM.

**Committee Members Present**

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

**Committee Member Excused**

Chair Nils Olsen

**Additional Directors Present**

Director Frederick G. Floss

**Staff Present**

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

**Additionally Present**

None

**Opening Remarks**

Committee Chair Pro Tem Jurasek called the meeting to order. The agenda included:

- A review of the various BFSA policies and a consideration to recommend the approval of the policies to the full Board;
- A review of the various BFSA reports and a consideration to recommend the approval of the reports to the full Board;
- A review of the annual Board self-evaluation form and a request to the Directors for completion in order to file the final evaluation form with the New York State Authorities Budget Office (“NYSABO”).

Secretary Arthur called a roll of the Committee members. A quorum was present. The meeting commenced.

### **Approval of Minutes**

Committee Chair Pro Tem Jurasek introduced Committee Resolution No. 19-01: “Approving Minutes and Resolution from December 18, 2018.”

Secretary Arthur offered a motion to approve Committee Resolution No. 19-01.

Committee Chair Pro Tem Jurasek seconded the motion.

Committee voted 2 to 0 to approve.

### **Policies Review**

Committee Chair Pro Tem Jurasek advanced the agenda to review various Authority policies and reports to be presented by Executive Director Jeanette Robe.

Ms. Robe briefly reviewed the various policies and reports. Minor changes were proposed to several policies including the Code of Ethics, the Whistleblower Policy, and the Procurement Guidelines.

Secretary Arthur made a motion to approve all unchanged policies and procedures.

Committee Chair Pro Tem Jurasek seconded the motion.

The Committee voted 2-0 to review and approve of the unchanged policies and reports collectively.

Secretary Arthur made a motion to consider and approve all of the revised policies and reports collectively.

Committee Chair Pro Tem Jurasek seconded the motion.

The Committee voted 2-0 to review and approve of the revised policies and reports collectively.

Committee Chair Pro Tem Jurasek noted that the BFSAs Lobbying Policy does not preclude Directors from speaking with policymakers regarding matters under the purview of the Authority.

Ms. Robe stated the annual Board of Directors self-evaluation as approved by the NYSABO has been provided and should be sent back to the BFSAs office in the self-addressed stamped envelope in their respective Board book. The results will be discussed at the September Governance Committee meeting before the documents are sent to Albany.

Secretary Arthur made a motion to approve the distribution of the Board self-evaluation forms.

Committee Chair Pro Tem Jurasek seconded the motion.

The Committee voted 2-0 to approve the motion.

**Adjournment**

Committee Chair Pro Tem Jurasek noted there was no new business to discuss.

Secretary Arthur motioned for adjournment.

Committee Chair Pro Tem Jurasek seconded the motion.

The Committee voted 2-0 to adjourn.

The Committee adjourned at 12:59 PM.