

**BUFFALO FISCAL STABILITY AUTHORITY**  
**Governance Committee Meeting Minutes**  
**November 23, 2020**

---

The following are the minutes from the meeting of the Governance Committee (the “Committee”) of the Buffalo Fiscal Stability Authority (the “BFSA”) held on Monday, November 23, 2020. The Board met in compliance with New York State Executive Order 202.1, as amended. The meeting was called to order at 12:36 PM.

**Committee Members Present**

Chair R. Nils Olsen, Jr.  
Interim Vice-Chair Jeanette T. Jurasek

**Committee Member Excused**

Secretary George K. Arthur

**Additional Director 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  
Comptroller Claire A. Waldron

**Additionally Present**

None

**Opening Remarks**

Chair Olsen welcomed attendees and reviewed the meeting agenda. The agenda included the review of a new Conflict of Interest Policy and an executive session to compile the annual Board of Directors self-evaluation results.

**Roll Call of the Directors**

Chair Olsen called the roll. A quorum being present, the meeting commenced.

**Approval of Minutes**

Chair Olsen introduced GOV Resolution No. 20-02: “Approving Minutes and Resolutions from August 3, 2020.”

Interim Vice Chair Jurasek made a motion to approve GOV Resolution No. 20-02.

Committee Chair Olsen seconded the motion.

The Committee voted 2-0 to approve GOV Resolution No. 20-02.

### **Conflict of Interest Policy**

Chair Olsen advanced the agenda to review the draft Conflict of Interest Policy presented by BFSA Executive Director Jeanette M. Robe. Ms. Robe began her presentation. BFSA monitors the New York State Authority Budget Office (“NYSABO”) website to ensure the Authority is using best practices. Recently a recommended practice was posted regarding adopting a conflict of interest policy. Ms. Robe explained that the BFSA Code of Ethics includes a conflicts of interest section and the additional policy would be an addendum to the current policy. A certification regarding policy adherence is required to be signed and submitted by each director, director proxy and employee.

Interim Vice-Chair Jurasek asked who BFSA’s current Ethics Officer was. Ms. Robe replied she is the Ethics Officer as it has routinely been under the scope of the Executive Director.

Chair Olsen requested a motion to recommend approval of the Conflict of Interest Policy by the full board.

Interim Vice-Chair Jurasek made the motion as requested.

Chair Olsen seconded the motion.

The Committee voted 2-0 to approve.

### **Annual Board of Directors Self-Evaluation**

Committee Chair Olsen advanced the agenda to the next item.

Interim Vice-Chair Jurasek made a motion to convene into executive session for the purpose of compiling the Board’s required annual self-evaluation.

Committee Chair Olsen seconded the motion.

The Committee voted 2-0 to enter executive session at 12:41 PM.

**BUFFALO FISCAL STABILITY AUTHORITY**  
**Governance Committee Executive Session Meeting Minutes**  
**November 23, 2020**

---

The following are minutes from the Executive Session of the Buffalo Fiscal Stability Authority (the “BFSA”) Governance Committee held on Monday, November 23, 2020 via teleconference. The meeting was called to order at 12:41 PM.

**Committee Members Present**

Chair R. Nils Olsen, Jr.  
Interim Vice-Chair Jeanette T. Jurasek

**Committee Member Excused**

Secretary George K. Arthur

**Additional Directors Present**

Director Frederick G. Floss

**Staff Present**

Executive Director Jeanette M. Robe

**Additionally Present**

None

Pursuant to New York State Public Officers Law, Article 7, §105, the Committee members entered executive session for the purpose of reviewing and compiling the results of the Board’s annual self-evaluation. Committee Chair Olsen called the executive session to order. The Committee discussed and compiled the results of the self-evaluation.

**Adjournment**

Chair Olsen requested a motion to adjourn from Executive Session and re-enter the public portion of the Governance Committee meeting.

Interim Vice-Chair Jurasek made the motion to adjourn from Executive Session and re-enter the public portion of the Governance Committee Meeting.

Chair Olsen seconded the motion.

The Committee voted 2-0 to adjourn from Executive Session and re-enter the public portion of the Governance Committee Meeting. The Governance Committee Members exited Executive Session at 12:50 PM.

The public portion of the Governance Committee meeting resumed at 12:50 PM. Committee Chair Olsen noted the Committee had compiled the results of the Board's self-evaluation. The final overall summary will be provided to the full Board and submitted to the NYSABO.

**Adjournment**

Having no new business to address, Committee Chair Olsen called for a motion to adjourn.

Motion to adjourn by Interim Vice-Chair Jurasek.

Second by Chair Olsen.

The motion carried 2-0.

The meeting adjourned at 12:53 PM.