

**BUFFALO FISCAL STABILITY AUTHORITY**  
**Governance Committee Meeting Minutes**  
**December 17, 2020**

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The following are the minutes from the meeting of the Governance Committee (Committee) of the Buffalo Fiscal Stability Authority (BFSA) held on Thursday, December 17, 2020. The Board met in compliance with New York State Executive Order 202.1, as continued. The meeting was called to order at 12:38 p.m.

**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 all attendees and reviewed the meeting agenda. The agenda included reviewing BFSA's 2021 board meeting calendar and the fiscal year (FY) 2021-2022 MWBE (Minority and Women-owned Business Enterprise) and SDVOB (Service-Disabled Veteran-Owned Business) plan goals.

**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. 20-03: "Approving Minutes and Resolutions from November 23, 2020."

Chair Olsen made a motion to approve GOV Resolution No. 20-03.

Interim Vice Chair Jurasek seconded the motion.

The Committee voted 2-0 to approve GOV Resolution No. 20-03.

### **2021 Board Meeting Calendar**

Chair Olsen advanced the agenda to receive and review the final 2021 BFSA 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 approve.

### **2021-2022 MWBE and SDVOB Goal Plans**

Committee Chair Olsen advanced the agenda. He asked Executive Director Jeanette Robe to review the upcoming fiscal year MWBE and SDVOB goal plans.

Ms. Robe began her review stating BFSA's operating budget totals \$9,200 after excluding exempt expenditures that are not subject to New York State Executive Law Article 15-A or 17-B. The BFSA does not have many procurement opportunities as the primary eligible expenses are office supplies and furniture and equipment. Of the \$9,200, a minimum of \$2,760, or 30%, is the goal for MWBE purchases and a minimum of \$552, or 6%, is the goal for SDVOB purchases.

The March 2020 New York ON PAUSE mandate impacted BFSA's ability to meet its FY 2019-2020 goals. The FY ended with MWBE participation at 27% and SDVOB participation at 4.2%. BFSA's staff meets regularly to identify MWBE and SDVOB vendors when procurement is needed. The upcoming year will be challenging, especially with the mandatory New York State (NYS) requirement to provide personal protective equipment (PPE) for the BFSA office. PPE is in high demand, often out-of-stock and cost prohibitive to purchase from smaller vendors.

Hearing no questions or comments, Chair Olsen made a motion to forward the 2021-2022 MWBE and SDVOB goal plans to the full board with a recommendation for approval.

Interim Vice Chair Jurasek seconded the motion.

The Committee voted 2-0 to approve.

### **Adjournment**

Having no new business to address, 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 12:45 p.m.