

**GOVERNANCE COMMITTEE MEETING SUMMARY OF  
AUGUST 2, 2018**

1. Legal Department's proposed ECWA FOIL Procedures

A review and discussion were held concerning the proposed Freedom of Information Law procedure prepared by Attorney Murphy. Ms. Murphy was requested to revise certain sections of said procedure and forward to Commissioners for review.

A conversation was then held regarding the use of personal cell phones for Authority business. Subsequently, a motion was made issuing the use of cell phones for the Commissioners exclusively for Authority business by Mr. Carney, seconded by Mr. Jones.

2. Updated Corrective Action Plan for OSC Technology Audit 2016-2017

Deputy Director Lichtenthal submitted an updated Corrective Action Plan for OSC Technology Audit 2016-2017 in which he was asked to modify. Vice Chairman Carney noted that he has read the revised Plan and was very pleased and would like to move forward. A motion was then made to recommend to the Erie County Water Authority's Board to approve the Corrective Action Plan for OSC Technology Audit 2016-2017 by Mr. Carney, seconded by Mr. Schad.

3. Follow-up on Executive Director Job Description

The Committee and staff discussed the revised Executive Director job specification. After the discussion, a motion was made by Mr. Carney to recommend to the Erie County Water Authority's Board to adopt the new job specification for Executive Director, seconded by Mr. Schad.