



Campaign Finance Board

Campaign Finance Board Meeting February 13, 2020 Meeting Summary

1. **Call to Order:** 9:30 AM.
2. **Public Comments:** None
3. **Selection of Campaign Finance Board Chair:**
Honorable John Toomey nominated Lisa Scott. Adrian Fassett seconded the motion.

Lisa Scott voiced her concern about what the job description or expectations would be of the Chair.

Presiding Officer Robert Calarco replied that he thinks the Chair of this board will have the administrative responsibility to sign off on any paperwork. Additionally, they will run the meetings and have more direct interaction with staff, regarding carrying out responsibilities of the board.

Presiding Officer Robert Calarco replied that the Chair will be the defacto department head, until the Executive Director position is agreed upon.

Lisa Scott accepted the nomination.

Congratulations Lisa!

4. **Discussion and overview of selection process for the Executive Director:**
Lisa Scott started the first item of business on the agenda on how to start the process of selecting the Executive Director. Lisa said she had read a few comments she found from Nicole Gordon, (previous Executive Director of NYC Campaign Finance Board,) of what the actual responsibilities would be for an Executive Director.

At this point, there was a lengthy discussion about how to get this information onto a job description for the SC Campaign Finance Board Executive Director.

Lisa Scott stated that Ms. Gordon's notes were from the NYC Campaign Finance Board, which is a massive 15-million-dollar operation, but feels the startup for Suffolk County's board would be the same.

Adrian Fassett said that he also read Ms. Gordon's comments and tried to do research to get a job description, which he found was difficult to find online. He thought it would be helpful to get a job description from the NYC Finance Board or any other Campaign Finance Board for what the job description would entail for Executive Director.

Steve Randazzo had reached out directly to the NYC Campaign Finance Board for the job description and what the civil service specifications would be for that job description, and also found it very difficult to obtain. Steve also reached out to the Mayor's office to try to find it, but they haven't had a vacancy for the Executive Director position, in almost 15 years there has only been two people in that position. Nicole Gordon was the first and now the second person has been in that position for quite some time now.

Board Members :

Honorable John Toomey • *Lisa Scott* • *Adrian Fassett* •

The Board agreed that it would be extremely beneficial to bring in Nicole Gordon to get some direction on where to get the job description and specifications.

Action Item: Gina Popovich will reach out to Ms. Gordon to arrange a meeting date and time to come to Hauppauge and meet with the SC Campaign Finance Board Members in hopes to get her input and expertise to assist in writing up the job qualifications so the Executive Director hiring process can get started.

It was mentioned that Ms. Gordon worked as a consultant about two years ago to Tom Melito, previously Deputy County Executive for Performance Management. Could we possibly pay her from that that contract or do we need to have a new contract drawn up?

Action Item: Steve Randazzo said he would look into getting the old contract to see what she was getting paid and if we can still use that contract or have to draw up a new one. Steve also suggested to speak to Tom Melito, who is now the SC Personnel Director, to see if he can provide us with job specifications and qualifications for the Executive Director position.

Steve Randazzo informed the Board that the Executive Director position has been created and funded locally through the Legislature and has been added to the County's salary and classification plan. This is a non-competitive exempt position, which will serve at the pleasure of the hiring authority and they will get county benefits.

The board can hire someone now, but there is a separate process that the county's internal civil service group has to go through to formally adopt a position. The board would assist in creating the specifications of the position, then there is a mechanism for sending that to the State. Once the State signs off on it, it's officially a position that you can hire for at will within the county but there is an 18 month approval process for the State to truly sign off.

In the interim, the board can hire someone provisionally, as an exempt position. This will allow the board the flexibility if that individual does not work out to hire someone else.

Adrian Fassett asked about the time table we are expected to have everything up and running by, would it be 2021?

Presiding Officer Robert Calarco responded that the 2021 election cycle will be the first election this will qualify for and from a fundraising stand point, we are currently in right now.

Adrian Fassett stated that we obviously need to move quickly and smartly as soon as possible.

Lisa Scott asked about IR#1023-20 and if changing the term from two to four years could have a substantial effect on if anyone would want to participate or not. Lisa stated that there will be different dynamics if that resolution gets approved and if we are creating an infrastructure, the vast amount of work will be only every four years down the road.

Presiding Officer Robert Calarco replied that if it gets approved, it will go to the voters in November 2020, and if approved at the polls, it will take effect as of the 2021 election. Lisa Scott replied that she will not worry about IR#1023-20 right now.

Lisa Scott spoke about how Nicole Gordons notes talked about how the numbers in the operating budget grew incredibly for the CFB as more and more responsibilities and expectations came into it, they have done tremendous ground work on this and it has been running well so they are a good comp point for us.

Presiding Officer Robert Calarco replied that NYC CFB includes **every** elected office in the City. We are the first entity in NY State to do this besides NYC.

Steve Randazzo suggested possibly hiring a secretary from the civil service list, which is a non-exempt position, that the Board is entitled to hire right now as well to handle the day to day things in the interim while finding an Executive Director. Lisa Scott stated that the incoming Director should be allotted the privilege of choosing their own staff instead of inheriting a brand new person we used a few times.

Gina Popovich stated that said she is fine with taking the meeting notes in the meantime.

It was agreed that the Boards focus right now needs to be on getting Ms. Gordon in for a meeting first before hiring a secretary.

5. Update on future meeting locations:

All members of the Board agreed that the Hauppauge Legislative building is the best place to hold the regular meetings.

The frequency should be minimum once a month for a general meeting and every other week while we are getting everything started.

Adrian Fassett had a concern on what we are allowed to do “informally” as a meeting. Steve Randazzo will ask the County Attorney and Presiding Officer Robert Calarco will talk to Sarah Simpson as well.

It was agreed that the default date and time for future meetings will be Thursday mornings at 9:30am.

Action: The next meeting will be Thursday, February 27th at 9:00am.

6. Other Business:

There was a discussion on if the notices can be posted in other county building besides the Legislative buildings in Hauppauge and Riverhead. Gina Popovich will look into finding the guidelines for “Open Meeting Laws” in regards to time frame limits and locations of posting notices.

Adrian Fassett asked Presiding Officer Robert Calarco on what was the amount in the budget at this point?

Presiding Officer Robert Calarco replied that there is two million in the bank, one million from this year and one million from last year’s budget. None of that has been expended on anything yet and only the board can authorize the expenditures. The Legislature will have to create certain budget lines so when the board

starts moving forward with certain things, the Legislature will have to expand the budget to include those lines, but for right now you have a line in an authorized position for an Executive Director and the Secretary position and there could possibly be a line for supplies.

Lisa Scott asked how would we would access that information? Presiding Officer Robert Calarco replied that once we have an Executive Director in place, they will have access to IFMS (Internal Financial Management System), and could get the information from there.

7. Adjournment:

The meeting was called to adjourned at 10:22 AM. by Honorable John Toomey, seconded by Adrian Fassett.

In addition to Board Members Toomey, Fassett & Scott, the following individuals were also in attendance at the meeting:

*Presiding Officer, Robert Calarco
Dan Dubois, Legislative Aide, Legislator Robert Calarco
Gina Popovich, Legislative Aide, Clerk of the Legislator
Steve Randazzo, County Executive Assistant*