



## CAMPAIGN FINANCE BOARD

### Campaign Finance Board Meeting February 27, 2020 Meeting Summary

1. **Call to Order:** 9:30 AM.
2. **Public Comments:** None
3. **Review and approve February 13, 2020 meeting minutes:**  
Adrian Fasset Motion to approve, Honorable John Toomey seconded the motion

#### **Review action items from February 13, 2020 SC CFB meeting:**

Lisa Scott had a concern on how we should communicate the results of the actions items from each meeting. Lisa would like to communicate the results of action items before the next meeting because we may end up losing a cycle if we can't review what was found before the next meeting. We will still review the results the at the meeting, but I think it will save time. All board members agreed with Lisa's communication concerns on the action items.

#### **Publicizing SC CFB meetings**

Gina Popovich spoke to Sarah Simpson, Counsel to the Legislature, regarding looking into the Open Meetings Law and confirmed that there is a 72-hour notice for posting meetings, there was nothing stating anything about posting meetings online. Gina Popovich stated that these meetings will be posted in the lobby of the Hauppauge and Riverhead Legislative County Buildings and will also be posted on the Legislative website regardless of the requirements.

#### **March 4, 2020 meeting details with Nicole Gordon**

Gina Popovich talked about the train schedule and meeting details and as the meeting went on, it was decided the March 4<sup>th</sup> meeting with Nicole has been put on hold for now.

#### **Action Item:**

Gina will inform Nicole of rescheduling meeting to a later time once a contract gets in place.

#### **Financial arrangement for Nicole Gordon's consultation services:**

Steve Randazzo discussed why this may not be possible for the March 4<sup>th</sup> meeting. A new contract will need to be created before Nicole Gordon can come in because her contract is now expired. We would have to go through the RFP Waiver Committee process and since RFP Waiver Committee does not meet for another month, we cannot have her come in for the March 4<sup>th</sup> meeting. Therefore, we will need to cancel the March 4<sup>th</sup> meeting with Nicole Gordon.

#### **Executive Director position job specifications/qualifications from SC Personnel Director, Tom Melito:**

Steve Randazzo distributed the job description and job specifications to the Board members.



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### **Job description request from call to NYC CFB:**

Dan Dubois made a call to Amy Loprest, current NYC CFB Executive Director, who has been in this position for 17 years. Dan explained to Amy Loprest that Suffolk County is modeling our CFB start up to the NYC CFB, and she is willing to call into the March 4<sup>th</sup> meeting to discuss what were her qualifications and experiences were that got her the Executive Director position and to discuss what her daily work routine and challenges are and other things to expect as an Executive Director.

Lisa Scott mentioned that when she was reading the specifications and Nicole Gordon's resume in the waiver analysis, it mentions familiarity with Elections Law, so it is clear there is a legal requirement. Dan Dubois mentioned that Suffolk County law actually requires us to hire counsel, maybe part-time. Dan also mentioned that The Ethics Board hires a law firm on a retainer.

### **Action Item:**

- Dan to Contact Amy Loprest for March 4<sup>th</sup> 10:00 a conference call
- Dan to get in touch with Ethics board regarding name of Law firm they have on retainer.

### **Prepare and develop agenda for March 4, 2020**

Agenda to follow.

### **Research and/or other suggestions**

Lisa Scott mentioned that according to Nicole's notes, we need to develop and maintain a database. How do we customize a software system that is new to SC as a main driver from which everything will flow?

Steve Randazzo replied that if SC needs a system that is new and needs to be customized, we may be able to piggy back off of the existing NYC CFB contract. We could bring in some County IT people to come talk to the Board and get their input. If it is not piggy backable, you have the ability to procure for items necessary to operate the board and the plan, so software tracking expenditures, payments and contributions are reasonable.

### **Action Items to ask Amy Loprest:**

Ask if we can get a hold of the NYC CFB contract for their software.

How does she deal with the software changes?

Volume of data base?

Contributions?

Website component for the candidates?

Upload campaign materials so we know what campaign is going on?

What is it being connected to? (i.e. the larger County financial management system?)

Keeping account of it accurately?

The Board will be in charge of this until we get an Executive Director.



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Steve Randazzo suggested to have the job posted as soon as possible. The job posting can be broader it does not have to be as exact as the job specification. Since the County has a contract with Indeed, the job can be posted through Indeed.

Steve Randazzo stated that the position has been created locally but not through the State. The state hasn't technically signed off on this position and it take 18 months to 2 years for them to sign off on this position.

The Executive Director will be considered a provisional exempt hire until the States signs off on the position.

### **Schedule upcoming meetings and discuss possible conflicts**

No other meetings have been scheduled.

### **Other Business:**

There was discussion that since this is a 3-member board, nothing can be discussed with 2 board members with out it being considered a meeting (in person or email). Setting up a meeting is allowed, but no policy making.

### **Action Items:**

- Steve Randazzo to ask County Comptroller's office on payment to Board Members for February 13th, February 27th and March 4th meetings. Payment for meetings up to this point should be retroactive and dated;
- Call Samantha Segal from Ethics Committee to come to next SC CFB meeting. (date to be determined)

### **Adjournment:**

The meeting was called to be adjourned at 10:25 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:

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