

SC Campaign Finance Board Meeting Agenda

March 11, 2020

9:00 AM- 11:00AM

Clerks Conference Room, William H. Rogers Building

725 Veterans Memorial Highway

Smithtown, NY 11787

Present: Adrian Adrian Fassett, Honorable Jack Honorable John Toomey, Lisa Lisa Scott, Dan Dan Dubois, Steve Steve Randazzo, Gina Popovich and Christina Mirabella

Motion by **Honorable John Honorable John Toomey**; Second by **Adrian Adrian Fassett** to accept minutes

No Public Comments

Meeting Start-Time: 9:03 AM

Discussion:

Lisa Scott: General Comments about the Conference Call with Amy Amy Loprest?

Honorable John Toomey: Found the call to be very productive

Adrian Fassett: Found the conference call with Amy to be helpful and thought Amy was open and willing to speak with members of the Board again if necessary

Lisa Scott: Regarding job postings and Steve's contact with Civil Service to post the job description.

The two angles are to make sure job responsibilities and qualifications are thorough

Lisa Scott: Do we need a Civil Service Posting and what does a posting look like?

Steve Randazzo: It looks like any other job posting on Indeed. It is not exclusive to Suffolk County; Members can develop a posting as they see fit, and suggests being specific about minimum qualifications; Civil service will aid and assist the Board in developing the formal Civil Service specifications

Lisa Scott: Regarding the previous meeting about member's putting together job descriptions

Honorable John Toomey: Made a list of qualifications

Adrian Fassett: Left qualifications as to be determined, and looked at the specs from New York City and consolidated based upon what the members were told what must be approved by the State

Lisa Scott: Pulled in the New York City knowledge and skills, the things that **Nicole Gordon** put in her report to the County Executive, what the waiver said about the requirements and the top summary of the Board of Ethics description, a couple of quotes from Campaign Finance Board members, **Dan Dubois** and **Amy Loprest** about qualities to look for

Lisa Scott refers back to **Honorable John Toomey's** suggestion from previous meeting of interviewing a pool of people, preferably people with previous experience, **Adrian Fassett's** stressing of the understanding of Suffolk County's local politics and the lack of money to recruit a qualified individual, and **Amy Loprest's** stressing in government operations, multitasking, communication, understanding the county and people with campaign experience, but the Executive Director has to be a non-partisan

Honorable John Toomey: Suggestions from his Job Description Proposal

Suggests individual should be able to communicate effectively both orally and in writing, speak to candidates and public, seminars, general accounting principles, ability to implement software. Legal, accountant, and tech backgrounds; Management skills; Setting up programs and seminars to teach candidates how to navigate campaign finance law; Should keep the description in a general form to attract a lot of candidates

Adrian Fassett: Are we looking for an individual with a legal background?

Honorable John Toomey: Look for someone with a general ability to read and understand the laws

Dan Dubois: Can include legal background preferred, but not required in description

Lisa Scott: Develop an interview rubric (scoring system)

Adrian Fassett: Can get further specificities during the interview process

Lisa Scott: refers to Amy Loprest's quote, "personality matters;" and that an individual must be one who is respected and can handle opposition from public hearings

Honorable John Toomey: Must sell an individual a concept that does not exist in Suffolk County and taking on these responsibilities that one must build. An individual must be their own "salesmen"

Lisa Scott: Person has the opportunity to be a self-starter. Do not address the difficulties of the position, but rather state it as an opportunity to build and create a Fair Elections Matching Fund

Member's work off Adrian Fassett's Job Listing Proposal (See additional listing of finished job description)

Added Comments:

Adrian Fassett: Added the Local Law No.8-2018 as reference

Lisa Scott: Should we have the Charter reference or the Local Law No. 8-2018?

Dan Dubois: Looking through the charter it states that all of this was added through Local Law No.8-2018

Dan Dubois: Do job postings typically reference Charter or Local Laws?

Steve Randazzo: Due to the uniqueness of this posting, it would not hurt to mention the Local Law in the general description

Lisa Scott: Is agency the right term for the Board?

Steve Randazzo: Suggests calling the Board either an agency or office

Lisa Scott: The most important things to look for in an individual

The person's management skills, their ability to be a self-starter, intelligence, ability to manage up and down, the ability to talk to a lawyer and express what they need, and general accounting principles, but the person does not have to be a CPA and you overlay that with the nature of campaign politics, election law and government interaction. It is important to be exposed to it whether it's in Suffolk.

Honorable John Toomey states that adding minimum qualifications would exclude people

Members decide to omit minimum qualifications

Steve Randazzo states three types of positions in the County:

Exempt, Non-Competitive (resume test), and Competitive (true civil service test). The Executive Director and Secretary are both exempt and serve at the pleasure of the Board. One is a grade 36 and the other is grade 17.

Action Item for next meeting: Determining Steps involved (Step 4-15) for Secretary and (Step S-11) for Executive Director

Steve Randazzo states salaries for Secretary (\$41,290-\$67,077) and Executive Director (\$99,180-\$148,248)

Steve Randazzo states it is up to the members discretion to be as transparent as they choose when setting the salary

For Executive Director approximately \$110,000-\$125,000 salary to commensurate with experience

Dan Dubois suggests that since a lot of people may apply, adding a range (3-5 years) of prior experience will narrow down resumes.

Lisa Scott believes that experience will count as minimum qualifications

Board members agree to select through a wide pool of individuals in order to not exclude candidates

Steve Randazzo adds a comment about residency

An individual must move to Nassau or Suffolk County within five years if they live outside. If person lives outside of Suffolk, a statement of need must be filled out

Board members filled out vouchers (which were determined to be filled out each meeting by every member)

Adjournment