

OGDENSBURG BRIDGE & PORT AUTHORITY
PERSONNEL COMMITTEE MEETING
TUESDAY, JULY 27, 2021

A meeting of the Personnel Committee of the Ogdensburg Bridge and Port Authority was held in the boardroom of the Administration Building on Tuesday, July 27, 2021 at 4:00 PM.

The following were present:

Jennifer Quirk-Pickman, Committee Chair
Toni Kennedy, Member
Vernon D. Burns, Board Chair
Steven J. Lawrence, Interim Executive Director
Patricia A. Nisco, Chief Financial Officer

Committee Chair Quirk-Pickman called the meeting to order at 4:09 PM.

A. Business Items.

1. Discussion of Senior Accountant Job Description. Chief Financial Officer Patricia A. Nisco outlined the need for a Senior Accountant. Committee Chair Jennifer Quirk-Pickman asked what the timeline would be. Chief Financial Officer Patricia A. Nisco stated that the position would have to be approved at the August Board meeting. There was a discussion regarding a proposed salary and a range of \$60,000 to \$65,000 was agreed upon. The Committee recommended sending the job description to the full Board for approval.
2. Discussion of Director of Economic Development Position. There was a discussion of where to advertise this position and for how long. It was agreed that the ad will run for 2 weeks. All applications will need to be received by Friday, August 27, 2021 at 3:00 PM. A resolution outlining advertising costs will go before the full Board at the August Board meeting for approval.

On a motion by Vernon D. Burns, seconded by Toni Kennedy, the meeting adjourned at 4:48

PM.



Jennifer Quirk-Pickman
Personnel Committee Chairperson