GOVERNANCE COMMITTEE MEETING

DATE: October 29, 2026

LOCATION: 4060 Sunrise Highway, Oakdale

ATTENDANCE: Charles Lefkowitz, Chairman
John Rose, Member
William Davidson, Member
Jeffrey W. Szabo, CEO
Frank Tassone, Deputy CEO of Customer Service
Joseph Pokorny, Deputy CEO of Operations
John Milazzo, General Counsel
Brian Seevers, Director of Human Resources
Jessica Mattera, Executive Assistant to CEO/ Board

The meeting was called to order by Mr. Szabo at 2:38 p.m. upon Members of the Committee being present.

On motion made by Mr. Rose, duly seconded by Mr. Davidson, and unanimously carried, it was

RESOLVED, To approve the minutes of February 26, 2025, Governance Committee Meeting.

Mr. Szabo then asked Brian Seevers, Director of Human Resources to present and explain the changes to the following two (2) policies:

On September 9, 2026, the NYS Personnel Records Access legislation was signed into law. This law provides both public and private sector employees and former employees the right to access and dispute their employee personnel records. This law takes effect on November 8, 2026.

Mr. Seevers asked if there were any comments, questions, or concerns.

Mr. Davidson inquired about Policy 201, specifically how employees are made aware of the information included in their files and their evaluations. Mr. Brian Seevers and Mr. John Milazzo, General Counsel explained that SCWA employees meet with their supervisors

twice annually to review and sign their evaluations before they are placed into their personnel files. Also, employees are to sign off on much of what goes into their personnel files, like suspensions, terminations, etc. They further noted that, in accordance with the Collective Bargaining Agreement (CBA), union employees receive copies of all documents placed in their personnel files.

On motion made by Mr. Davidson, duly seconded by Mr. Rose, and unanimously carried, it was

RESOLVED, To approve the Human Resources Departments request to revise Policy 201, Employee Personnel Records.

Mr. Seevers went on to explain Policy 501, which he explained provides steps utilized by employees to document business expenses for which they are requesting reimbursement. The current expense report includes a review and approval from SCWA Internal Audit. As of January 2026, SCWA has not had an Internal Auditor on staff and has recently looked to outsource this role. The recommendation is to remove the Internal Audit and replace it with the Chief Financial Officer/ Accounting Manager prior to sending it to be signed off by the Chief Executive Officer for final approval.

Mr. Seevers asked if there were any comments, questions, or concerns. There were none.

On motion made by Mr. Rose, duly seconded by Mr. Davidson, and unanimously carried, it was

RESOLVED, To approve the Human Resources Departments request to revise Policy 501, Business Travel.

Mr. Szabo then thanked Mr. Seevers and proceed to the final agenda item, which he introduced Mr. Milazzo to explain to the committee the approval to adopt the new provisions require by the Public Authorities Accountability Act (PAAA) and to adopt a Code of Ethics to govern the conduct of its Members and Employees. The Act requires that the Code minimum includes the standards established in Section -74a of the Public Law Officers. Mr. Milazzo continued with all the others existing policy, and the scope of existing policy has not been

broadened or constrained, and while they are codified in one policy, their application remains unchanged.

Mr. Milazzo also mentioned that we have followed the guidelines of this policy for many, many years, and will continue to do so. He finished off by mentioning that every SCWA employee and Board Member is required to fill out a Conflict of Interest and Discourse form at the beginning of every year.

Mr. Milazzo asked if there were any comments, questions, or concerns. There were none.

On motion made by Mr. Rose, duly seconded by Mr. Davidson, and unanimously carried, it was

RESOLVED, To approve the Code of Ethics and Conflict of Interest and Discourse Policy Adoption.

Mr. Szabo thanked Mr. Milazzo and asked if any members of the Committee or staff members in attendance any questions had, none were received.

On motion made by Mr. Rose, duly seconded by Mr. Davidson, and unanimously carried, the meeting of the Audit Committee was adjourned at 2:45 p.m.

_____

Ms. Elizabeth Mercado, Secretary