



## Minutes

### April Executive Committee

📅 Mon April 22nd, 2019

🕒 3:00pm - 4:30pm EDT

📍 Teleconference

#### 👥 In Attendance

Michael Daniels, Megan Germain, JR Harding, Whitney Harris, Matt Holloway, Eric Reed, Rebecca Scott

### I. Opening

a. **Call to Order**

Dr. JR Harding called the meeting to order at 3:10pm

b. **Roll Call and Establishment of Quorum**

Quorum was present by the first standard but not by the 2nd standard. All voting matters will be done electronically.

c. **Verbal Authorization to Begin Recording**

No member presented an issue with being recorded

d. **Ask if anyone online has submitted a Public Comment Request.**

Dr. Harding asked if there was any Public comment requests.

No public comment requests at this time.

e. **Or if anyone online HAS NOT submitted a Public Comment Request but wishes to speak.**

### II. Agenda

a. **Adjustments to the Agenda**

No adjustments at this time.

Mr. Michael Daniels had the intention of just presenting the policies today. If member would like to go over the proposed policies, a meeting can be scheduled with Mr. Daniels or Mr. Eric Reed.

b. **Approval of the Agenda**

### III. **Minutes from Prior Meeting**

Minutes were not approved due to not having quorum

### IV. **Old Business**

#### a. **Reserve Policy**

A draft of the reserve policy was presented to members. The draft states that the reserve account should be equal to 1/4 of the operating costs of FFAST.

FFAST was able to move funds totaling \$111,00 from GR into the unrestricted investment fund.

It is expected to move the rest of the funds by the end of the quarter.

#### b. **Credit Cards**

Applications are in progress.

1.5% cash back on all purchases

Dr. Harding suggested cash back could be used for rainy day fund and appreciation lunches

#### c. **Invite Ms. Karla Morris to Family Cafe**

**Task:** Send letter to Ms. Karla Morris inviting her to Family cafe

#### d. **FFAST A-TAC and BOD Job Description**

Completed

**Task:** Send out Job Discriptions

### V. **New Business**

#### a. **Review of 990 and Audit**

Higher Losses this year than last year

Accounts receivable is low due to late Department of Vocational Rehabilitation payments.

NHLP gained 15% in interest

Discussion was had that every 3 to 5 year FFAST should look for new Auditors.

**Task:** Have a new policy stating that if a contract is \$10,000 or more, the contract is placed up for bid.

#### b. **New Policies Presentation**

Dr. Harding suggested allowing 15 minutes per policy for editing during the next full board of directors meeting

**Task:** Send out three polices at a time for members to review every three days

**Task:** All 30 policies need to be ready for approval by June Meeting

1. **New Policy Presentation: Strategic Planning**
2. **New Policy Presentation: Risk Management**  
Best practice policy. It should be sent out first.
3. **New Policy Presentation: Conflict of Interest**  
Best practice policy. It should be sent out first.
4. **New Policy Presentation: Joint Ventures**  
Best practice policy. It should be sent out first.
5. **New Policy Presentation: Code of Ethics**
6. **New Policy Presentation: Protected Disclosure and Whistleblower**  
Best practice policy. It should be sent out first.
7. **New Policy Presentation: Embezzlement**
8. **New Policies Presentation: Delegated Authority**
9. **New Policies Presentation: Best Practices**
10. **New Policies Presentation: Fundraising**
11. **New Policy Presentation: Authorized Spokesperson**
12. **New Policy Presentation: Ethical Governance**
13. **New Policy Presentation: Executive Compensation**  
Best practice policy. It should be sent out first.
14. **New Policy Presentation: Procurement**  
Basic or organization procurment policy-requires 2 signature for Items \$10,000 or more  
  
Federal Funds procurement policy- Includes procedure that FFAST needs to take when handling a Contract  
  
**Task:** Send out procurment polices to members for review.
15. **New Policy Presentation: Online Communications**
16. **New Policy Presentation: Records Management**
17. **New Policy Presentation: Financial Disclosure**
18. **New Policy Presentation: Audit**

c. **Policies still needing to be drafted**

1. **Executive Director**  
Needs to be formated as a policy
2. **Equal Employment**

3. **Anti-harassment**
4. **Nepotism/Fraternization**
5. **Due Process**
6. **Disqualification for Members**  
Needs to be formatted as a policy

## VI. **Standing Items**

### a. **Financials**

### b. **Membership**

Five interviews were done

**Task:** Discuss with other Members about moving categories.

#### 1. **Kailey Creech**

Ms. Kailey Creech is as Speech Language pathologist

#### 2. **James Bayonne**

Mr. James Bayonne is AAC user

#### 3. **Katy Howell**

Ms. Katy Howell is local

#### 4. **Marcel Lambert**

Hispanic

Category One

#### 5. **Lesla Kretschmer**

Ms. Lesla Kretschmer is a FFAST vendor.

### c. **Executive Director Evaluation**

### d. **Public Comment**

None

### e. **Date of Next Meeting**

#### 1. **Date: May 28, 2019**

#### 2. **Time: 3:00 to 4:30**

#### 3. **Financials will be posted to Boardable on Monday, May 21.**

#### 4. **Agenda, minutes to previous minutes, and supporting documents will be posted to Board on Tuesday, May 22.**

### f. **Adjourn**

Meeting ended at 4:16pm