



## March 2020 Executive Committee Meeting Agenda

📅 Thu March 26th, 2020

🕒 3:00pm - 4:00pm EDT








📍 Teleconference

<https://global.gotomeeting.com/join/283064357>

United States: [+1 \(571\) 317-3116](tel:+15713173116)

**Access Code:** 283-064-357

- |      |   |                |         |
|------|---|----------------|---------|
| I.   | <b>Opening</b>  | LIZ LOHT       | 5 mins  |
| a.   | <b>Verbal Authorization to Begin Recording</b>  | LIZ LOHT       |         |
| b.   | <b>Call to Order</b>  | LIZ LOHT       |         |
| c.   | <b>Roll Call</b>  | WHITNEY HARRIS |         |
| d.   | <b>Establishment of Quorum</b>  | WHITNEY HARRIS |         |
| II.  | <b>Approval of Agenda</b>   | LIZ LOHT       |         |
| a.   | <b>Category: Standing Item</b>  |                |         |
| b.   | <b>Attachments: March 2020 Executive Committee Agenda</b>                             |                |         |
|      | 📎 2020 03 Agenda  |                |         |
| c.   | <b>Public Comment on any Agenda Item</b>  | LIZ LOHT       |         |
| d.   | <b>Modifications to Agenda</b>  | LIZ LOHT       |         |
| 1.   | <b>The Committee will hear any modifications to the agenda under Agenda Item VII.</b> |                |         |
| e.   | <b>ACTION NEEDED</b>  | LIZ LOHT       |         |
| III. | <b>Financial Statements</b>   | LIZ LOHT       | 10 mins |
| a.   | <b>Category: Standing Item</b>  |                |         |
| b.   | <b>Attachments</b>  |                |         |

1. **Balance Sheet**
    -  February 2020 Balance Sheet
  2. **Profit & Loss Detail by Month**
    -  February 2020 Profit and Loss Detail
  3. **Profit & Loss Summary by Month**
    -  February 2020 Profit and Loss Summary
  4. **Accounts Receivable**
    -  February 2020 Accounts Receivable
  5. **Financial Statements Summary**
    -  February 2020 Financial Statements
- c. **Purpose/Statement** PAUL TOBIN
1. **This agenda item is to review and approve the prior month's financial statements.**
- d. **ACTION NEEDED** LIZ LOHT
- IV. **Financial Audit Draft RFP** LIZ LOHT
- 
- a. **Category: New Business**
  - b. **Attachments: Draft Request for Proposal**
    -  Draft RFP Auditing Services
  - c. **Purpose/Statement** PAUL TOBIN
    1. **This agenda item was discussed in July 2019. It was requested to be added for discussion after the 2019 financial audit was completed. The audit is not completed, as it is pending the Inspector General Report. To not lose time on a Request for Proposal for Auditing Services, the attached draft is being presented for review by the Executive Committee.**
  - d. **ACTION NEEDED** LIZ LOHT
- V. **New State Representative Approval** LIZ LOHT
- 
- a. **Category: New Business**
  - b. **Attachment: Horace Brown Application**
    -  Horace Brown VR Rep Application
  - c. **Purpose/Statement** LIZ LOHT
    1. **This agenda item is for the Executive Committee to review the new nomination for Vocational Rehabilitation State Representative, Horace Brown.**
  - d. **ACTION NEEDED** LIZ LOHT
- VI. **FAAST Old Business Updates** LIZ LOHT

- 
- a. **Category: Old Business**
  - b. **Purpose/Statement**
    - 1. **Executive Director's Leave - To share with the Executive Committee any updates on the Executive Director's leave.** ERIC REED
    - 2. **New Member Appointments - To share with the Executive Committee any updates on new member appointments.** ERIC REED
  - c. **Assign Actions as Needed** LIZ LOHT
- VII. **Task Report** LIZ LOHT 5 mins
- 
- a. **Category: Standing Item**
  - b. **Attachments**
    - 1. **Task Report**
      -  March 2020 Task List
  - c. **Purpose/Statement** LIZ LOHT
    - 1. **This agenda item is to inform the Committee of actions taken to complete items on the Task Report.**
  - d. **Assign Actions as Needed** LIZ LOHT
- VIII. **Agenda Modifications** LIZ LOHT
- 
- a. **From Agenda II d.**
- IX. **Closing** LIZ LOHT 5 mins
- 
- a. **Last Call for Public Comment** LIZ LOHT
  - b. **Next Meeting** LIZ LOHT
    - 1. **Date and Time**  
Thursday, April 23, 2020 | 3:00-4:00 PM
    - 2. **GoToMeeting Information**  
<https://global.gotomeeting.com/join/689202933>
    - 3. **Toll-free number and Access Code**  
United States: +1 (646) 749-3129  
**Access Code:** 689-202-933
  - c. **Adjourn** LIZ LOHT