



Minutes

March 2020 Executive Committee Meeting

📅 Thu March 26th, 2020

🕒 3:00pm - 4:00pm EDT

📍 Teleconference

👥 **In Attendance**

I. **Opening**

Mr. Paul Tobin was the only Executive Committee member on the call.

a. **Verbal Authorization to Begin Recording**

No recording was taken.

b. **Call to Order**

c. **Roll Call**

Committee Members: Mr. Paul Tobin

Staff: Ms. Whitney Harris, Mr. Eric Reed, and Mr. Matt Holloway

Members of the Public: None

d. **Establishment of Quorum**

No quorum was established.

II. **Approval of Agenda**

No action was taken on the agenda.

a. **Category: Standing Item**

b. **Attachments: March 2020 Executive Committee Agenda**

c. **Public Comment on any Agenda Item**

d. **Modifications to Agenda**

1. **The Committee will hear any modifications to the agenda under Agenda Item VII.**

e. **ACTION NEEDED**

III. **Financial Statements**

No action was taken on the February 2020 Financial Statement. The February 2020 Financial Statements will be added to the April 2020 Executive Committee Meeting.

a. **Category: Standing Item**

b. **Attachments**

1. **Balance Sheet**
2. **Profit & Loss Detail by Month**
3. **Profit & Loss Summary by Month**
4. **Accounts Receivable**
5. **Financial Statements Summary**

c. **Purpose/Statement**

1. **This agenda item is to review and approve the prior month's financial statements.**

d. **ACTION NEEDED**

Task: The February 2020 Financial Statements will be added to the April 2020 Executive Committee Meeting.  Whitney Harris

IV. **Financial Audit Draft RFP**

Mr. Tobin suggested edits to the Audit RFP. Ms. Whitney Harris made notes to the changes that were suggested.

a. **Category: New Business**

b. **Attachments: Draft Request for Proposal**

c. **Purpose/Statement**

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**

Task: Ms. Harris will send the Audit RFP out to the Executive Committee members via email for their review.  Whitney Harris

V. **New State Representative Approval**

Mr. Tobin suggested that Ms. Harris send Mr. Brown's application to the Executive Committee members via email to see if they presented any issue with his nomination to replace Ms. Milagros Rios on ATAC and FFAST's Board.

- a. **Category: New Business**
- b. **Attachment: Horace Brown Application**
- c. **Purpose/Statement**
 - 1. **This agenda item is for the Executive Committee to review the new nomination for Vocational Rehabilitation State Representative, Horace Brown.**
- d. **ACTION NEEDED**

VI. **FAAST Old Business Updates**

This item was not discussed.

- 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.**
 - 2. **New Member Appointments - To share with the Executive Committee any updates on new member appointments.**
- c. **Assign Actions as Needed**

VII. **Task Report**

This item was not discussed.

- a. **Category: Standing Item**
- b. **Attachments**
 - 1. **Task Report**
- c. **Purpose/Statement**
 - 1. **This agenda item is to inform the Committee of actions taken to complete items on the Task Report.**
- d. **Assign Actions as Needed**

VIII. **Agenda Modifications**

- a. **From Agenda II d.**

No modifications were made to the agenda.

IX. **Closing**

This meeting adjourned at 3:30 PM.

a. **Last Call for Public Comment**

b. **Next Meeting**

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**