



Minutes

April 2020 Executive Committee Meeting

📅 Thu April 23rd, 2020

🕒 3:00pm - 4:00pm EDT

📍 Teleconference

👥 In Attendance

Thom Delilla, Whitney Harris, Matt Holloway, Liz Loht, Eric Reed, Paul Tobin, Ben Welter

I. Opening

The April 2020 Executive Committee Meeting was opened by Ms. Liz Loht.

a. **Verbal Authorization to Begin Recording**

No member presented an issue with the meeting being recorded.

b. **Call to Order**

Ms. Loht called the meeting to order at 3:01 PM.

c. **Roll Call**

Members in Attendance: Ms. Liz Loht, Mr. Thom DeLilla, Mr. Ben Welter, and Mr. Paul Tobin

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

Members of the Public: Ms. Julie Kates

d. **Establishment of Quorum**

A quorum was present.

II. Approval of Agenda

Ms. Loht presented the agenda for the April 2020 Executive Committee Meeting.

a. **Category: Standing Item**

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

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

No public comments were made on the agenda.

d. **Modifications to Agenda**

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

Modifications were made to the agenda by staff. No members had any modifications to the agenda as presented.

- e. **ACTION NEEDED**

Decision: Mr. Thom DeLilla motioned to approve the April 2020 Executive Committee Agenda as presented.

Mr. Paul Tobin seconded the motion.

The motion passed without dissent.

III. **Financial Statements - February 2020**

Ms. Loht turned the discussion of the financial statements over to Mr. Tobin.

- 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 February financial statements. They were not approved on last month's call due to not having a quorum.**

Mr. Tobin reviewed the February 2020 Profit and Loss Summary.

- d. **ACTION NEEDED**

See motion under Agenda Item IV.

IV. **Financial Statements - March 2020**

Mr. Tobin continued to the March 2020 statements.

- 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.**

Mr. Tobin reviewed the March 2020 Profit and Loss Summary and Balance Sheet.

d. ACTION NEEDED

Decision: Ms. Loht motioned to approve the February and March 2020 Financial Statements as presented.

Mr. DeLilla seconded the motion.

The motion passed without dissent.

V. Task Report

Ms. Loht stated that there were no tasks to discuss as all previous items have been completed.

a. Category: Standing Item

b. Purpose/Statement

1. **All tasks have been completed.**

c. Assign Actions as Needed

No actions were assigned.

VI. Agenda Modifications

Ms. Loht opened the discussion for the agenda modifications.

a. From Agenda II d.

1. **AT purchase from Lesa Kretschmer - This is to disclose on the record FFAST's intent to purchase about \$23,000 worth of assistive technology from a pending board member.**

The Executive Committee discussed the potential conflict disclosure. The Committee concluded that FFAST would still make this purchase if Ms. Kretschmer was not a potential board member.

Decision: Mr. Tobin made a motion that FFAST proceed with this purchase.

Mr. DeLilla seconded the motion.

Ms. Loht abstained.

The motion passed without dissent.

2. **Custodian of Records - Updating the contact information from the Executive Director to the Direction of Operations**

The Executive Committee discussed this change.

Decision: Ms. Loht motioned to move the Custodian of Records to the Director of Operations, Mr. Matt Holloway.

Mr. Tobin made a friendly amendment that Mr. Holloway's name be removed from the motion.

Ms. Loht agreed to the amendment.

Mr. DeLilla seconded the motion.

The motion passed without dissent.

3. **June ATAC, BOD, and Strategic Planning Meetings - Changing from in-person to virtual. What does that look like?**

Decision: The Executive Committee agreed that the June meeting should not be held in-person, but instead held virtually.

4. **Strategic Planning Training Facilitator - Ms. Whitney Harris reached out to potential facilitators for the June 2-4, 2020 Strategic Planning meeting. She received a CV from Dr. David Mitchell at the University of Central Florida. This has been added to the agenda by Mr. Paul Tobin.**

Ms. Harris updated the Executive Committee on her search for a Strategic Planning Facilitator for the June meetings. The Committee asked that this be added to the next Strategic Planning Ad Hoc Committee meeting agenda.

Decision: Mr. Tobin motioned that the Executive Committee commit up to \$1,500 for the facilitator and that FFAST finalize the agreement with Dr. Mitchell after the Strategic Planning Ad Hoc Committee reviews his CV.

Ms. Loht seconded the motion.

The motion passed without dissent.


5. **Discussion on Interim or Executive Director Next Steps**


The Executive Committee is waiting until the Director of Vocational Rehabilitation, Ms. Allison Flanagan, makes her recommendation on action to the Commission of Education. The Committee agreed to begin work on the job description of the new Executive Director. Ms. Julie Kates stated that getting FFAST's side of the administrative tasks to post the position is fine to begin.

Decision: Ms. Loht motioned to create an Ad Hoc Search Committee and task that committee with creating a survey for Board members, Staff, and RDCs to express their opinions on a future director.

Mr. Ben Welter seconded the motion.

The motion passed without dissent.

Task: Add the review of the Executive Director  Whitney Harris 06/01/2020
job description to the June Board of
Directors' meeting agenda.

Task: Create a draft survey to gain feedback on  Eric Reed 04/27/2020
the Executive Director position description
for the Ad Hoc Search Committee to discuss
at their first meeting.

6. **Chase Credit Card - The current FFAST Chase cards are in the former Executive Director's name and tied to his personal information. FFAST will need to open up a new corporate account to have credit cards with Chase.**

Mr. Tobin explained the situation of the current Chase credit cards.

Decision: Mr. Tobin motioned that the board authorized staff to close the Regions' purchasing and credit card accounts.

Mr. DeLilla seconded this motioned.

The motion passed without dissent.

Decision: Mr. Tobin motioned that the board authorized staff to open a Chase corporate credit card account for the use as a purchasing vehicle for FFAST business only.

Mr. Welter seconded the motion.

The motion passed without dissent.

Decision: Mr. Tobin motioned that the Treasurer, Mr. Tobin, be added to the FFAST purchasing system to be the second approver of purchases while the organization is without an Executive Director.

All members of the Committee were in favor of this motion.

VII. **Closing**

Mr. Tobin closed the April 2020 Executive Committee Meeting.

a. **Last Call for Public Comment**

No public comments were made.

b. **Next Meeting**

1. **Date and Time**

Thursday, May 28, 2020 | 3:00-4:00 PM

2. **GoToMeeting Information**

<https://global.gotomeeting.com/join/837645045>

3. **Toll-free number and Access Code**

United States: +1 (646) 749-3117

Access Code: 837-645-045

c. **Adjourn**

The April 2020 Executive Committee Meeting was adjourned at 4:13 PM.

Decision: Mr. DeLilla motioned to adjourn the April 2020 Executive Committee Meeting.

Mr. Welter seconded the motion.

The motion passed without dissent.