



Minutes

May 2020 Executive Committee Meeting

📅 Thu May 28th, 2020

🕒 3:00pm - 4:00pm EDT

📍 Teleconference

👥 In Attendance

Thom DeLilla, Whitney Harris, Julie Kates, Eric Reed, Paul Tobin, Ben Welter

I. Opening

The May 2020 Executive Committee Meeting was opened by Mr. Paul Tobin.

a. **Verbal Authorization to Begin Recording**

No member presented an issue with the meeting being recorded.

b. **Call to Order**

Mr. Tobin called the meeting to order at 3:01 PM.

c. **Roll Call**

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

Staff in Attendance: Ms. Whitney Harris and Mr. Eric Reed

Members of the Public: Ms. Allison Flanagan and Ms. Julie Kates

d. **Establishment of Quorum**

A quorum was present.

II. Approval of Agenda

Mr. Tobin presented the agenda for the May 2020 Executive Committee Meeting.

a. **Category: Standing Item**

b. **Attachments: May 28, 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 a.**

No modifications were made to the agenda.

- e. **ACTION NEEDED**

Decision: The agenda was passed without objection.

III. **Approval of Minutes**

Mr. Tobin presented the minutes from the April 2020 Executive Committee Meeting.

- a. **Category: Standing Item**

- b. **Attachments: April 2020 Executive Committee Minutes**

- c. **ACTION NEEDED**

Decision: The April 2020 Executive Committee Minutes were accepted without objection.

IV. **Financial Statements**

Mr. Tobin presented the April 2020 Financial Statements to the Executive Committee.

- 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 Balance Sheet, Profit and Loss Summary, and Accounts Receivable. On the Balance Sheet, Mr. Tobin noted that \$22,000 was transferred from restricted assets to unrestricted assets. On the Profit and Loss Summary, Mr. Tobin noted that the \$50,000 transfer that was expected to occur in April did not, as staff and Mr. Tobin wanted to minimize liquidation from the investments because the markets were down. The Step Up Grant income was lower than expected due to a timing issue. By removing the \$49,000 transfer, FFAST saw a favorable variance of about \$26,000 overall. Mr. Tobin noted that the Accounts Receivables was basically a flat line from March 2020.

No questions were asked on the April 2020 Financial Statements.

d. **ACTION NEEDED**

Decision: Mr. Thom DeLilla motioned to approve the April 2020 Financial Statements as presented.

Mr. Ben Welter seconded the motion.

The motion passed without dissent.

V. **FY 19-20 Budget YTD**

Mr. Tobin asked Ms. Whitney Harris to present the FY 19-20 Budget Narratives.

a. **Category: Old Business**

b. **Attachments**

1. **HHS Contract Budget Narrative**
2. **GR Contract Budget Narrative**

c. **Purpose/Statement**

1. **This agenda item is to review the budget for FY 19-20. With the coronavirus, FFAST expects to have a reduction in travel and Strategic Planning costs.**

Ms. Harris presented the two reports that were attached. These documents are what is given to VR at the end of each quarter. Ms. Harris noted that with the GR contract ending on June 30, 2020, staff has been closely monitoring this budget as Ms. Harris anticipates they may have to spend more dollars on assistive technology to make up for the decreased travel expenses.

Mr. Tobin asked if the Executive Committee needed to take any action on this item. Ms. Harris stated that she wanted to be sure the Committee was informed and to ask if they had any suggestions on spending the dollar, outside of purchasing more assistive technology.

Ms. Harris asked VR if FFAST should be concerned with moving money between line items in the budget. Ms. Allison Flanagan asked if the FFAST contracts with VR specifically stated how much money to spend on a certain budget line. Ms. Harris said that was not in their contract. Ms. Flanagan stated then she believed FFAST would be fine to move money between line items. Ms. Julie Kates said to check with Ms. Monica Moyer, to ensure we are following the instructions she has given FFAST. Ms. Harris will reach out to Ms. Moyer.

Mr. Tobin asked if there was any concern about meeting contract deliverables with the pandemic impacting the budget. Ms. Harris stated that Mr. Eric Reed had sent two letters to Ms. Moyer asking for forgiveness on some of our deliverables but has not received a response back yet.

d. **Assign Action as Needed**

No actions were assigned.

VI. **Audited Financial Statements**

Mr. Tobin presented the 2019 Draft Audited Financial Statements.

a. **Category: New Business**

b. **Attachments**

1. **Draft 2019 Audited Financial Statements**
2. **Corrective Action Plan**

c. **Purpose/Statement**

1. **This agenda item is to review and accept the 2019 audited financial statements.**

Mr. Tobin noted that there were two basic findings that the auditors found. Ms. Harris and staff put together the Corrective Action Plan in response to the two findings. Mr. Tobin stated that these findings were caught by internal controls.

Mr. Tobin asked that Ms. Harris confirm that the auditors accepted the Corrective Action Plan. Ms. Harris will follow up with the auditing firm on this item.

d. **ACTION NEEDED**

Decision: Mr. Tobin recommended that the Executive Committee move forward with approving the 2019 Draft Audited Financial Statements and presenting them to the full board for consideration.

Mr. DeLilla motioned to accepted Mr. Tobin's statement.

Mr. Welter seconded the motioned.

The motion passed without dissent.

VII. **June 10, 2020 Board/ATAC Agenda Items**

Mr. Tobin presented the proposed agenda items for the June 10, 2020 Board and ATAC meeting.

a. **Category: New Business**

b. **Attachment: Proposed Agenda Items**

c. **Purpose/Statement**

1. **This agenda item is to review and approve agenda items for the June 10, 2020 Board of Directors and ATAC meeting.**

Mr. Tobin suggested the Board of Directors discuss Mr. Marcial Lember's attendance record during the Co-Chair's report.

Mr. Tobin asked for an update on the FY 20-21 Budget. Ms. Harris stated that a time sampling of staff time showed that a majority of hours are spent on the GR contract, which currently can not support all the current staff hours. Mr. Eric Reed has reached out to Ms. Moye to discuss moving the Headquarter's deliverables from the GR contract to the HHS contract. He has not received a response from Ms. Moye yet. Ms. Harris stated that the budget discussion has been placed on hold until they speak with Ms. Moye.

The Committee discussed the amount of time the Board would need to review the personnel and accounting manual before a Board meeting. The Bylaws must be sent 15 days before a meeting, but Mr. Reed did not believe the manuals had a required

timeline.

Mr. Tobin asked for an update on the Executive Director job description. Ms. Flanagan stated that she had not received the job description, but thought it would be best to review it after the Search Committee has approved of it. Mr. Reed stated that the survey to find out what was important in a FFAST Executive Director was added to the Task List section of this agenda. Mr. Tobin asked when the Search Committee would be meeting. Mr. Reed, Mr. Tobin, and Mr. DeLilla concurred that the Search Committee will meeting on Wednesday, June 3, 2020 at 8:30 a.m.

d. **ACTION NEEDED**

No actions were assigned.

VIII. **At-Large Members - Executive Committee**

Mr. Tobin presented the At-Large Committee Member addition.

a. **Category: New Business**

b. **Purpose/Statement**

1. **The Co-Chairs are to appoint two At-Large Members to the Executive Committee. This was attempted at the beginning of this FY, but no members accepted the positions. With new Board appointments, this gives another opportunity to fill these positions.**

2. **Category 1 - Eddie Hall**

Ms. Liz Loht expressed through email that she was comfortable moving forward with Mr. Eddie Hall, therefore Mr. Hall will be added to the Executive Committee.

3. **Category 2 or 3 - Pending at the time this agenda was sent to Committee**

c. **ACTION NEEDED**

No actions were assigned.

IX. **Task Report**

Mr. Tobin moved the agenda to the Task Report.

a. **Category: Standing Item**

b. **Attachments: April 2020 Task Report**

1. **ED draft survey**

c. **Purpose/Statement**

1. **This agenda item is to inform the Committee of actions taken to complete items on the Task Report.**

The Executive Committee choose to extend the meeting and review the Executive Director draft survey. The Committee reviewed each question and made changes as they saw fit. This draft survey will now be presented to the Search Committee for review and approval.

d. **Assign Actions as Needed**

No actions were assigned.

X. **Agenda Modifications**

a. **From Agenda II d.**

No modifications were made to the agenda.

XI. **Closing**

Mr. Tobin closed the May 2020 Executive Committee Meeting.

a. **Next Meeting**

1. **Date and Time**

Thursday, June 25, 2020 | 3:00-4:00 PM

2. **GoToMeeting Information**

<https://global.gotomeeting.com/join/765956517>

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

United States: +1 (646) 749-3129

Access Code: 765-956-517

b. **Last Call for Public Comment**

No public comments were made.

c. **Adjourn**

The May 2020 Executive Committee Meeting was adjourned at 4:28 PM.

Decision: Mr. Tobin adjourned the meeting with no objection.