



Minutes

September 2020 Executive Committee Meeting

📅 Thu September 24th, 2020

🕒 2:00pm - 3:00pm EDT

📍 Teleconference

👤 **In Attendance**

Thom Delilla, Whitney Harris, Liz Kern, Eric Reed, Paul Tobin, Ben Welter

I. **Opening**

Ms. Liz Kern opened the September 2020 Executive Committee Meeting.

a. **Verbal Authorization to Begin Recording**

No member presented an issue with being recorded.

b. **Call to Order**

Ms. Kern called the meeting to order at 2:02 PM.

c. **Roll Call**

Members Present: Mr. Thom DeLilla, Ms. Liz Kern, Mr. Paul Tobin, and Mr. Ben Welter

Staff Present: Ms. Whitney Harris and Mr. Eric Reed

d. **Establishment of Quorum**

A quorum was established.

II. **Approval of Agenda**

Ms. Kern presented the September 2020 Executive Committee meeting agenda.

a. **Attachments: September 2020 Executive Committee Agenda**

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

No public comment was made.

c. **Modifications to Agenda**

Mr. Paul Tobin asked to add two topics to the agenda: Update on Treasurer/Secretary Position and Revising the Bylaws.

d. **ACTION NEEDED**

Decision: No members objected to the modification of the agenda.

III. **Approval of Minutes**

Ms. Kern presented the July 2020 Executive Committee minutes.

a. **Attachments: July 2020 Executive Committee Minutes**

Mr. Tobin stated that the acronym "OIG" was misspelled in the minutes and needed to be corrected.

b. **ACTION NEEDED**

Decision: Mr. Tobin motioned to approve the minutes as amended.

Mr. Thom DeLilla seconded the motion.

The motion passed with no objections.

IV. **Treasurer/Secretary Officer Position Update**

Mr. Tobin stated that Ms. Stephanie Brown has resended her acceptance of the Treasurer/Secretary position. Ms. Brande Shelton was runner up and Mr. Tobin would like to appoint her to the position. Ms. Kern would like this to be added to the ATAC/Board meeting agenda scheduled on September 29, 2020.

Decision: The Executive Committee agreed to provisionally move forward with Ms. Shelton's appointment as Treasurer/Secretary.

V. **Financial Statements**

Mr. Tobin presented and explained the August 2020 financial statements. There was no further discussion.

a. **July 2020 Financial Statements**

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

b. **August 2020 Financial Statements**

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.**

Ms. Kern expressed concern about FFAST's service delivery during COVID-19. She'd like to hear from the Regional Demonstration Centers (RDCs) on their ability to operate. Ms. Whitney Harris shared that staff has been in communication with the RDCs and that these conversations have been discussed in the Service Delivery Committee. Ms. Kern asked to see copies of the contract with Vocational Rehabilitation and the RDCs to better understand the milestones and how people are being impacted around the state. Ms. Harris will share these documents with the Executive Committee.

d. **ACTION NEEDED**

Decision: Mr. DeLillia motioned to approve the July and August 2020 Financial Statements.

Mr. Welter seconded the motioned.

The motion passed without objection.

VI. **ATAC Term Limits**

Ms. Kern opened the discussion on ATAC term limits.

a. **Attachments**

b. **Purpose/Statement**

1. **This agenda item is to update the Executive Committee on current term limits of ATAC/Board members.**

Ms. Harris noted that with all the State Agency Representatives, ATAC will not be able to meet the 51% requirement of people who have disabilities on the board while meeting the 27 member maximum that is written into statute. Ms. Harris has identified two new board members that will be interviewing and will be presented to the ATAC during the November meeting. Mr. Tobin stated that the low attendance of some members needs to be addressed.

c. **Assign Actions as Needed**

No actions were taken.

VII. **FY21 Calendar**

Ms. Kern opened the discussion for the FY21 Calendar.

a. **Attachments: FY21 Calendar**

b. **Purpose/Statement**

1. **The calendar was updated based on ATAC/Board Meeting Time Preference Survey.**

c. **ACTION NEEDED**

Decision: Mr. Tobin motioned to approve the dates proposed in the calendar for the federal holidays and state headquarters office closures.

Mr. Eddie Hall seconded the motioned.

The motion passed with no objections.

VIII. **Temporary Salary Increases for Staff**

Ms. Kern recused herself from the salary increase discussion because she did not think she was informed on what was being proposed. Mr. Tobin opened the discussion.

a. **Attachment: Memo from Executive Director**

b. **Purpose/Statement**

1. **This agenda item is to review and consent to one-time temporary staff increase for FFAST staff.**

Mr. Welter asked that the employees receive a letter from the ATAC/Board thanking them for their work during the period of not having an Executive Director.

Task: Mr. Eric Reed's performance evaluation.

 Whitney Harris

c. **ACTION NEEDED**

Decision: Mr. Tobin motioned to move forward with the one-time temporary salary increase amounts proposed in the memo.

Mr. DeLilla second the motion.

The motion was passed with no objections.

IX. **FAAST Recognition of Karen Clay**

Ms. Kern opened the discussion on the recognition of Ms. Karen Clay.

a. **Purpose/Statement**

1. **This agenda item is to discuss opportunities for FAAST to honor Karen Clay. Below is a link to the recognition of Michael Phillips on the FAAST website.**

<https://faast.org/michael-phillips/> (<https://faast.org/michael-phillips/>)

Mr. Welter and Mr. DeLilla shared their experience with Ms. Clay when she served on the FAAST board. Mr. Reed recommended that FAAST honor her son, Mr. Michael Phillips, as a way to honor Ms. Clay. He recommended FAAST determine an award to be named in Mr. Phillips' honor. The Executive Committee was in favor of moving forward with this idea. Ms. Harris asked for time to research FAAST's current legislative awards to come up with a proposal that would honor Mr. Phillips. Mr. Tobin asked that Mr. Welter and Mr. DeLilla be involved in the process of determining the award.

b. **Assign Actions as Needed**

Task: Research and create a proposal for an award in honor of Mr. Michael Phillips, with help from Mr. DeLilla and Mr. Welter.

 Whitney Harris

X. **Task Report**

a. **Purpose/Statement**

1. **This agenda item is to inform the Committee of actions taken to complete items on the Task Report. All previous tasks have been completed.**

b. **Assign Actions as Needed**

XI. **Agenda Modifications**

a. **From Agenda II c.**

b. **ATAC and Board Bylaws**

Mr. Tobin noted that he would begin working on updating and merging the two sets of bylaws with FAAST staff as identified in Strategic Issue 3. No members had any objections.

XII. **Closing**

Mr. Tobin closed the September 2020 Executive Committee Meeting.

- a. **Next Meeting - Transition away from Boardable will begin October 1, 2020**

1. **Date and Time**

Thursday, October 22, 2020 | 3:00-4:00 p.m. EST

2. **GoToMeeting Information**

<https://global.gotomeeting.com/join/136094405>
(<https://global.gotomeeting.com/join/136094405>)

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

United States: +1 (571) 317-3116 (tel:+15713173116136094405#)

Access Code: 136-094-405

b. **Last Call for Public Comment**

No comments were made.

c. **Adjourn**

Mr. Tobin adjourned the meeting at 2:59 PM.

Decision: Mr. DeLilla motioned to adjourn the meeting.

No objection was made.