

January 2021 Executive Committee Meeting

Minutes

January 15th, 2021

1:30 – 2:30PM EDT



1. Opening

Mr. Paul Tobin opened the meeting. No member presented an issue with being recorded. The meeting was called to order at 1:30 PM.

Members Present: Mr. Paul Tobin, Mr. Eddie Hall, Ms. Kailey Medlock, Mr. Brian Nerland, Ms. Janet Good

Staff Present: Ms. Whitney Harris

Members of the Public: Ms. Julie Kates, Ms. Allison Flanagan, Mr. Brent McNeal

2. Approval of Agenda

No members of the public commented. No modifications were made at this time. The agenda was accepted as presented with no objection.

3. Approval of Minutes

The December 2020 Executive Committee minutes were accepted as presented with no objection.

4. Financial Statements

Ms. Whitney Harris presented the December 2020 Financial Statements to the Executive Committee. Accounts payable is higher than what it usually is due to waiting on the invoice from an RDC. Moving on from the Balance Sheet to the P&L, the Step-Up and VR invoices are ready to be sent out. The transfer from investments is for the financial consequences FAAST received by VR that was approved in November. FAAST was under budget for expenses in December due to the holidays.

Ms. Kailey Medlock made the motion to accept the December 2020 Financial Statement. Mr. Brian Nerland seconded the motion. The December 2020 Financial Statements were accepted with no objection.

5. ATAC Manual Revisions

Mr. Paul Tobin explains the ATAC is an operations manual for the board, outlining how things will happen and how the board is supposed to operate. Mr. Tobin would like to add to Roman numeral one number three that states "the operating procedures may be amended by the ATAC at any time." He would like to add that a simple majority is required to make changes.

Mr. Tobin states that Roman numeral three should be paragraph b. under roman numeral two.

Section D should say "Adherence to the Mission."

There is no objection to the ATAC manual's changes, and no objection to moving the ATAC manual is the full board for final approval at the next meeting.

There were no changes to the Code of Ethics statement and no objection to moving it to the full board for final approval at the next meeting.

There were no changes to the Conflict-of-Interest statement and no objection to moving it to the full board for final approval at the next meeting.

6. Personnel Manual Revisions

Mr. Tobin would like to add that the non-harassment clause should include ATAC members. And the last line stating "such conduct will not be tolerated by FFAST" should also include the ATAC.

Pay Transparency- number three: change the word "contractors" to "employees".

Commuting Time: Add "applies to state and federal laws".

Long-term disability benefits: Make it clear that FFAST provides short-term and long-term disability benefits.

Retirement Plan: clarify this paragraph and define SPD.

There was no objection to any changes made to the Personnel Manual and no objection to moving it to the full board for final approval at the next meeting.

7. Accounting Manual Revisions

Section A2 paragraph b.: Change the word "enforce" to "applicable".

Page 6 paragraph C: The Disposition of Records: Change the word “minimum” to “maximum”.

Page 10 Delegation of Authority for the NHLP program: The Executive Director gives the financial authority to the NHLP director. Mr. Tobin asked that all allegations of authority are in writing.

There was no objection to any of the changes made to the Accounting manual. And no objection to moving it to the full board for final approval at the next meeting.

8. ATAC Applicant Review

Ms. Harris presented the ATAC applicant. The ATAC is currently at 51% for members with disabilities who use assistive technology due to Ms. Liz Kern resigning, and the ATAC does not have to accept new members at this time if they did not want. She recommends that the Executive Committee move Ms. Gaviria forward for approval because she is a category three and a second co-chair needs to be from category three.

FILC is waiting for more members to be appointed in order to select a Representative for the FFAST.

The Category three members that are not already officers do not wish to be co-chairs. Mr. Brent McNeal confirms that co-chairs must come from category three. But, in his opinion, he believes that two co-chairs are better than one. Moving Forward, Mr. Tobin would like Mr. McNeal to state in writing that the second co-chair must come from category three or four, but when that is not possible, two category one's can serve.

Mr. Tobin made the motion to accept Ms. Gaviria's application as presented and would like to move it forward to the full board for approval at the next meeting. Ms. Janet Good seconded the motion.

9. February 2021 ATAC Meeting Agenda

Mr. Tobin would like to add a discussion on the Co-chair election to the February 2021 ATAC Meeting agenda.

Action Item-Ms. Whitney Harris- Ask category one members if anyone is interested in being co-chair.

There was no objection to approving the agenda for the February 2021 ATAC Meeting.

10. Request for Proposals

Ms. Harris explains that the Outreach Director, Matt Holloway, is no longer an employee of FAAST, and these RFP's were created to outsource the position. Mr. Tobin would like to review the IT RFP first.

Mr. Tobin would like to move the in-house server to a cloud-based server. Ms. Medlock and Mr. Nerland agree. There was no objection, and the IT RFP is approved.

Mr. Tobin suggests the Communications, Graphic design, and Website design be made into one RFP. Mr. Nerland suggests that the Website Designer RFP be on its own because the Candidate would have to be sufficient in Moodle. The University of Miami would like to move away from Moodle, but the University of Miami modules would have to be moved from Moodle to a different platform. The candidate would need that knowledge base.

Mr. Tobin would like to table the Website Design RFP until the Committee has more information on Moodle. The Committee has no objection to holding a special meeting to discuss this RFP further.

11. Action Items

The Executive Director Leave Policy is accepted as presented as without any objection.

12. Closing

Next meeting- Friday, February 19th, 2021, at 1:30 PM. No Public Comment was made.

The meeting was adjourned at 2:35 PM.