

April 2021 Executive Committee Meeting

Minutes

April 28th, 2021

11:00 – 12:00 AM EDT



1. Opening

Mr. Enrique Escallon opened the meeting. No member presented an issue with being recorded. The meeting was called to order at 11:00 AM.

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

Staff Present: Ms. Whitney Doyle

Members of the Public: None

2. Approval of Agenda

No members of the public commented. There were no modifications to the agenda. Mr. Paul Tobin made a motion to accept the agenda. The agenda was accepted as presented with no objection.

3. Approval of Minutes

Mr. Paul Tobin made the motion to accept the March 2021 Executive Committee meeting minutes as presented. Ms. Janet Good seconded the motion. The minutes were accepted with no objection.

4. Financial Statements

Ms. Doyle briefly went over the March 2021 Financial statements. Ms. Good asked if FAAST expects any more legal bills. Ms. Doyle says we do not currently. Mr. Tobin made the motion to accept the March 2021 financials. Ms. Good seconded the motion.

5. FY22 Proposed Budget | Whitney Doyle

Ms. Doyle presented the FY 22 proposed budget to the committee. It includes a \$195,000 increase from a contract amendment with Vocational Rehabilitation (VR). Mr. Escallon discusses having in-person meetings in different locations. It was discussed to have a least two in-person meetings. Mr. Tobin made the motion to accept the FY 22 proposed budget as modified. Ms. Good seconded the motion.

6. Updates to Manuals

Ms. Doyle explains that the auditors had some recommendations for the accounting manual and VR recommended references the laws that encompass the protocol.

It is discussed that the current personnel manual does not have a family leave policy, and the committee agrees that one is needed. A policy is added to the manual. Mr. Brian Nerland is concerned about the 12-month eligibility. Ms. Good would like a lawyer to see if it conflicts with FMLA leave.

Mr. Tobin motioned to move the personnel manual to the full ATAC in June 2021, pending clarification from the lawyer. Mr. Nerland seconded the motion.

7. June ATAC Meeting Schedule

Mr. Escallon explained that he has worked with Ms. Doyle to create a consent agenda for the June 2021 ATAC meeting. Mr. Tobin would like to keep the 2.5 hour meeting time.

8. Action Items

Mr. Eric Reed's Performance Evaluation- Mr. Tobin and Ms. Doyle will work on this and presented it at the next Executive committee meeting.

9. Closing

Next meeting- Wednesday, May 26th, 2021, at 11:00 AM. No Public Comment was made. The meeting was adjourned at 12:00 AM. Mr. Escallon made the motion to adjourn the meeting. Mr. Nerland seconded the motion.