

# December 2021 Executive Committee Meeting

## Minutes

December 17th, 2021  
2:30 – 3:30 PM EDT



### 1. Opening

Mr. Paul Tobin opened the meeting. No member presented an issue with being recorded. The meeting was called to order at 2:30 PM.

Members Present: Mr. Brandon Palermo, Mr. Brian Nerland, Ms. Kailey Medlock, Mr. Eddie Hall, Mr. Paul Tobin

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. Eddie Hall made the motion to accept the agenda as presented. Mr. Brandon Palermo seconded the motion. The agenda was accepted as presented by acclamation without objection.

### 3. Approval of Minutes

No members of the public commented. There were no modifications to the August 2021 Executive Committee Minutes. Mr. Palermo made the motion to approve the August 2021 Executive Committee minutes. Ms. Kailey Medlock seconded the motion. The minutes were accepted by acclamation without objection.

### 4. Financial Statements | Eddie Hall

Mr. Eddie Hall states that there has been a backlog with the finances, and he doesn't have anything to present at this time. He is working with Ms. Whitney Doyle to resolve this matter.

It is expected to have the financials completed by the January 2022 Executive Committee meeting.

Mr. Tobin explains that he and Mr. Hall have received standard auditing questions from the auditors. Ms. Doyle explains that the questions were sent to

last fiscal year's executive committee. They were sent to Mr. Tobin, Mr. Enrique Escallon, and Ms. Brandi Shelton.

5. Accounting Services Invitation to Bid | Paul Tobin

Ms. Doyle explains that we have received 5 proposals for accounting services. With this, FFAST would outsource all the day-to-day bookkeeping. The only things Ms. Doyle has noted is that CRI does not specifically how they will interface with a client and Spot On consulting did not list any professional references. Ms. Doyle briefly summarizes each firm for the committee. Mr. Tobin would like to her confirm the price and the scope of work with Watson and Associates. He would like her to confirm the interface they will use.

Mr. Tobin made the motion for Ms. Doyle to speak with CRI and Watson & Associates to clarify their bids and be authorized to award up to \$45,000 to either CRI or Watson & Associates. Mr. Palermo seconded the motion. There was no more discussion and no objection.

6. 2021-2022 Budget | Whitney Doyle

Ms. Doyle would like to table this item until speaking with the Agency for Healthcare Administration. There was no objection.

7. ATAC Member Vetting Discussion from September ATAC Meeting

Ms. Doyle explains that staff and ATAC members will need a level 2 background checks. Ms. Doyle doesn't know if this required from DOE. Ms. Doyle knows that DOE has looked at social media but isn't sure about background checks. Mr. Tobin suggests that FFAST ask ATAC applicants for their social media names.

8. Closing

Next meeting- Wednesday, January 27th, 2021, at 9:00 AM. No Public Comment was made. The meeting was adjourned at 3:05 PM.