

January 2022 Executive Committee Meeting

Minutes

January 27, 2022

9:00 – 10:00AM EDT



1. Opening

Ms. Janet Good opened the meeting. No member presented an issue with being recorded. The meeting was called to order at 9:00 AM.

Members Present: Ms. Janet Good, Mr. Brian Nerland, Mr. Brandon Palermo, Ms. Kailey Medlock

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. Brian Nerland made the motion to accept the agenda as presented. Ms. Kailey Medlock 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 December 2021 Executive Committee Minutes. Ms. Medlock made the motion to approve the December 2021 Executive Committee minutes. Mr. Nerland seconded the motion. The minutes were accepted by acclamation without objection.

4. Financial Statements | Whitney Doyle

Ms. Whitney Doyle explains that she is reviewing the QuickBooks report for October-December 2021. The financial reporting has not been incorporated into the spreadsheet that the committee usually sees because the independent CPA is still finalizing the report from the back log that occurred last quarter. The auditors have not made any adjustments yet. That will most likely happen as they wrap up the financial audit in the coming months. All of the Chase credit cards have been closed and Ms. Doyle is working to close the account. Ms. Doyle also reviewed the accounts receivable aging summary. She explained that she would

like the committee input on whether or not to charge off the invoices to the clients that have not returned devices.

The new accounts, Watson and Associates, have begun working with FFAST at the beginning of January 2022.

5. Review and Approve Handcycle Purchase for Neilson Grant

Ms. Doyle explained that there was a time sensitive purchase needing the Executive Committee's approval. A competitive bid for adaptive exercise equipment was opened and only one bid was received. Ms. Doyle is asking for approval for the Living Spinal Bid at about \$45,000.00.

Mr. Nerland made the motion to approve the \$45,000.00 bid. Ms. Medlock seconded the motion. The motion is approved without objection.

6. Agency for Healthcare Administration (AHCA) Technology Proposal | Whitney Doyle

Ms. Doyle explains that she restructured the proposal. It now states that FFAST will spend up to a certain amount for Administrative and Training staff. AHCA will be sending FFAST all of the clients needed for this program. AHCA did ask for a monthly deliverable timeline.

The committee discussed shipping costs and pay rates for the administrative and training employees for this contract.

7. Review Draft Budget Amendment

Ms. Doyle explains the budget amendment. This reflects the American Rescue Plan Act grant of \$80,000, the Craig H. Neilsen grant, and the potential AHCA contract. She intends for the \$80,000 to go directly to the RDCs. This amendment will affect the budget allocations and salaries will be adjusted.

Ms. Medlock made the motion to move the budget amendment to the ATAC. Mr. Brandon Palermo seconded the motion. The motion is approved without any objection.

8. Review Draft Revision of the Accounting Manual

The accounting manual revision is for our new CPA and new purchasing procedures.

Mr. Nerland made the motion to move the accounting manual revisions to the ATAC. Mr. Palermo seconded the motion. The motion is approved without any objection.

9. Review Annual ATAC Self Evaluation Survey

Ms. Doyle would like to send the same survey out as last year. Ms. Good would like to compare the open-ended questions.

Ms. Medlock made the motion to move the survey forward to the ATAC. Mr. Nerland seconded the motion. The motion was approved without any objection.

10. Review QTR 2 ATAC Meeting Agenda

Ms. Doyle reviews the ATAC agenda.

Mr. Palermo made the motion to approve the agenda. Ms. Medlock seconded the motion. The motion was approved without any objection.

11. Closing

Next meeting- Wednesday, February 24, 2021, at 9:00 AM. No Public Comment was made. The meeting was adjourned at 10:00 AM