



August 2022 Executive Committee Meeting

Minutes

August 25th, 2022

9:00-10:00 am ET

1. Opening

Mr. Paul Tobin called the meeting to order at 9:00 am ET. A quorum was established.

Members Present: Mr. Paul Tobin, Mr. Brian Nerland, Mr. Eddie Hall, Ms. Kailey Medlock, Mr. Brandon Palermo, and Ms. Genevieve English-Charles

Staff Present: Ms. Whitney Doyle

Members of the Public: None

2. Approval of Agenda

No members of the public commented. No modifications were made to the agenda. No comments were made. The agenda was approved as presented by acclamation without any objection.

3. Approval of Minutes

No members of the public commented. A modification was made. Mr. Paul Tobin made the motion to amend the minutes adding Mr. Brandon Palermo to the attendance. He was not listed when he arrived late. Mr. Palermo seconded the motion. The June meeting minutes were approved as amended.

4. Financial Statements | Eddie Hall

Mr. Hall presents the June and July 2022 Balance Sheet and other financial statements. Mr. Paul Tobin asked what the increase in unrestricted funds was. Ms. Doyle stated that it was investment funds. Ms. Doyle stated there does not look like there will be any unexpected cashflow problems in the coming months. She does want to review this month profit & loss statement as we are closing out the fiscal year. FAAST has about \$100,000 to spend on assistive technology before September 30, 2022. Ms. Doyle explained there were modifications done to the new office. Ms.



Doyle makes note of future expenses to get van and trailer rewrapped. Mr. Palermo made the motion to accept the June and July 2022 financial statements. Ms. Medlock seconded the motion. The June and July 2022 Financials were approved as presented.

5. FY2022 Executive Director Evaluation | Whitney Doyle

Mr. Tobin explained the FY2022 Executive Director evaluation. He also plans to present the evaluation at the ATAC meeting in September. He will sit down with Ms. Doyle afterward and present the evaluation to her. No other comments were made.

6. Review and Approve Draft Personnel Manual

Ms. Doyle stated that the state does not recognize Juneteenth as a holiday. She stated that FAAST recognizes both Federal and State holidays. After discussion, Mr. Tobin motioned to adopt Juneteenth as a work-exempt holiday and the updated password policy. Ms. Doyle reviewed password sharing policies. She recommended sharing passwords to individuals personally. Ms. Doyle discussed private access codes and passwords for the shared network. Mr. Tobin suggested admin backdoors to be enforced on all computers and implementing password complexity for protection. Ms. Medlock seconded the motion. No objections were made.

7. Qtr. 4 ATAC Meeting Draft and Agenda

Ms. Doyle states that the Financial Loan Separation program is under review. She received a letter from VR Director Brent McNeil who informed us that this program may no longer have authority to delegate the duties to another organization. A budget amendment will be coming soon to add Financial Loan Program back into the annual budget. Ms. Doyle discusses election of officers and year 3 strategic plan objectives briefly and will further discussion at next quarterly meeting. Ms. Doyle states that the Department of Education will not support the separation of the NHLP program moving forward. Mr. Palermo motioned to approve the September 2022 ATAC meeting agenda was seconded by Mr. Hall. The September 2022 ATAC meeting was approved without any objection.



8. Closing

Next Meeting- Thursday, September 29, 2022, at 9:00 am. No public comment was made. The meeting was adjourned at 9:43 am.