



June 2022 Executive Committee Meeting

Minutes

June 30th, 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, Ms. Janet Good, Mr. Brian Nerland, Mr. Eddie Hall, Mr. Enrique Escallon, Ms. Elizabeth Moya, Ms. Betsy Burgos and Mr. Horace Brown, Mr. Brandon Palermo

Staff Present: Ms. Whitney Doyle, Ms. Megan Atkinson, Ms. Marquesas Blimes

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

The May 2022 Executive Committee meeting minutes were approved as presented by acclamation without objection

4. Financial Statements | Eddie Hall

Mr. Eddie Hall presented the May 2022 Financials. Ms. Whitney Doyle stated she would like to take a closer look at the Financials at the next meeting as we near the end of the Fiscal Year. The May 2022 Financials were approved by acclamation without objection.

5. Review and Approve Draft Personal Manual | Whitney Doyle



Ms. Doyle explained she would like to add Juneteenth to the FAAST Holiday calendar and the addition of password protection of FAAST computers. She did want to note that FAAST operates on the cloud and all applications have multiple factor password protection. This would only be for the computers themselves. The language came from The Financial Auditors who also do an IT audit. Ms. Doyle asked them for more specific language since all operations are cloud based.

Ms. Moya stated that Juneteenth the federal holiday and currently not observed by the state. She asked if FAAST follows the state or federal calendar. Ms. Janet Good confirmed that VR and her staff operate on the state calendar. Ms. Moya asked that FAAST wait to adopt this holiday until the state does. Ms. Doyle states that she is not sure which holidays on the calendar are State or federal as FAAST has had these holidays in previous years. Ms. Moya asked her to investigate it.

This Items was tabled by acclamation without objection.

Mr. Escallon recommends that passwords not be shared at all, and passwords should be more complex that 8 characters in length.

This would only pertain to FAAST owned computers. Employees do have the ability to work from their personal computer if they would like.

Mr. Brian Nerland made the motion to adopt the first and third paragraph to mirror the complexity of DOE passwords. Ms. Good seconded the motion. No other comment was made. The motion carries by acclamation without objection.

Mr. Tobin made the motion to have Inspired Technologies set up administrative passwords on all FAAST owned computers. Mr. Good seconded the motion.

6. Review and Approve Proposed RRC Service Delivery Model.

Mr. Tobin presented the proposed service delivery model. The proposed model has multiple 10,000 grants and would require an application. Mr. Tobin made the motion to approve the proposed RRC Service Delivery Model. The RRC Service Delivery Model is approved by acclamation without objection.



7. Discuss FY22 Executive Director Evaluation Process

The process and evaluation are the same as the previous year and the job description has not changed since February 2022. Ms. Good made the motion to accept the evaluation process. Mr. Nerland made the motion to accept the evaluation process.

8. AHCA Technology Proposal Update | Whitney Doyle

Ms. Doyle sent the withdrawal letter to ACHA and has not received a response.

9. Closing

Next Meeting- July 28th, 2022, at 9:00 am. No public comment was made. The meeting was adjourned at 9:45 am.