



Reschedule Date for May 2019 Executive Committee Meeting Agenda

📅 Mon June 3rd, 2019

🕒 3:00pm - 4:00pm EDT

📍 Teleconference

GoToMeeting Link:

<https://global.gotomeeting.com/join/922656741>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(571\) 317-3116](tel:+15713173116)

Access Code: 922-656-741

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|------|--|-------------------------------|---------|
| I. | Opening | JR HARDING | |
| a. | Call to Order | JR HARDING | |
| b. | Roll Call and Establishment of Quorum | MEGAN GERMAIN | |
| c. | Verbal Authorization to Begin Recording | MATT HOLLOWAY | |
| II. | Agenda | JR HARDING | |
| a. | Approval of the Agenda | | |
| III. | Minutes from Prior Meeting | JR HARDING | 5 mins |
| | 📄 2019 02 Minutes | | |
| IV. | Old Business | JR HARDING
MICHAEL DANIELS | 20 mins |
| a. | Policies Needing Executive Committee Approval | JR HARDING | |
| | 📄 203 Joint Ventures Policy | | |
| | 📄 202 Conflict of Interest Policy | | |
| | 📄 201 Risk Management Policy | | |

- b. **Recommended Actions for IV a.** JR HARDING 5 mins
1. **Motion to forward policies as is for Board approval.**
 2. **Motion to forward policies as is for Board approval, as amendment.**
 3. **Table policies for next meeting. Additional editing needed.**

- c. **Policies Needing Reviewed** MICHAEL DANIELS 5 mins
1. **Group 3**
 2. **Group 4**
 3. **Group 5**
 4. **Group 6**
 5. **Group 7**

- d. **Membership** JR HARDING 5 mins
1. **Eight Applicants Needing Interviewed**
One interview scheduled.
 - 📄 Carlos Montas Application
 2. **Applications**
 - 📄 Mina Beshay Application
 - 📄 Brian Nerland Application
 - 📄 Renee Proctor Application
 - 📄 Marian Birdsall Application
 - 📄 Eddie Hall Application
 - 📄 Brande Shelton Application
 - 📄 Shavaughn "Chevy" Barnes

- e. **SOP for Applicant Interviews and Recommended Actions** MICHAEL DANIELS 5 mins
1. **Motion to approve BOD SOP 400 Applicants**
 2. **Motion to approve BOD SOP 400 Applicants as amended**
 3. **Table SOP for next meeting. Additional editing needed.**

V. **Standing Items** PAUL TOBIN 20 mins

- a. **Financials** PAUL TOBIN 20 mins
- 📄 April 2019 Profit & Loss Summary by Month
 - 📄 April 2019 Profit & Loss Detail
 - 📄 042019 Financial Statements
 - 📄 April 2019 Balance Sheet
 - 📄 April 2019 Accounts Receivable

VI. **New Business** JR HARDING 10 mins
WHITNEY HARRIS

a. **Policy 214 Operating Reserve** WHITNEY HARRIS 5 mins

1. **Setting the Minimum Amount - How many quarters?**
2. **Target Minimum - 25% of Minimum Amount**
3. **Confirmation**

Reserve noted on financial reports as "Board Designated Operating Reserve"

Funds are in a segregated investment account.

The Capital City Bank account is the segregated bank account

b. **ITN for Audit Services per 215 Federal Funds Procurement Policy** WHITNEY HARRIS

1. **Goal is to have three firms repond to ITN.**
2. **Goal is to send ITN to at least two Minority & Women Business vendors**
3. **Cost and Price Analysis**

Will include FFAST audit expenditures for the last five years.

Will request from three to five statewide non-profit disability organizations approximate audit expenses.

4. **Goal Date to Issue ITN: August 31, 2019**
5. **Sample ITN**

 Sample Invitation To Negotiate

c. **Recommended Actions** JR HARDING 5 mins

1. **Co-Chair to establish an ad hoc committee of three members to review ITN.**
2. **Treasurer will be chair and select two additional members.**
3. **Comptroller and Dirctor of Operations will be staff assigned to the ad hoc committee.**

VII. **Closing** JR HARDING 5 mins

a. **Public Comment** JR HARDING

b. **Date of Next Meeting** MICHAEL DANIELS

1. **Date: June 24, 2019**
2. **Time: 3:00 to 4:30**
3. **GoToMeeting Information <https://global.gotomeeting.com/join/272713277>**
4. **Toll Free Number: 1 866 899 4679**
5. **Access Code: 272-713-277**

c. **Adjourn**