

## Executive Committee Meeting Minutes

April 20, 2017

### Committee Members Present:

**Present:** Mark Barry, Sondra Cranford, Mark Earl, Lex Smith

**Absent:** *Dave Lambert, Seth Weightman*

**Quorum Present?** Yes

### Others Present:

PHWB Staff – Jerome Salatino, Heather Harter, Bethany Hamm, Jessica Weightman  
Ron Goss - Eckerd

### Proceedings:

Meeting called to order at 9:02 a.m. by Mark Earl, Chair

### **Action Item 1 – Approve minutes of Feb. 8, 2017 and Feb. 28, 2017 meetings**

Minutes from the Feb. 8, 2017 and Feb. 28, 2017 meetings of the Executive Committee were presented for review and comment. With no corrections or comments, a motion was made to accept the minutes.

MOTION made by Mark Barry and seconded by Lex Smith to approve the minutes.  
Motion carried.

### **Action Item 2 – RFP for IT Services**

A request to issue a new RFP for IT Services was presented to the Executive Committee as the current contract will end on June 30, 2017

MOTION made by Mark Barry and seconded by Lex Smith to approve issuing a new RFP for IT Services. Motion carried.

### **Action Item 3 – RFP for Audit Services**

A request to issue a new RFP for Audit Services was presented to the Executive Committee as the current contract will end on June 30, 2017.



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MOTION was made by Lex Smith and seconded by Sondra Cranford to approve issuing a new RFP for audit services. Motion carried

**Information Item 1 – Audit Review**

Jerome reviewed the audit handout with the members of the Executive Committee. No insufficiencies were found for the audit period. There was some discussion on the indirect cost finding and it was noted that a viable methodology would be prepared and applied when allocating indirect cost on a monthly basis.

**Information Item 2 – Release Survey – Jerome Salatino’s Performance Review**

It was agreed that with the completion of the audit review, the survey for Jerome’s performance review would be released to the Board. The survey should be completed by the Board members by May 5, 2017.

**Information Item 3 – Meeting Schedule 2017-2018**

A draft meeting schedule for the committee meetings for fiscal year 2017-2018 was presented to the Executive Committee for review.

**Information Item 4 – Financial Summary Report YTD Feb. 28, 2017**

Jerome reviewed the Financial Summary Report YTD Feb. 28, 2017 with the Committee.

**Information Item 5 – Monthly Management Report February 2017**

Jerome reviewed the rankings in the Monthly Management Report with the Committee.

With no further business to discuss and no public comments, the meeting adjourned.

