



Finance Committee:

I Approved minutes

The amended minutes from the May 1, 2018 meeting were approved.

II Approved Changes to Procurement Policy

Changes to the purchasing level tiers were approved:

- Changes the micro purchases level from \$3,000 to \$10,000. This allows us not have to go to bid or proposal for amounts under \$10,000.
- Changes the small purchase procurement method to from \$150,000 to \$250,000. These changes have been vetted with our auditors and attorney and the impact of these tier changes pushed down to our contracts.

III Approved Funding, Allocation & Commitment Policy

This is a rewrite of an existing policy which needed to be simplified to adapt to the new fiscal requirements for spending within a two-year timeframe instead of three.

- Establishes Programmatic Reserve at a level of 1.5% of annual award
- Added additional use for Programmatic Reserve-----ability to provide additional funding to state plan initiatives with justification and approval of State Plan Committee Chair
- Allows for multi-year budget approval
- Allows staff to proceed with procurement of funds for the identified Council initiatives
- Finance Committee and State Plan Committee will monitor obligation of funds
- Provides process for budget surplus or deficit

IV Review of FDDC Administrative Expenditures Budget to Actual 10/01/17 through 8/31/18

Line items were highlighted with details. The overall administrative budget for the period 10/01/17 through 8/31/18 was under budget by \$304,801.

V Approved FY 2019 through FY 2021 Administration Budget

Line items were highlighted with details. The 3 year Administration budget (FY 2019, 2020 and 2021) was approved.

Executive Committee:

I Approved minutes

Approved the minutes from the June 28, 2018 meeting.

II Approved Whistleblower Policy

This is a policy that is standard for nonprofits and meets federal regulations. It encourages members and employees to report suspected violations of ethical standards of conduct without fear of retaliation. The policy details reporting, investigating, and resolving complaints of violations as well as course of action.

III Approved Confidentiality/Non-Disclosure Policy

The purpose of this policy is to protect the Council, staff and our work. Certain information must be safeguarded and used for the sole purposes of performing duties. Some examples are personal health information; tangible or intangible data or information that is proprietary to the Council and not generally known to the public such as marketing strategies, financial information, projections, plans for products, customer lists, databases, etc.

Joint Finance and Executive Committee:

I Approved FDDC Full Budget for FY 2019 through FY 2021

The Finance and Executive Committees jointly approved the full three year budget (FY 2019, 2020 and 2021) for both administration and programs.