



### **Executive Committee**

Tuesday November 5, 2019, 3:40 p.m.

Liberty Place, Room 112

Members Present: John Biemiller, James Black, Pete Higgins, Jean Martin, Sandy Nonnenmocher, G. David Sload and Jill Sebest Welch, Thomas Baldrige

Member Not Present:

Staff and Contractors: Valerie Hatfield, Anna Ramos, Bob Saidis (attorney-phone), Cathy Rychalsky, Judy Wechter, Anibal Aponte and Lila Singleton

### **Welcome and Request for Public Comment**

Jim Black called the meeting to order at 3:40 p.m. and requested public comment before roll call.

### **Meeting minutes from October 1, 2019**

John Biemiller moved to accept the meeting minutes of October 1. Sandy Nonnenmocher seconded the motion, which carried unanimously.

### **Finance reports from September 2019**

The Finance Committee recommended approval of the September 2019 finance reports. Tom Baldrige seconded the motion, which carried unanimously.

### **Action Items**

- Revision of FP #101, FP #103, and FP #106

Finance Committee made the motion and John Biemiller seconded the motion to recommend approving all three policy updates with the following changes:  
FP #103 – Update to state the COO and Executive Director will complete the bank statement reconciliation, remove Fiscal Manager.  
FP #106 - add the procedures on approving the Quickbook entry  
the motion was carried unanimously.

### **Discussion Items**

- Business-Education Summit  
The date for the Summit is January 28, 2020 and the location is PA College of Health Sciences. Staff is working on theme and agenda.

### **Staff Reports**

- Judy Wechter
- Lila Singleton
- Valerie Hatfield

## **Executive Session**

The Executive Committee went into Executive Session at 4:19 p.m. and reconvened at 5:02 p.m. The purpose of the Executive Session was to discuss space and various personnel matters.

No action was taken

The meeting thereafter was adjourned at 5:02 p.m.