



Agenda

FEMC Board Operations Committee Conference Call

Friday, July 8, 2016

Beginning at 10am or soon thereafter

Tallahassee, Florida

Call-in Number: 888-392-4560

Participant Code: 1188973

- A. Call to Order, Roll Call
- B. Approval of Agenda
- C. Approval of Consent Agenda
(Items denoted with an asterisk are included in the Consent Agenda)
- D. Chair's Report
- E. President's Report
 - #1. Discussion/Update on Job Descriptions – (Staff has been provided sample job descriptions from other companies and will be working on revising FEMC's job descriptions to be somewhat comparable to the samples. Samples will be provided before the call.)
 - #2. Discussion/Update on Board Responsibilities - (At the April 2016 FEMC Board Meeting, Mr. Bracken and Mr. Kowkabany were going to take a look at the proposed board responsibilities and bring back a recommendation to the full board.)
 - #3. Discussion/Update on Board Operations Committee Responsibilities – (At the April 2016 FEMC Board Meeting, the proposed responsibilities were put on hold until the board roles and responsibilities could be finalized. The only addition

that was asked for was that any member of the Board Operations Committee could request a meeting.)

#4. Discussion/Update on Procurement Policy – (This item has been put on hold until the amended/restated contract could be finalized and signed which was done at the June 2016 FEMC Board Meeting.)

#5. Request approval of purchase of new small business server (proposal from IT vendor will be provided before the call)

- F. Vice President's Report
- G. Secretary/Treasurer's Report
- H. Discussion of agenda for next meeting
- I. Unfinished Business
- J. New Business
- K. Adjourn.

Next FEMC Board Meeting: August 30th at 10am via conference call

Next FEMC Board Operations Conf. Call: September 9th at 10am