

# **Southeast Compact Commission Administrative Committee Meeting Minutes**

## **June 14, 2023**

The Administrative Committee met on June 14, 2023, at the Residence Inn Birmingham Downtown at UAB at 821 20th Street South, Birmingham, Alabama, 35205. Committee Chairman Jack Storton noted that a quorum of the Committee was present and called the meeting to order at 1:30 p.m.

### **Members Present**

Jack Storton (Chairman), Karl Frost, John Williamson, Paul Burks, Donna Hodges, Debra Shults

### **Staff Present**

Tom Hansen

### **Also Present**

Cason Coan, Nick Swindall, Lea Perlas

### **Approval of Minutes**

Karl Frost made a motion to approve the minutes of the June 27, 2022, committee meeting. Paul Burks seconded the motion, and Committee Chairman Storton called for a vote on the motion which was unanimously approved.

### **Staff Report**

Tom Hansen, the Commission's Executive Director, summarized the items on the Committee's agenda and reported on the following items.

- Communications with the Commission's financial advisor (Raymond James)
- Communications with the Commission's bank (Truist) regarding checking and credit card accounts
- Annual reporting
- Insurance renewals
- Transitioning of the broker/processor website responsibility to the Disused Sources Working Group
- Status of SECC website updates
- Executive Director timecard recordkeeping
- Communications with Commissioners and Alternates
- Document storage
- Future meetings and meeting planning

### **Review and Discussion of Proposed Budget for Fiscal Year 2024**

Paul Burks, Secretary/Treasurer and Chairman of the Finance Committee, presented the proposed budget for FY 2024 and the supporting documentation to the Committee. The proposed budget had been reviewed by the Finance Committee earlier that day and was referred to the Administrative Committee for further review.

Paul Burks moved that the proposed FY 2023 budget be submitted to the full Commission for approval. Karl Frost seconded the motion, and Committee Chairman Storton called for a vote on the motion which was unanimously approved.

### **Old Business**

The Committee discussed old business including a policy for records retention and contracting related to the disposal of disused sources. The Committee will recommend the following to the full Commission:

- Recommend Tom Hansen consult with the Commission's attorney and have a policy for records retention drafted for review during the next meeting.
- Recommend the draft contract with Bionomics, Inc. for disused source disposals be advanced in a manner that authorizes the officers to negotiate the contract's final terms and sign when deemed to best reflect the interests of the Commission.
- Have the Executive Director seek an alternate means of storing electronic records currently held by Records Retention, Inc.

### **New Business**

The Committee discussed new business including Mike Mobley's desire to resign from the Commission, the location for the Commission's next annual meeting, the Executive Director's contract, the evaluation criteria for the Hodes Award, changes to the By-Laws that would allow meetings to be held by phone, electronic checking, and individuals to serve on committees without terms limits, and a change to the Travel Policy that would allow compensation up to the Federal daily per diem rate on the first and last days of travel. The Committee will recommend the following to the full Commission:

- Draft a letter recognizing Mike Mobley for his years of service to the Commission.
- Have the Executive Director work with staff from Lea Perlas' office to find a suitable location in VA for the next annual meeting.
- Revise the Executive Director's contract to reflect the salary increase indicated in the proposed budget.
- Have the Executive Director draft and an ad hoc awards committee approve revised criteria that make the Hodes Award available to a broader pool of nominees.
- Approve draft revisions to the By-Laws that will allow 1) meetings to be held by phone, 2) electronic checking to happen without signature, and 3) individuals to serve on committees without specified term limits.

- Approve draft revisions to the Travel Policy that will allow compensation up to the Federal daily per diem rate on the first and last days of travel.

**Adjournment**

John Williamson moved to adjourn the meeting and Paul Burks seconded the motion. Committee Chairman Storton called for a vote, and the meeting was unanimously adjourned at 4:45 p.m.