
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: GOVERNOR
FROM: RILEY
SUBJECT: JOBS FOR MISSISSIPPI GRADUATES: AGENDA FOR TODAY'S BOARD MEETING
DATE 12/19/02
CC: FILE

The agenda for today's 3:30 p.m. board meeting is attached. You need to open the meeting with a general greeting. Dr. Haynes has asked if you could mention the National Board meeting in Washington earlier this month. He will mention it during his report, but you should mention it in your opener in case you need to leave the meeting.

The first item is the adoption of September's minutes.

Recognize Brenda Thurman for the treasury report, which will need to be adopted. The numbers look good, as JMG has \$632,697 in income and only \$614,029 in expenses. You should inquire as to what the \$601.55 in "Uncategorized Expenses" includes.

Dr. Haynes can discuss each "New Business" item. A vote is needed on each:

- **Audit Report:** The auditor cited (see page 20 of audit report) JMG's having a small administrative staff where one employee performs all accounting functions. He considered this a reportable condition, but not a material weakness and recommended, as he has in prior audits, that the receipt, disbursement, approval and execution of financial transactions be the responsibility of a staff member other than the one who maintains the financial reporting system.
- **Approval of Finance Committee:** Approve proposed membership
- **Approval of Personnel Committee:** Approve proposed membership.
- **Approval of Reemployment of Director:** Approve the Personnel Committee's recommendation for continuation of Haynes' employment 2003-2004.
- **Approval of Employment Replacing the Field Services Coordinator:** Approve the Personnel Committee's recommendation for employment of Dr. Rosie Brantly.
- **Approval of Drug-free workplace assurance**

The last item of business is Dr. Haynes' report.