

**ABILITIES FIRST**  
*“Turning Abilities into Opportunities”*

**EXECUTIVE COMMITTEE MEETING**  
*February 8, 2024- Agenda*

Abilities First will hold an open Executive Committee Meeting on **Thursday, February 8, at 3:00 PM** at Abilities First. Please contact **Crystal Collins, at [ccollins@abilitiesfirst.net](mailto:ccollins@abilitiesfirst.net) by 1:00 PM, on February 8**, if you wish to attend the open meeting virtually.

1. Convene – Abilities First and Microsoft Teams – 3:00 PM
2. Review Previous Minutes
  - a. January 18, 2024
  - b. January 18, 2024 – Closed Session
3. Employee Handbook Revision
4. Review Check Register & LOC Details
  - a. January 2024
5. CEO and President Purchase Card Expense Review
6. Other Business
7. Vote to go into closed session
8. Adjournment

The tentative agenda of this meeting also includes a vote to close part of this meeting pursuant to Section 610.021(1) RSMo.