

## Minutes

ATTENDANCE		
<b>Participants:</b>	<b>Committee member(s) who attended via Go-to-Meeting:</b> Rhonda Hauff, Jorge Rivera, Brian Gibbons <b>Committee Member(s) absent:</b> Julie Peterson <b>Guests:</b> N/A	
<b>GCACH:</b>	Carol Moser; Executive Director, Becky Kolln; Director of Finance & Contracts, Rachael Guess; Finance & Contracts Coordinator	
MINUTES & REPORTS		
<b>Welcome &amp; Introductions:</b>	<ul style="list-style-type: none"> <li>Roll-call performed by Becky Kolln. Meeting started at 11:05am.</li> </ul>	
ACTION ITEMS & UPDATES		
<b>Approval of Minutes</b>	<ul style="list-style-type: none"> <li>Becky requested the review and approval of July meeting minutes.               <ul style="list-style-type: none"> <li>No corrections needed</li> </ul> </li> </ul>	No motion to approve – Rhonda and Jorge were not at July Meeting to approve minutes

<b>Relocation SBAR</b>	<ul style="list-style-type: none"> <li>• Becky discussed the SBAR prepared for GCACH’s relocation from Pasco to Kennewick. <ul style="list-style-type: none"> <li>○ Greater Columbia ACH is preparing for organizational life beyond the Medicaid Transformation and is proposing to move the office location from Pasco to Kennewick. This relocation positions GCACH to be more independent and move visible to our current and future stakeholders.</li> <li>○ GCACH estimates that the net increases in cost per month are:</li> </ul> </li> </ul>			<p>Rhonda made a recommendation to present Option #1 of the SBAR to the Board</p> <p>Brian provided 2<sup>nd</sup> recommendation</p>	
	<b>Monthly</b>	Current: \$17.85 per square foot	New: \$19.89 per square foot		Notes
	Rent	\$3,620.00	\$3,047.00		Current includes the addition of two offices.
	Janitorial	Included in Rent	\$112.20		ACTUAL
	Fiber	\$125.00	\$114.00		ACTUAL
	Phone	\$440.00	\$530.00		Purchasing three new phones for Lauren, Rachael and new admin.
	Water	Included in Rent	\$1,300.00		Common Area Estimate (CAM) \$5.89 psf/yr include water/sewer, KID irrigation, garbage, and natural gas utilities, common area repairs and maintenance, landscaping, snow and ice removal, property taxes and insurance.
	Sewer	Included in Rent			
	Garbage	Included in Rent			
	Natural Gas	Included in Rent			
	Power	Included in Rent	\$120.00		ESTIMATE
	<b>Total</b>	<b>\$4,885.00</b>	<b>\$5,223.20</b>		<b>\$(338.20)</b>

<b>One time</b>	<b>Option 1 (Buy New)</b>	<b>Option 2 (Move Current)</b>	
Bella's	\$32,000.00	\$25,000.00	Includes new conference furniture, 2 offices, and 1 new cubicle.
Staff Time (3 days)		\$11,000.00	Option 1 no disruption in staff time/Option 2 three days of staff time. Staff down time to move and set up new offices
IT	\$5,000.00	\$5,000.00	Estimate from iNext
Current Lease Buy Out	\$9,900.00	\$9,900.00	Estimate based on moving in October
Current Fiber Contract Buyout	\$1,600.00	\$1,600.00	Estimate based on moving in October
<b>Total</b>	<b>\$48,500.00</b>	<b>\$52,500.00</b>	

  

- Question – *Rhonda Hauff* - Are there any downsides to moving?
  - Answer – *One downside would be our current location is right in the middle of several Social Determinates. Being so close keeps us very aware of the needs in our community.*
- Question – *Jorge Rivera* – Is the new location conducive to having multiple meeting spaces?
  - Answer – *Currently we utilize the meeting space at CAC for our different committees and groups. Once we relocate, we will be able to use our own conference room for such meetings.*
- Question – *Jorge Rivera* – Can space be a good argument in support of the relocation? Are you outgrowing your current office space?
  - Answer – *As of right now we have enough office space to accommodate our staff, but we are all divided on different sides of the building. We are needing to hire*

	<p><i>new staff before the end of the year which we do not have space for at our current location. We also do not have a conference space big enough to host meetings.</i></p> <ul style="list-style-type: none"> <li>• Question – <i>Brian Gibbons</i> – Why are you considering moving now and not at the beginning of 2020 in 3 months?             <ul style="list-style-type: none"> <li>○ Answer – <i>We had been looking for months for a location and had not found a place that would work economically and spatially to fit our team. When we found this location, we knew we had to “jump on it” considering everything about the location fits the growing needs of GCACH staff.</i></li> </ul> </li> <li>• <b>GCACH Recommendation</b> <ul style="list-style-type: none"> <li>○ Given the cost of loss staff time due to the disassembling and assembling of the furniture staff recommends we purchase new furniture as stated in Option 1 in order to avoid down time. This would also allow for better office configurations in the new space. The funding for the move would be taken from the “Contract Services” line item in the budget that is currently 18% expended and has a balance of \$164,414.24. We are on the path to spend \$100,000.00 for 2019 leaving \$64,000 to cover the moving expenses.</li> </ul> </li> </ul>	
<p><b>Statement of Financial Position (Balance Sheet)</b></p>	<ul style="list-style-type: none"> <li>• Becky discussed the Balance Sheet for July 2019             <ul style="list-style-type: none"> <li>○ Based on the recommendations from our annual audit, we had the accountant at Moss Adams make a few changes to our QuickBooks Ledger. They ended up adding several new accounts without calling to explain them to our financial team. We have a meeting setup to discuss the added accounts.                 <ul style="list-style-type: none"> <li>▪ Accounts that were added are as follows                     <ul style="list-style-type: none"> <li>• Fixed Asset</li> <li>• Accumulated Depreciation</li> <li>• Office Equip Fixed Asset</li> <li>• Website Fixed Asset</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<p>Statement of Financial Position for July 2019 was not approved – Brian and Jorge wanted to wait until we heard back from the team at Moss Adams</p>

<p><b>Statement of Activity Detail</b></p>	<ul style="list-style-type: none"> <li>• Becky discussed the Statement of Activity Detail for July 2019 <ul style="list-style-type: none"> <li>○ GCACH made last round of Q1 LHIN deliverable payments.</li> <li>○ Based on the recommendation for the Communications Committee, GCACH sponsored Walla Walla’s National Night Out in the amount of \$5000.</li> </ul> </li> </ul>	<p>Statement of Financial Position for July 2019 was not approved – Rhonda, Brian, and Jorge wanted to wait until we heard back from the team at Moss Adams</p> <p>Rhonda made the recommendation to prepare an RFP for another auditor</p>
<p><b>Budget vs. Actuals FY 2019</b></p>	<ul style="list-style-type: none"> <li>• Becky discussed the Budget vs Actuals YTD (August 31, 2019) <ul style="list-style-type: none"> <li>○ Yakama Nation LHIN contract has been given to the Yakama Nation for review. GCACH is hoping to sign the contract soon!</li> <li>○ GCACH will start earning interest on the DSRIP funding in the next few months.</li> <li>○ GCACH relocation will be pulled from the “Contract Services” account which is at a current balance available of \$164,414.24.</li> </ul> </li> <li>• Question – <i>Jorge Rivera</i> – What is the difference between “Contract Services” and “Professional Services”? <ul style="list-style-type: none"> <li>○ <i>Answer - Contract Services are contracts with have with vendors. For example, Oregon Health &amp; Science University (OHSU), Eastern Washington University (EWU), Better Health Together, and Seattle King County Public Health.</i></li> </ul> </li> </ul>	<p>Rhonda, Brian, and Jorge recommended we hold on presenting the financials to the Board until we hear back from Moss Adams and receive clarification</p>

	<ul style="list-style-type: none"> <li>○ <i>Answer - Professional Services are services performed by legal attorneys, accountants, and auditors.</i></li> <li>• Question – <i>Rhonda Hauff</i> – Why is payroll showing on the Design Funding report when the money comes from DSRIP?             <ul style="list-style-type: none"> <li>○ <i>Answer – GCACH put the \$1.4 million on the Design Funding report because it was pulled down from the DSRIP Funding into the Design funds. We expense our payroll off of that amount every month so we felt it necessary to document on the Design Funding report as money expensed.</i></li> </ul> </li> </ul>	
<b>ADJOURNMENT</b>		
<p><b>Finance Committee Time and Next Meeting</b></p>	<ul style="list-style-type: none"> <li>• Committee meeting adjourned at 12:20PM</li> </ul> <p style="text-align: center;"><b>Thank you for your time and engagement with the Greater Columbia Accountable Community of Health!</b></p> <ul style="list-style-type: none"> <li>• The next regularly scheduled Finance Committee Meeting will be held on September 12, 2019 from 2:00pm-3:00pm.</li> </ul>	