

Minutes

ATTENDANCE	
Participants:	<p>Committee member(s) who attended via Go-to-Meeting: Julie Peterson, Jorge Rivera, Brian Gibbons</p> <p>Committee Member(s) absent: Rhonda Hauff</p> <p>Guests: N/A</p>
GCACH:	Carol Moser; Executive Director, Becky Kolln; Director of Finance & Contracts, Rachael Guess; Finance & Contracts Coordinator
MINUTES & REPORTS	
Welcome & Introductions:	<ul style="list-style-type: none"> Roll-call performed by Becky Kolln. Meeting started at 4:05pm.
ACTION ITEMS & UPDATES	
Approval of Minutes	<ul style="list-style-type: none"> Becky requested the review and approval of October meeting minutes. <ul style="list-style-type: none"> No corrections needed <div style="float: right; width: 30%;"> <p>Julie Petersen motioned to approve the October minutes; Brian Gibbons seconded. Motion passed.</p> </div>

<p>Statement of Financial Position (Balance Sheet)</p>	<ul style="list-style-type: none"> • Becky discussed the Balance Sheet for October 2019 <ul style="list-style-type: none"> ○ There was concern around a negative in the liabilities (e.g. HSA Company Contribution). Rachael provided clarity. 	<p>Becky to look into the “Unrestricted Net Assets” to determine what that encompasses</p>
<p>Statement of Activity Detail</p>	<ul style="list-style-type: none"> • Becky discussed the Statement of Activity Detail for October 2019. Some activities. Activities include: <ul style="list-style-type: none"> ○ OHSU Consulting Services ○ Final Invoice for Bella’s, IT Services, relocating Equipment ○ Expenses for Provider Recognition Awards ○ Two LHIN Payments ○ Catering for Cultural Competency Training (Brian needed clarification that this was a GCACH sponsored meeting) ○ Payroll Expenses ○ Moss Adams Progress Invoice for 2018 Financial Audit ○ Coke Roth Legal Fees ○ Copy of Office Key ○ Final CAC Lease payment ○ Staff Cell Phones ○ Monthly Website Fee ○ Subscriptions (e.g. Adobe, Mailchimp, etc.) ○ Computer Purchase and Configuration ○ New Office Décor, Misc Office Supplies ○ Food and Supplies for GCACH Meetings ○ Provider Recognition Awards Supplies (Brian asked how we netted out with the budget. GCACH used less than what was allotted) 	

	<ul style="list-style-type: none"> ○ September Leadership Council Fee at CBC ○ Travel Expenses for PT Navigator Meetings, ACH Meetings, Learning Symposium expenses, Travel Reimbursement. (Brian asked for clarity around the amount, Carol stated that hotel stays for staff ran up the budget via the Learning Symposium) ○ Webinar for GCACH Marketing Manager ○ Deposit for Catering November BH Learning Collaborative ○ Speaker Reimbursements for Transitional Learning Collaborative <ul style="list-style-type: none"> ● No additional questions were asked. 	
Budget vs. Actuals	<ul style="list-style-type: none"> ● Becky gave an overview of the Budget vs. Actuals for October 2019. The revenues for this document have not been completed, but will be updated by the Board of Directors. Expenditures are current. ● We are about 53% through our budget with only two months left in calendar year. 	
Purchasing Policy Manual Change	<ul style="list-style-type: none"> ● Becky provided an overview of the change to the policy regarding the Marketing Manager receiving authority of \$300. 	Julie Petersen motioned to accept the Purchasing Authority Policy as stated. Jorge Rivera seconded. Motion passed.
2020 Budget Overview	<ul style="list-style-type: none"> ● Becky provided an overview for the Operational Budget 2020. Items discussed included: <ul style="list-style-type: none"> ○ Vehicles: Current vehicles are leased to 30,000 miles in 3 years, and we're 18 months and already at over 20,000 miles. 	Julie Petersen motioned to accept the preliminary 2020 budget overview. Jorrge Rivera

	<ul style="list-style-type: none"> ▪ Staff needs to determine if it's more feasible to pay penalty or lease new vehicles. ○ Payroll raises will be based on CPI index (i.e. 5% pay increase). <ul style="list-style-type: none"> ▪ Jennifer asked if benefits will be changing and if new numbers have been provided. This also entails an additional staff member for six months. ○ Professional Services: Merged line items with professional services. This includes IT services, Accounting, Auditing, etc. ○ Subscriptions, budgeted more for a potential software program. <ul style="list-style-type: none"> ▪ Brian suggested rationale around leasing or subscription requirements and what that looks like. ○ Food, lunch, and activities budget should decrease given the change in venue. ○ Marketing budget based on 2019 actual <ul style="list-style-type: none"> ▪ Question around if Lauren is working solo. Suggestion to increase resources i.e. consulting. ○ Staff training pending updated professional development policy <ul style="list-style-type: none"> ▪ Clarification that figure is based on a given amount per employee (totaling \$35,000). Carol recommended that GCACH replicate what YNHS's model (i.e. leadership pre-approves training) • Staff to bring Operational Budget for 2020 to November Board Meeting. Becky to refine so that the 2019 budget vs. actuals is also included for easy reference. 	<p>seconded. Motion passed.</p>
ADJOURNMENT		

<p>Finance Committee Time and Next Meeting</p>	<ul style="list-style-type: none"> • Committee meeting adjourned at 4:55PM. <p>Thank you for your time and engagement with the Greater Columbia Accountable Community of Health!</p>	
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