

Minutes

ATTENDANCE			
Participants:	<p>Committee member(s) who attended via Go-to-Meeting: Jorge Rivera, Brian Gibbons, Rhonda Hauff</p> <p>Committee Member(s) absent: Julie Petersen</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 2:05pm. 		
ACTION ITEMS & UPDATES			
Approval of Minutes	<table border="0" style="width: 100%;"> <tr> <td style="width: 70%;"> <ul style="list-style-type: none"> Becky requested the review and approval of November meeting minutes. <ul style="list-style-type: none"> No corrections needed </td> <td style="width: 30%; vertical-align: top;"> <p>Brian Gibbons motioned to approve the November minutes; Rhonda Hauff seconded. Motion passed.</p> </td> </tr> </table>	<ul style="list-style-type: none"> Becky requested the review and approval of November meeting minutes. <ul style="list-style-type: none"> No corrections needed 	<p>Brian Gibbons motioned to approve the November minutes; Rhonda Hauff seconded. Motion passed.</p>
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<p>Statement of Activity Detail</p>	<ul style="list-style-type: none"> • Becky discussed the Statement of Activity Detail for November 2019. Some activities. Revenue activities include: <ul style="list-style-type: none"> ○ Deposit from the Final Trauma Informed Approach Grant invoice ○ Interest accrued from Numerica Money Market Account • For expenditures: <ul style="list-style-type: none"> ○ Catering expenses for Provider Recognition Dinner ○ LHIN Training Reimbursement for Kirk Williamson. Side note on the education and training fund was originally intended for the LHIN to bring in education and training and less about professional development for individuals. GCACH need to authorize these expenditures so that they are aware that only one person is applying for the funds. There was pushback on that, but want to ensure the entire LHIN funding request is coming from individuals. \$30,000 has been set aside and Brian is glad we're able to do that. <ul style="list-style-type: none"> ▪ Rhonda wanted clarification that the pushback was from an individual versus the LHIN's themselves ▪ Brian concurs and supports this stance ○ Sponsorship of Benton Franklin County Medical Society's 36th Annual CME Seminar ○ Payroll expenses, which are more than normal given three pay periods ○ Moss Adams Progress Invoice for 2018 Financial Audit 	

	<ul style="list-style-type: none"> ○ Coke Roth Legal Fees ○ Pocket iNet internet fees. Note that the CenturyLink dismissed the contract termination fees. ○ November lease payment ○ Staff cell phones with Verizon ○ Monthly website fee ○ Subscriptions (Abadan, Intuit, Adobe, and Mailchimp) ○ Office Supplies ○ Food and Supplies for GCACH meetings ○ Office lobby rug. Total cost of rug is around \$700. More signage to come. ○ Travel expenses for Practice Transformation Navigator meetings with Providers, ACH meetings, 501 Commons training ○ Putting Care at the Center Conference Expenses ○ Catering for November Learning Collaborative <ul style="list-style-type: none"> ● Brian commented that this was a quiet month and that there was nothing out of the ordinary. 	
<p>Statement of Financial Position (Balance Sheet)</p>	<ul style="list-style-type: none"> ● Becky discussed the Balance Sheet for November 2019 <ul style="list-style-type: none"> ○ Rachael provided insight around "Deduction for Hotel Stay" ○ Rachael and Becky provided insight around Payroll Liabilities. The Direct Deposit Payable is what has been paid out since we switched to the accrual basis. ● Questions <ul style="list-style-type: none"> ○ Brian inquired about Sam's residency in Oklahoma and when that will change. She owns a home in Oklahoma and is just renting a 	<p>Becky to go down to Numerica to follow-up about credit card for Marketing department. She will also see about transferring credit card privileges from Rhonda to Brian.</p>

	<p>home in Oregon. She plans on moving back to Oklahoma when the demonstration is over (as far as Becky is concerned).</p> <ul style="list-style-type: none"> ○ Rhonda inquired about the Numerica Credit card and stated that she has spoken with two people and came away not feeling confident. First, she spoke with Sandy to start the process and gave her the new address. Sandy left Rhonda a message asking a follow up question. Rhonda returned call and spoke with Isaiah. Both individuals referred to the credit card as a 'debit' card. <ul style="list-style-type: none"> ▪ ACTION: Becky to go down to Numerica to follow-up. She will also see about transferring privileges from Rhonda to Brian. 	
<p>Budget vs. Actuals</p>	<ul style="list-style-type: none"> ● Becky provided an overview of the Budget vs. Actuals. <ul style="list-style-type: none"> ○ In revenues, still working on getting a contract with Yakama Nation LHIN. Will provide payment once that is in place. Carol is working really hard on getting this contract. ○ Rhonda asked for a reminder on the Amerigroup Funding for \$10,000. That money is originally intended for Social Determinants of Health. \$20,000 was used to fund the Yakama LHIN. Still need to determine what to do with the rest. Brian suggested he'd be in support of a program that exists that might need hedge funding (e.g. giving food to migrant workers). Rhonda suggested adding up the food banks and determining how much food could be needed. <ul style="list-style-type: none"> ▪ ACTION: GCACH staff to look into programs as a means to exhaust the remainder of this fund 	<p>Becky and team to look into how to utilize the rest of the Amerigroup Funding (\$10,000)</p>

	<ul style="list-style-type: none"> ○ Investment policy has been finalized, GCACH to begin looking for an investor in the near future. Becky is talking to the other ACH's to see if they have any recommendations on investors they've used. ○ Becky provided a reminder that the "Designated Funds" were previously "Restricted Funds". ○ Rhonda clarified that the internship dollars are for the preceptorship program we have developed (i.e. Behavioral Health Internship and Training Fund). ○ As of November, we are at about 60% of the spend of the budget and down to about six million in DSRIP funding. 	
<p>RFP for Financial Auditor</p>	<ul style="list-style-type: none"> ● RFP's are due January 8th. One response has been received but the organization stated they didn't have capacity. <ul style="list-style-type: none"> ○ Brian asked when we did this last time, who did we hear from? Carol stated Clifton, Alan, Larson; Moss Adams; and three others. ○ Rhonda inquired the number of firms this was sent out to. Becky clarified it was sent out to ten firms as well as advertised in the paper. ○ Rhonda requested to see the RFP. ○ Brian stated that if we reach January 8th without any viable proposals, can we not reach out to the folks before? Becky clarified that is the plan prior to January 8th. Becky to follow-up with the organizations next week. 	
<p>DSRIP 2020 Budget</p>	<ul style="list-style-type: none"> ● In the DSRIP Budget, we suggested in the Operations budget we are going to take money out for Administration Expenses, which has been reduced because we have leftover savings this year from salaries. Last year we also took money from the BH integration incentive funds and put it in 	

	<p>the operational budget for the internships. We also have taken some funds out for the Learning Collaboratives for speakers. This year, one of Carol's requests is for backstop funding for Catholic Charities Pasco Haven project. Because we don't have project level vouchers in the Tri-Cities that can be used. This funding would not be used but put in a grant application to say that if in fact we can't get the money to subsidize the rent, which has been guaranteed by the Human Services Department, this money would be set aside for the year so they can score higher on their application. Thus, we request to take a look at the contingency fund to support this project.</p> <ul style="list-style-type: none"> o Brian does not have any problem with this, and clarified that this is consistent with the use of the DSRIP funds. o Rhonda asked if there is going to be unhappy with the fact that others don't have a chance to apply for those? In other words, is that a fair process? o Brian clarified that this went through the Budget and Funds Flow committee, however a quorum was not met so a vote was not made. o Carol and Becky affirmed that this project has been fully vetted and that Jonathan Mallahan of Catholic Charities confirms that this funding will not be used. o Rhonda reiterated that her pushback is with the process and that she feels comfortable if the Board agrees with this decision. She inquired about responding to organizations like CAC who didn't have a chance to apply for those dollars but sure could use them. How should we respond? 	
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	<ul style="list-style-type: none"> ○ Carol stated that when we had the big community meeting and asked if they were willing to build a permanent supportive housing project, Catholic Charities was the only one that volunteered. Rhonda responded that Judith could say that we have 50 units that we are subsidizing on our own and we're losing money on those. This wasn't an open process and that is the backlash we might get. ○ Carol clarified that they aren't really applying for money, they are using the credit worthiness to get a grant. ○ Brian mentioned that one thing that might help us is showing that we do have a process for other parties to request funds of the GCACH for whatever reason (e.g. grants). He mentioned that it's like a co-signer, and that some might people not want to do that. ○ The group discussed challenges with the lack of process and policy for this situation. Carol suggests that these unusual requests go to the Board to act on. ○ Brian supports this use of funds and just wants to find a clean and easy way to do it (i.e. speak to funder of last resort). 	
<p>Budget and Funds Flow Committee Members</p>	<ul style="list-style-type: none"> • Becky provided an update on Budget and Funds Flow Committee members. Nominations come from the Budget and Funds Flow Committee, flows through to the Finance Committee, and is then approved by the Board. Four members have been recommended and Becky is working on obtaining bios for those members. 	
<p>ADJOURNMENT</p>		
<p>Finance Committee</p>	<ul style="list-style-type: none"> • Committee meeting adjourned at 3:00PM. 	



Finance Committee

Friday, December 13, 2019

2:00pm to 3:00pm

Regular meeting

GCACH / Go-to-Meeting

Time and Next Meeting	Thank you for your time and engagement with the Greater Columbia Accountable Community of Health!	
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