



Meeting of the Finance Committee
 Wednesday, January 5, 2022, 9:00 - 10:30 AM

Meeting: <https://zoom.us> | Meeting ID: 826 5958 9644
<https://us02web.zoom.us/j/82659589644?pwd=NUdhV2ZBaHJlZm0rVXRmNTRUVzRqUT09>
Phone Option: +1 253 215 8782
Password: NEWYEAR (Numeric Password for Phone: 7869227)

| MEMBERS PRESENT | | NOT PRESENT | ALSO PRESENT | |
|------------------------------|--------------|-------------|--------------------------------------|----------------------------------|
| Sue Taoka | Doris Koo | AyeNay Abye | John Kim | Christina Bernard |
| Bob Cook (Arrived 9:48am) | Paul Feldman | | Gene Yoon | Denise Stiffarm |
| Gloria Burton | | | Whitney Gerlach | Michael Finch |
| | | | Mallory Fitzgerald (Until 9:25am) | Michael Leong (Until 9:28am) |
| | | | Sarah Hicks (Until 9:29am) | Mike Heinisch (Until 10:00am) |
| | | | Michelle Thomas (Until 9:29am) | Doug Jackson (Until 9:19am) |
| | | | Ellie Menzies | Nancy Sugg (Until 9:28am) |

Doris Koo called the meeting to order at 9:10am. A quorum was present. Doris Koo welcomed Mike Heinisch to the meeting and he commented on the Health Equity Scholars' work.

Presentation by PHPDA Health Equity Scholar

Sarah Hicks, PHPDA Health Equity Scholar for 2021, provided her presentation on "Immigrant and Refugee Healthcare Services Among King County Community-Based Organizations".

The Committee thanked the PHPDA 2021 Scholar for her work. She will provide a final report.

Consent Calendar Minutes

The Finance Committee voted to approve the amended minutes from December 1, 2021 (Moved/2nded by Doris Koo/Sue Taoka, 4 of 4 in favor)

Update on Program Committee and Grantmaking

The Executive Director updated the Finance Committee on Program Committee and grant activities.

- Two 2021 Health Equity Scholars, Devin Razavi-Shearer and Michelle Thomas presented.
- The Program Committee deferred finalization of their workplan until March to discuss advocacy.
- The Program Committee will review Major Grant LOIs during the February Program Committee meeting and will be requiring more time. The February Finance Committee meeting will be adjourned to be continued at a later time.

Financial Stewardship

Investment Update

The Associate Director discussed LGIP investments. The interest rate went up slightly and money was transferred into the LGIP at the end of 2021.



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November 2021 Financial Statements

The Associate Director reported on the November 2021 Financial Statements.

- CBRE is working with PHPDA on PacMed payments to ensure proper accounting around the transition between leases.
 - The auditor recommended categorizing one PacMed payment as miscellaneous income.
- The PacMed Clinic lease brokerage fees payment is included in the statements.
- December statements will not be brought to the Committee in February. Both year-end and January financial statements will be reviewed at the March meeting.

The Finance Committee voted to accept the November 2021 Financial Statements (Moved/2nded by Sue Taoka/Paul Feldman, 4 of 4 in favor)

Staff Time Tracking Summary 2021

The Associate Director reviewed the 2021 Staff Time Tracking Summary with the Finance Committee.

State Auditor's Office Discussion

The Executive Director and Associate Director reported on their discussions with the State Auditor's Office.

- In the fall of 2021, an employee received an email from someone stating they were the Executive Director and asked the employee to purchase gift cards with their personal credit card. The employee was under the impression they would be reimbursed right away. They followed the instructions until they realized it was a scam.
- The employee explored every avenue to get reimbursed outside of the PHPDA, but was unsuccessful.
- PHPDA informed the State Auditor they plan to reimburse the employee, as they were acting in good faith as part of their job, and the State Auditor advised against it.
 - The employee was reimbursed in December 2021.
 - The State Auditor considers the incident a fraud case. They will investigate it and will communicate with the PHPDA on the information they need.
- PHPDA will review their reimbursement policy and share updates with the Committee and State Auditor.
- Our IT Consultant assured us security measures are in place to avoid future email scams.

Grantmaking

Potential Grant to Afghan Health Initiative

The Executive Director and Associate Director discussed a potential Afghan Health Initiative grant.

- A large number of Afghan evacuees are arriving in Washington from bases around the U.S. Kent has a well-established Afghan population.
- Funders reached out to PHPDA to discuss Afghan Health Initiatives' (AHI) work with incoming refugees and evacuees. The funders were looking for help with general operating costs to assist Afghans.
 - We cannot contribute to general operating funds due to charter limitations, but explored ways to fund emergency needs.



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- The Executive Director began conversations with AHI and HealthPoint and they discussed ways for us to fund their collaboration. AHI presented a proposal to put HealthPoint providers in AHI's health spaces.
- PHPDA proposed funding a \$50,000 grant outside of our normal grant process. The Governing Council must vote to approve the grant.
- The Program Committee also discussed the recommendation.
- The Committee discussed creating a policy to address future emergency grant funding.
- No action was taken at this time.

Committee Governance

Review of 2021 Finance Committee Workplan

The Associate Director reviewed the 2021 Finance Committee Workplan and accomplishments.

2022 Finance Committee Workplan

The Committee Chair facilitated a discussion of the 2022 Finance Committee Workplan.

- They want to review PHPDA's reimbursement policy and include it in the workplan. The Associate Director and Committee Chair plan to discuss the policy before the next meeting.
- No action taken and they will review the workplan again in February.

Real Estate

The Real Estate Consultant provided an update on the Quarters Buildings.

- Commerce is working with SHKS Architects and their sub-contractors on the feasibility study and evaluations of the Quarters Buildings.
- There are no restrictions under landmark status around making interior changes in the Quarters, but there are restrictions to external changes.
- Hazardous material concerns in Quarters:
 - The feasibility study will help us identify any hazardous materials.
 - The Committee discussed hazardous material abatement and clean up grants.
- The Executive Director discussed ADA accessibility in Quarters 1 and 2.

North Lot Update

The Executive Director discussed the North Lot project.

- Legal Counsel is working on side agreements and other documents needed by SCIDpda.
- SCIDpda is on track to close in late Spring.

PacMed Update

The Executive Director did not provide an update on PacMed.

Adjournment

The meeting adjourned at 10:33 a.m.



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Minutes approved: *Robert D. Cook* *2/2/22*
(Date)