



health sciences & services authority of spokane county

SPECIAL BOARD MEETING MINUTES

MONDAY, NOVEMBER 25, 2024, 3:00PM, 421 W RIVERSIDE #805, SPOKANE, WA 99201

In attendance: Dr. Francisco Velázquez, Lewis Rumpler, Chandima Bandara, Alisha Benson, Jason Thackston, Robin Pickering, Vange Ocasio Hochheimer, Allison Glasunow, Julie Orchard, Erin Williams Hueter, Thaddeus O’Sullivan, Leeanne Clegg

1. Welcome – Board chair - Dr. Francisco Velázquez
 - a. Establish a Quorum at 3:07pm
 - b. Review Conflict of Interest statement
 - c. October 16, 2024, Board Meeting Minutes
 - i. Lewis Rumpler motion to approve
 - ii. Vange Ocasio Hochheimer second
 - iii. Unanimous approval
2. Executive Session: 3:12pm – 3:30pm
 - a. Discussion of contracted services
 - b. Discussion of Executive Director performance review process
3. Grants Committee Report – Executive Director - Erin Williams Hueter on behalf of Committee Chair - Daryll DeWald
 - a. Grant Award Agreement
 - i. Discussion of Article 6
 - ii. *ACTION PLAN - Subcommittee will review and make recommendations to Grants Committee*
 - b. Strategic Plan
 - i. *ACTION PLAN – create subcommittee*
 - c. Contract Extension Requests
 - i. Community Minded Enterprises
 1. Contract extension to May 31, 2024
 - a. Lewis Rumpler motion to approve
 - b. Chandima Bandara second
 - c. Motion passes unanimously
 - ii. Photon Biosciences
 1. Recused from discussion: Chandima Bandara & Allison Glasunow
 2. Requesting no cost 3-month extension

- a. Jason Thackston motion to approve
 - b. Robin Pickering second
 - c. Majority of Board approves (5) with Vange Ocasio Hochheimer, Allison Glasunow, and Chandima Bandara abstaining
 - d. Motion passes
 - d. Follow up Spokane Regional Health District Application
 - i. Dr. Francisco Velázquez recused from discussion
 - ii. Previously approved for \$25,0000
 - iii. Received additional funds.
 - iv. Added to original amount - total requested is \$42,500
 - v. Motion to approve by Chandima Bandara
 - vi. Lewis Rumpler second
 - vii. Motion passes with Dr. Francisco Velázquez abstaining
 - e. Review of grant applicants to be discussed at December meeting
- 4. Governance Committee Report – Executive Director – Erin Williams Hueter on behalf of Committee Chair Darryl Potyk
 - a. Update Slate of Officers for 2025
 - i. Dr. Francisco Velázquez remain as Board Chair for 2025
 - ii. Allison Glasunow remain as Vice chair for 2025
 - iii. Darryl Potyk will remain as secretary but will step down if someone else desires to volunteer
 - iv. Committee Chairs remain
 - b. Employee Handbook
 - i. Expected to be presented for vote at December Board Meeting
 - c. Mayor Appointed Vacancy
 - i. Applications are being accepted
 - ii. HSSA will vet candidates and make a recommendation to the Mayor’s office per their request
- 5. Finance Committee – Lewis Rumpler – Committee Chair
 - a. Review of Financial Statements
 - i. 2024 budget at or below projections
 - 1. Administration operating below (at about 6%)
 - b. Finance Contractor Update
 - i. Working on contract with DTB Certified Public Accountants
 - ii. Lloyd Fillis will be HSSA contact
 - c. Internal Audit Update
 - i. The Board was referred to the document in their packet

- ii. ACTION TAKEN – This document has been provided to current grantees and prospective applicants showing updated guidance on allowable costs and how to document costs for reimbursement.
 - d. 2025 Budget Preparation
 - i. Proposed budget is expected to include
 - 1. Increase in Leeanne Clegg’s (program assistant) time due to higher workload and associated parking and supply costs.
 - 2. Grants management database
 - 3. Society of Human Resources Management Database
 - e. Request for Budget Modification – Preveal
 - i. Grantee not prepared with needed documentation
 - ii. Motion by Lewis Rumpler to get appropriate documentation from Preveal and bring to grants committee for review, and make a recommendation at the next board meeting
 - iii. Second by Chandima Bandara
 - iv. Motion passes unanimously
- 6. Note: Alisha Benson left for another meeting at 4:01 pm
 - a. Quorum still present
- 7. Executive Director Report – Erin Williams Hueter
 - a. Strategic Plan
 - i. No feedback regarding changes has been received, and the plan will be published on HSSA’s website.
 - ii. Committees and subcommittees will begin work on items in the plan.
 - iii. All grants from last meeting have been fully executed
 - iv. ACTION ITEM – press release
- 8. Public comment
 - a. None
- 9. Motion to adjourn
 - a. Next meeting December 18, 2024
 - b. Chandima Bandara motion to adjourn
 - c. Second by Lewis Rumpler
 - d. Motion passes unanimously – meeting adjourns at 4:09pm