

**HSSA BOARD OF DIRECTORS**

**Minutes of the February 21, 2018 Board Meeting**

**Members Present:** Nancy Isserlis, Board Chair; Mike Wilson, Grants Committee Chair; Jason Thackston, Finance Committee Chair; Kevin Oldenburg, Scott Gordon, Gary Pollack, Darryl Potyk, Dave Vachon, and Frank Velázquez

**Members Absent:**

None

**Staff Present:**

Susan Ashe, Executive Director

Gaylene Lewin, Accountant Consultant

**Guests:**

None

1. **Call to Order**

Nancy Isserlis, Board Chair, welcomed everyone and called the meeting to order at approximately noon. The meeting was held at the Hemmingson Center, LaStorta Room 211 at Gonzaga University. She advised all that the board meeting would be intentionally short as it would be followed by the Board Retreat.

1. **Board Actions**
2. Frank Velázquez moved, and Gary Pollack seconded, a motion to approve the Board meeting minutes from the November 15, 2017 board meeting. The motion passed unanimously.
3. Jason Thackston moved that to human resource policies be updated, the HSSA Employee Overtime Policy and the HSSA Benefits Applicable to Executive Director Position Policy be approved. Kevin Oldenburg seconded the motion and it passed unanimously.
4. **Chair’s Report**

Board Chair Isserlis reported that she had signed a series of warrants since the Board last met on November, 2017, and when a warrant required two signatures these were provided by Jason Thackston, HSSA Finance Chair.

The Chair introduced Laura McAloon, McAloon Law PLLC who made a presentation on her review of the HSSA’s 2010 bond issue, which she found to be in good order.

1. **Executive Director’s Report**

The Executive Director’s Report was included in the Board packet members received at the meeting.

1. **Committee Reports**
2. Finance Committee

The Finance Committee report was moved to the Board Retreat as part of the Finance Chair’s report.

Two human resources matters were approved by the Board, an update to the HSSA Employee Overtime Policy that adds a statement that all overtime must be preapproved, and the HSSA Benefits Applicable to Executive Director Position Policy regarding annual paid-time off (PTO). The new statement reads: “Executive Director to receive 120 hours of annual paid-time off (PTO) with the ability to accumulate no more than 144 hours during the first two years of employment. Executive Director to receive 144 hours annually of PTO with the ability to accumulate no more than 173 hours during the second through ninth years of employment. Executive Director to receive 160 hours annually of PTO with the ability to accumulate no more than 173 hours for years beyond nine years of employment.”

Jason Thackston moved to recommend that both matters to be approved by the Board, Kevin Oldenburg seconded the motion, which passed unanimously.

B. Grants Committee

The Grants Committee report was moved to the Board Retreat as part of the Grant Chair’s report.

1. **Counsel’s Report**

Counsel had no report.

The meeting was adjourned at approximately 1:15 PM by Board Chair Isserlis.

**The next meeting of the HSSA Board is scheduled for May 16, 20i18 3 PM, location TBD.**