

health sciences & services authority of spokane county

**hssa**

**HSSA BOARD OF DIRECTORS**

# Minutes of the December 16, 2020 Board Meeting Via Zoom Conference Call

**Members Present:** Nancy Isserlis, Board Chair; Jason Thackston, Finance Chair ; Mike Wilson, Grants Chair; Daryll DeWald, Allison Glasunow, Kevin Oldenburg, Darryl Potyk, Dave Vachon and Frank Velazquez.

**Staff Present:** Susan Ashe, Executive Director; Laura McAloon, Attorney; Gaylene Lewin, Consulting Accountant

**Guests:** Glenn Prestwich, WSU sp3nw.

# Call to Order

Nancy Isserlis welcomed everyone and called the Board meeting via Zoom to order at approximately 3:00 PM.

# Board Actions

* 1. Jason Thackston made a motion, and Kevin Oldenburg seconded the motion, to approve the minutes of the September 16, 2020, Board meeting. The Board unanimously approved the motion.
  2. Jason Thackston moved and Kevin Oldenburg seconded a motion to approve the Oct. 1, 2020 Special Board Minutes which had passed with one abstention at that time. This motion passed unanimously.
  3. Jason Thackston moved to approve a proposed operating budget of $206,312 for 2021, Mike Wilson seconded the motion and it passed unanimously.
  4. Mike Wilson moved and Nancy Isserlis seconded a motion to approve the

Grants Committee' s five Access to Care 2021 grants totaling $150,000. It passed with a partial abstention related to one grant to Catholic Charities by Mike Wilson who serves on its board.

* 1. Nancy Isserlis moved and Kevin Oldenburg seconded a motion to pay off the balance of HSSA' s 2010 bond and move the remaining funds to HSSA' s general fund. The motion unanimously passed.
  2. Jason Thackston moved and Kevin Oldenburg seconded the motion to notify the Spokane County Board of Commissioners to extend the sales tax credit of .02 through 2038 given the State's reauthorization ofHSSA for 15 years. The motion unanimously passed.

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* 1. Mike Wilson moved and Dave Vachon seconded a notion to elect Jason

Thackston as Chair of the HSSA Board of Directors beginning January 1, 2021. The motion passed unanimously.

# Chair's Report

The Chair called the meeting to order at approximately 3 PM. In addition, the Chair sought the approval of the September 16th and October 1st Special Board Meeting Minutes, which she received. She also asked Board members to provide any updates they might have to share, which each did.

Nancy informed the Board that she had submitted her letter of resignation to the Executive Director, effective December 31, 2020. She then reviewed the many accomplishments of HSSA during her 13 years of service. She has been elected Vice Chair of the Washington State Public Disclosure Commission and anticipates a very busy schedule. She plans to pay attention to HSSA and may join in a few public meetings in the future, but generally very thankful for the organization and its accomplishments and serving as its Chair. Several Board members thanked her for her service and dedication to the success of HSSA.

# Executive Director's Report

The full Executive Director's Report was included in the Board packet members received in an email prior to the meeting.

# Finance Committee Report

Jason reported on HSSA's finances through December 16, 2020.

* Overhead remains below the 10% threshold at 6.9%
* The change in state sales tax collections between 2020 and 2019 is minor. To date there is an increase of $32,279.
* A number of line items in the budget have been affected by COVID 19 shut downs and working remotely. For example, Travel and Registration Fees.
* Bond

o As a reminder when HSSA asked the County in 2010 to bond and loan the money back to HSSA the County placed a contingency on the loan that 75% of all incoming sales tax collections would be restricted and held in a separate fund for the loan repayment.

* They also held back $500,000 as an additional reserve.
* To date the balance in the two funds is greater than the amount required to pay the loan principal and interest payments to term.

November Balance in Fund 650 Debt Service Fund November Balance in Fund 658 Bond Reserve Fund

Total Restricted Funds

Total Bond principal and interest to maturity

$4,750,084

$ 562,443

$5,312,527

$2,166,379

Jason Thackston moved to approve the submittal of the 2021 Operating budget of

$206,312 for HSSA to the Board for its review and comment, Mike Wilson seconded the motion, and it unanimously passed.

# Grants Committee Report

The Grants Committee met on December 7, 2020. Attending were Mike Wilson, Kevin Oldenburg, Dave Vachon and Frank Velazquez, and ED Susan Ashe. The meeting was called to order by Chair Mike Wilson. The single agenda item and purpose of the meeting was to review 12 proposals for HSSA's Access to Care grant for 2021. The total amount of these proposals was $783,068. HSSA's total grant availability for this grant was $150,000 given the organization had provided

$240,000 in immediate Covid-19 relief funds in March of the same year.

The Committee members discussed and agreed that proposals that would not be funded fell into the categories of government agencies (e.g. school districts), start­ ups with no track record and where funds would serve the start-up only, and no or low numbers of people served in the community or no or low measurable community benefit.

The following proposals and amounts to be funded will be recommended to HSSA's full Board at its Dec. 16th meeting.

|  |  |
| --- | --- |
| **Applicant/Project** | **Amount** |
| Catholic Charities Eastern WA Integrated | $ 19,250 |
| Health Screening in Supportive Housing |  |
| Partners with Families & Children Children's | 42,500 |
| Advocacy Center growth in children served |  |
| Spokane Regional Domestic Violence | 29,250 |
| Coalition for educational outreach and marketing |  |
| Spokane Prescription Assistance Network | 30,000 |
| no or low-cost prescriptions for uninsured or |  |
| underinsured |  |
| YWCA of Spokane bridge funding for one year | 29,000 |
| to maintain telehealth infrastructure for |  |
| electronic medical record and billing |  |
| services and to sustain HIPAA-complaint Zoom |  |
| platform, and purchase 4 laptops for mental |  |
| health clinicians .  **Total 2021 HSSA Access to Care Grants** | **$150,000** |

# Legal Report

Laura McAloon, HSSA attorney, reviewed the process that led her to conclude that no legal resolution would be necessary to authorize the County to transfer funds on HSSA's behalf. HSSA already has that authority and can instruct by letter the County Treasurer to do so.

HSSA has the ability to prepay its remaining debt related to the original 2010 bond and 2019 refinancing of said bond by Spokane without penalty. Given that HSSA has more than enough to pay off this debt and move the remaining funds to is general operating fund, McAloon recommends it do so.

In addition, a fund of $500,000 (plus interest) established by the County from HSSA 2010 bond proceeds was held in a separate fund in the event HSSA could not make a bond payment, and it has not been used and amounts to approximately

$562,000 to date. HSSA should request these funds be transferred to HSSA's general operating fund.

The attorney also recommends that HSSA notify the Board of County Commissioners to continue to extend the sales tax credit of .02 through 2038, the last year of the HSSA reauthorization by the Washington State Legislature.

Nancy Isserlis moved and Kevin Oldenburg seconded a motion to pay off the balance of the bond loan and request the remaining balance, as well as the balance in the approximately $562,000 fund be moved to HSSA's general operating fund. The motion passed unanimously by the full Board.

Nancy thanked Laura, and said the purpose of this motion is that given HSSA has the ability to pay the bond loan debt off and transfer the funds we should do so that the remaining funds may be put to work in the community.

# Other Business

Mike Wilson nominated Jason Thackston, currently the HSSA Finance Chair, to serve as Chair beginning January 1, 2021. Dave Vachon seconded the motion and it passed unanimously. Congratulations to Jason!

# Adjournment

The Chair adjourned the meeting at approximately 4:45 PM.

The next regularly scheduled meeting of the HSSA Board is scheduled for March 17, 2021, followed by Board meetings on June 16, September 15 and

December 15, 2021.