

**HSSA BOARD OF DIRECTORS MINUTES**

**December 14, 2022 – 3pm – Gonzaga University Hemmingson Center**

**Members Present:** Jason Thackston, Board Chair; Kevin Oldenburg, Grants Chair (via Zoom); Allison Glasunow, Finance Chair (via Zoom), Alison Poulsen, Daryl Potyk, Dave Vachon, Daryll DeWald, and Frank Velázquez

**Members Absent:**  Alex Jackson

**Staff Present:** Susan Ashe, Executive Director; Thad O’Sullivan, Consulting Attorney; Gaylene Lewin, Consulting Accountant

**Guests**: Erin Williams Hueter, Incoming Executive Director

**Agenda:**

1. **Call to Order**

Jason Thackston, Board Chair, established a quorum, welcomed incoming Executive Director Erin Williams Hueter, announced that Susan Ashe had agreed to stay on through February to assist with Erin’s transition, and called the meeting to order at about 3:05pm.

1. **Board Actions**
2. Jason Thackston made a motion to approve the October 26, 2022 Board Minutes, and October 31, 2022 Special Board Meeting Minutes. Kevin Oldenburg seconded the motion. The Board approved the minutes unanimously.
3. Approval of the 2023 budget was moved to the Finance Committee Report later in the agenda.
4. Allison Glasunow moved and Dave Vachon seconded a motion to redesignate a committed 2023 expenditure of $30,000 for a Spokane Life Sciences Study to HSSA’s RFP5-Human Capital and Infrastructure. The Board unanimously passed the motion.
5. Daryl Potyk moved and Daryll DeWald seconded a motion to approve the write-off of eleven grants with small balances. The motion passed unanimously with Kevin Oldenburg abstaining.
	1. WSU Steve Gleason $604.82
	2. Photon Bioscience $125.28
	3. Allele (2020) $3.00
	4. 2nd Site Bioscience $125.28
	5. Allele (2019) $1,127.00
	6. Spokane Prescription Assistance Network (2018) $0.50
	7. Volunteers of America $2,774.39
	8. Coordinated Health Initiative between Pioneer Health, SNAP, Catholic Charities $558.42
	9. Spokane Prescription Assistance Network (2019) $1.00
	10. Lutheran Community Services Northwest $3,770.00
	11. Pioneer Human Service $10.00
6. Daryl Potyk moved to request the Board approve a policy allowing Accountant to write off small balances up to $500 without Board approval. Dave Vachon seconded, and the motion passed unanimously.
7. Daryl Potyk requested a correction to the June 15th minutes to reflect two expenditures that were approved as operating expenses, but were later identified to be Human Capital and Infrastructure expenditures. They include: Spokane Regional Health District Quality of Life Study at $10,000, and Spokane Public Library PatSnap $8,000. Daryll DeWald seconded the motion. It passed unanimously with Frank Velázquez abstaining.
8. Grants Committee Chair moved the Board approve recommendations from the Committee for seven recipients from Access to Care funds in the amount of $471,400. David Vachon seconded the motion which passed unanimously.
9. **Board Chair Report:** Jason Thackston announced he will be stepping down as Board Chair, but will remain on the Board. Jason then asked for nominations for the position of Board Chair, and nominated Frank Velázquez to serve in the role. Kevin Oldenburg seconded the nomination. The motion to appoint Frank Velázquez to Board Chair passed unanimously with Frank abstaining.
10. The Grants Committee’s presentation was moved to later in the meeting.
11. Consensus on Board meeting dates was reached by the Board.
	1. Four quarterly meeting dates for 2023 were shared with the Board: March 15th, June 21st, September 20st, and December 20th. All meetings will be held at 3:00pm. Locations are to be determined.
12. The Board joined the Chair in thanking Susan Ashe for her innovative service and stewardship.
13. **Executive Director’s Report:** The Board was referred to the report in their packet.
14. **Finance Committee Report**: Allison Glasunow, Gaylene Lewin, Susan Ashe
15. Financial Report through November 2022
	1. 2022 operating expenses continue to remain below the 10% threshold at 5.5%.
	2. HSSA has received a 6.9% increase in tax collections over the same period in 2021.
	3. Interest earnings have increased by 11% over the same period in 2021.
		1. Some increase is attributed to the timing of when Spokane County Treasurer posted the interest earned on the Bond funds.
	4. Expenses have increased by 7.2% over the same period in 2021 when expenses were down due to covid.
	5. The following grants have balances that need Board approval to write off:
		1. WSU Steve Gleason $604.82
		2. Photon Bioscience $125.28
		3. Allele (2020) $3.00
		4. 2nd Site Bioscience $125.28
		5. Allele (2019) $1,127.00
		6. Spokane Prescription Assistance Network (2018) $0.50
		7. Volunteers of America $2,774.39
		8. Coordinated Health Initiative between Pioneer Health, SNAP, Catholic Charities $558.42
		9. Spokane Prescription Assistance Network (2019) $1.00
		10. Lutheran Community Services Northwest $3,770.00
		11. Pioneer Human Service $10.00
	6. A correction was requested to the June 15th minutes to reflect two expenditures that were approved as operating expenses, but later identified as Human Capital Infrastructure Grants. The Executive will craft award letters with counsel’s help for the recipients.
		1. Spokane Regional Health District Quality of Life Survey $10,000.
		2. Spokane Public Library’s PatSnap $8,000.
16. Presentation of Draft 2023 Budget
	1. Dave Vachon moved to approve the budget as amended to include an increase in travel expenses to $5,000 for the year for a total operating budget of $256,400. Frank Velázquez seconded the motion and it was unanimously passed.
17. Grants Committee Report: Kevin Oldenburg
18. Kevin Oldenburg motioned and David Vachon seconded the motion to approve the Grant’s Committee’s recommendations for Access to Care Grants totaling $471,400. The motion passed unanimously.
	1. **Hispanic Business Professional Association**: $50,000 for Esperanza
	2. **Community-Minded Enterprises:** $75,000 for behavioral health clinic
	3. **Joya Child and Family Development**: $68,400 for Family Resource Coordination Program
	4. **Maddie’s Place:** $95,000 for Pediatric Transitional Care Facility Phase II
	5. **Partners with Families and Children**: $85,000 for Children’s Advocacy Center
	6. **Passages Family Support:** $67,500 for Passages Mobile Peer Respite
	7. **Spokane Prescription Assistance Network**: $30,000 for SPAN Continuum of Care
19. **Legal Report:** Thad O’Sullivan
	1. No updates at this time.
20. **Public Comments:** None
21. **Adjourn**
	1. The meeting adjourned around 4:40pm.
	2. **Next Board Meeting: March 15, 2023. Location TBD**

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