



**Meeting of the Finance & Audit Committee**  
**Tuesday January 12, 2010**  
**4:00-5:30 p.m.**  
 Quarters 2 Building, Beacon Hill Campus  
 1200 12<sup>th</sup> Ave South Seattle, WA

**AGENDA**

<b>Time</b>	<b>Topic</b>	<b>Who will lead the discussion</b>	<b>ATT</b>	<b>Action to be taken</b>
<b>4:00-4:05</b>	<b>Call to Order</b>			
	Public Comment Approve Minutes from 12.9.2009 meeting		Att A	Approve minutes
<b>4:-05-4:15</b>	<b>Tower Lease</b>			
	2010 Contract with Strategic Real Estate Advisor Steve Wood (Res 01-2010)	Rosemary Aragon	Att B	Approve, refer to Governing Council
<b>4:15-4:22</b>	<b>Financial Stewardship</b>			
(5 min)	December Financials	Karen Hambro	to be emailed	Review and approve
(2 min)	Investment performance and investments made.	Karen Hambro	Att D	Information
<b>4:22-5:17</b>	<b>Risk Management</b>			
(10 min)	<b>Commercial Insurance bids content</b>	Rosemary Aragon	Att E	Review
(5 min)	<b>PHPDA Operating Policies approval</b>		Att F	
	- Operating Policy 01-2010 FDIC Insured Deposits	Rosemary Aragon & Kevin Fox		Approve, refer to Governing Council
	- Operating Policy 05-2010 Back up of files and Financials	Rosemary Aragon		Approve, refer to Governing Council
(40 Min)	<b>PHPDA Operating Policies- extensive discussion</b>	Rosemary Aragon & Marite Butners	Att G	Review and discuss
	- Operating Policy 04-2010 Executive Succession Plan-emergency and short term			
	- Operating Policy 02-2010 ED Compensation			
	- Operating Policy 03-2010 ED Annual Review Criteria			
<b>5:17-5:25</b>	<b>Governance</b>			
(8 min)	2010 Finance & Audit Work Plan—High Level goals	Kevin Fox	Att H	Discussion

**Adjourn**

**Distribution:** PHPDA Finance & Audit Committee: Chair Kevin Fox, Marite Butners, Erica Floyd, Terri Rambosek, Lance Wilken, Gary Zimmerman, Executive Director Rosemary Aragon, & Program Analyst Karen Hambro

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