



Meeting of the Finance & Audit Committee
Tuesday June 9, 2015
4:00-5:25p.m.
 Quarters 2 Building, Beacon Hill Campus
 1200 12th Ave South Seattle, WA

MEMBERS PRESENT	NOT PRESENT	ALSO PRESENT	
Doris Koo (from 4:24)	Rhonda Berry	Jeff Natter	Andrew Prather (until 4:24)
Bob Cook		Christina Bernard	Rich Nafziger (from 4:56)
Tony McLean		Rikka Dayao	Mike Heinisch (from 5:00)
Nate Dreon			Denise Stiffarm (from 5:26)

Nate Dreon called the meeting to order at 4:07 p.m. A quorum was present. There was no public comment.

Minutes

The May 12, 2015 Finance & Audit Committee meeting minutes were approved (Moved/2^{nded} by Cook/McLean, 3 of 3 in favor).

2014 Audit

Andrew Prather from Clark Nuber presented the 2014 Audit on the PHPDA that was conducted at the end of April. Overall, the PHPDA received a clean audit with an unmodified opinion of the agency’s financial statements. He noted that, while Clark Nuber looked at several new items (including grantmaking and tenant reimbursements), the process was the same as prior audits. Andrew advised of future events for external educational opportunities through Clark Nuber that might be of interest to our board members and grantees. More information on the events, descriptions and costs can be found on Clark Nuber’s main website. The Executive Director wanted to make note that Andrew and the rest of the Clark Nuber staff were very helpful throughout the audit. The Committee forwarded the draft audit to the Governing Council for review (Moved/2^{nded} by McLean/Cook, 3 of 3 in favor).

Financial Stewardship

Investment Update

The Finance & Grants Manager advised the Committee that two of our CD accounts will be maturing this month. After researching rates with other banking institutions, the Finance & Grants Manager will discuss with the Treasurer about reinvesting the matured funds to the current institutions. The Committee voted to authorize the Executive Director, with the advice and approval of the Treasurer, to re-invest the funds currently held in the CDs with Northwest Bank and EastWest Bank (Moved/2^{nded} by Cook/McLean, 4 of 4 in favor).

April 2015 Financials

The Finance Committee reviewed and accepted the April 2015 financial statements (Moved/2^{nded} by Cook/McLean, 4 of 4 in favor).

Personnel

Update to PHPDA PTO policy

The Executive Director presented the possible changes to the PHPDA PTO policy. He discussed adding Martin Luther King, Jr. Day as a holiday making it eight (8) closed holidays for the office with the option for staff to work with approval of the Executive Director. The Finance & Grants Manager presented a potential update of adding a graduated increase of PTO time over tenure. Additionally,



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she recommended adding a section regarding Comp Time to the PTO policy. The Committee requested further data with comparisons to other organizations' compensation packages, along with another PTO option for the PHPDA that would include larger increases and longer intervals. After further information, action will be taken by the Board at next month's meeting.

Update to Employee Handbook – add section on interns/short-term employees

As the PHPDA Executive Director is considering hiring a paid intern for the summer of 2015, staff did research and consulted with legal experts to determine if and how PHPDA's policies should be amended to address benefits for short-term employees. The policies are currently silent on the matter. The Committee reviewed a resolution that would state that the PHPDA does not offer employer-sponsored benefits to short-term employees, defined as an employee hired for a term of four months or fewer. The Committee forwarded Resolution 08-2014 to the Governing Council for approval (Moved/2nded by McLean/Koo, 4 of 4 in favor).

Committee Governance

Strategic Advisor to Finance Committee

The Treasurer reported to the Committee on the interview of Paul Feldman, candidate for Strategic Advisor to the Finance Committee. The interview panel was the Treasurer, Nate Dreon, Christina Bernard and current Finance Advisor, Bob Cook. The panel found Mr. Feldman a well-rounded candidate with a strong background in finance, philanthropy and health. The Committee voted to move forward to the Governing Council the addition of Paul Feldman as Finance Advisor to the Finance Committee. (Moved/2nded by Koo/McLean, 4 of 4 in favor).

Property Stewardship

Insurance Renewal

The Finance & Grants Manager advised the Committee that the insurance renewals are now complete and up to date.

Grant Management

Lead Roles

Several board members and Finance advisors signed up for Lead Roles for the following grantee projects. Planning Committee members had already expressed their interests at the June 3 Planning Committee meeting. The final list of Contract Leads is as follows:

AGENCY for Renewal Grants	2014 LEAD	2015 LEAD
Chinese Information & Service Center	Sharyne	Sharyne
Country Doctor CHC	Nancy	Nancy
El Centro de la Raza	Judy	Doris
Harborview Medical Center	Rhonda	?
Mercy Housing NW	Michael L.	Judy, Ellie M.
Neighborcare Health	Mike H.	Bob
Project Access NW Dental	Bob	Doug



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Seattle Indian Health Board	Marc	Judy
Seattle-King County Dental Society	Tony	Tony
Teen Feed	Nate	Nate

AGENCY for Major Grants	2014 LEAD	2015 LEAD
YWCA		Ellie M.
International Community Health Svs.		Mike L.
Navos		Mike H.
Project Access NW Medical	Judy	Nancy
Asian Counseling & Referral Service		Sharyne
HealthPoint		Doug
Planned Parenthood		?

The remaining grants will be assigned to other Board members or advisors, if available.

PHPDA Reserve Funds

The Executive Director and Treasurer presented to the Committee to a plan to designate the \$5 million received as consideration from PacMed in 2014 as part of the Pacific Tower and Property Reserve Fund. The reserve fund itself would accommodate the PHPDA's need with regard to expected or unexpected maintenance, restoration, and operating expenses that may arise during or following the terms of the State Lease and the PacMed Lease. After further discussion with the Committee and wanting to see other options and obtain more information from the City's Financial Advisor meeting, the Committee decided to table the PHPDA Reserve Funds topic for next month's meeting. McLean/Cook withdrew their respective prior motion and second forwarding action to the Governing Council.

Adjournment

The meeting was adjourned at 5:41 p.m.

Minutes approved: _____

(Date)