

WCN Joint Finance and Sustainability Committees Meeting

Friday, December 4, 2020 (8:30 am to 9:30 am)

**Washington Center for Nursing Office
Minutes**

Present: Sofia Aragon, Michelle James, Theresa Berry, Debbie Brinker, Chris Bircham, Steven Simpkins, Melissa Hutchinson,

Guest: Rosie Houck (student with Melissa Hutchinson)

Excused: Sally Watkins, Katie Eilers, Victoria Fletcher

Topics	Discussion	Action Needed
Welcome Agenda Review	Steven Simpkins called the meeting to order at 8:36 am. Welcome and agenda review.	
Review of documents <ul style="list-style-type: none"> • Statement of Operations (P&L) YTD Nov 20, 2020 • Balance Sheet YTD Nov 20, 2020 • Budget vs Expenses YTD Nov 20, 2020 • DOH Surcharge YTD Nov 20, 2020 • Grants Budget vs Expenses Nov 20, 2020 • 990 taxes 2019 	<p>Steven began with the Statement of Operations and walked the committee through the document. Noted income and expenses to date 11/20/20. He noted expenses that are low because of the current pandemic. Use of the term honorarium were questioned, the expenses were from Mary Baroni's contract. Theresa noted that honorarium is common terminology provided by QuickBooks, the bookkeeping program WCN uses.</p> <p>Balance Sheet was next. Steven went through the expenses with the committee and then moved to Budget vs. Expenses. Short discussion about UFCW. Request for addition of a note to explain PPA Loan. Steven explained that we are expecting our payment from DOH/NCQAC and will be on target when it is received. We are also waiting to receive the \$70,000 additional surcharge fees and also noted the slight loss over the NEPIN deliverable. Question about nursing surcharge amount may be delayed due to higher volumes of license processing because of COVID.</p> <p>Discussion about Rebecca's contract ending December 31, 2020 and Sofia is working with Rebecca about possible new contract to finish the Innovation Grant project by June 2021. Discussion about Vacation Expenses and Health Benefits. The Vacation Expenses show time not used by staff and will change after the holidays. Theresa walked the group through the Health Benefits funding and noted this is the first year</p>	<p>Suggestion to change Vacation Benefits to Paid Time Off.</p> <p>Add a conversation on Health Benefits to the Executive Session in the full Board of Directors meeting.</p> <p>Request for addition of a note to explain PPA Loan.</p> <p>Revise notes to reflect Mary Baroni expense note as an</p>

	<p>and will have a comparison in the new year's reports. Suggestion to redefine Vacation Benefits to Paid Time Off to clarify. Discussion about Vacation Expenses policy. Add a conversation on Health Benefits to the Executive Session in the full Board of Directors meeting. Request to note the Mary Baroni expense note as an honorarium on all documents. Question or comments? Sofia noted the overage for consulting was the facilitator for the DOH/NCQAC/WCN Meetings. It was noted proposed budget vs. actual expenditures aligned closely this year.</p> <p>Document of history of surcharge fee received was next. Discussion about the upcoming additional \$70,000 surcharge fees collected due to COVID-19 has yet to be disbursed to WCN. Steven then moved on to the new Grants: Budget vs. Expenses YTD. Steven walked the group through the new document meant to focus on funding streams of different grant funds. Questions or comments? Discussion about RWJF grant. Suggest we note that RWJF and Premera/Mary Baroni grants are completed. Sofia noted we submitted a Letter of Interest for a RWJF grant for Community Solutions to COVID-19 and weren't funded. Just this week we have been asked to participate in a We are exploring applying for a HRSA grant on nursing workforce diversity. Dorene Hersch with King County Public Health is providing strong encouragement. We are looking at finding a college/university to partner. Debbie has contact at WSU to connect Sofia with to explore. Have we explored SPU? Antwinett has been asked to not initiate any new projects during the search for the new director. We have also explored Seattle University. 2019 990 taxes have been filed.</p> <p>Any comments before we vote to move documents for full board approval. Discussion about audit and audit company. Discussion about auditing every year vs. every other year. We are due for an audit this year. Melissa Hutchinson made the motion to recommend approving the budget as part of the consent agenda by the full WCN Board of Directors and Chris Birchem seconded the motion. All yeas, no nays for the Finance and Sustainability Committee to recommend approval of the Financial Documents on the Consent Agenda by the full WCN Board of Directors.</p>	<p>honorarium on all documents.</p> <p>Change document to reflect that RWJF and Premera/Mary Baroni grants are completed.</p>
Adjourned	Adjourned at 9:29 am.	

Submitted by: Frank Kohel

Approved: