



**Minutes of the Finance Committee Meeting  
July 8, 2020**

**Present:** Ann Abdella, Mary Zelazny, Richard Kazel, Mike Pease

**Staff:** Karin Blackburn, Katie Rafferty, Sara Wall Bollinger

**Excused:** Jack Salo, Helen Evans, Nancy McGraw

Quorum reached the meeting convened at 11:11.

1. Minutes of June 9<sup>th</sup> [Mary/Mike] were approved.
2. Katie reviewed the financial statements from April 30<sup>th</sup>. The financials for January to April 2020 [Mary/Mike] were approved.
3. May has not yet closed because Katie is waiting for some vouchers. She provided an update re: bank balances.
4. NRHA grant: not change from last month.
5. Appropriation: NYSARH is waiting for three RAH and one RHN claim to be complete. NYS has paused almost all payments, including the \$408,773 it owes to NYSARH.
6. Ann Abdella drew everyone's attention to the Accounting and Financial Policy & Procedures Manual that was approved by the NYSARH board in the spring of 2019, when NAHEC first became responsible for the agency's financials. Ann suggested that the Committee review this manual and make sure the policies and procedures are meeting our needs. A couple points she noted to begin with are
  - Write off procedure on page 32. It was agreed that collectability/write-off decisions would be made in December of each year, prior to closing 12/31.
  - Audit responsibility described on pages 59-65 needs to be changed from Finance Committee to Executive Committee.

Ann noted that there is a thorough section on administration of Federal grants. She suggested that we add a similar section on administration of State grants to include items such as compliance with Grants Gateway, Vendor Responsibility etc.

*Actions*

- ✓ Ann will review the 'yellow book' requirements using information from a HRSA audit she recently experienced.
  - ✓ Katie and Karin will review the current Financial Policies & Procedures in detail and bring any inconsistencies or recommended changes to the Committee in the fall.
7. Ann noted that we should begin working on the 2021 Budget. Karin shared that we expect conference revenue and expenses to be lower this year - the net revenue may be similar to previous years.

8. NYSARH co-signed a letter with NYCON asking the Governor to provide some clarity regarding NYS contracts and payments. We are all in the dark and it is very difficult to plan.
9. It was agreed that Finance Committee will meet the First Thursday of each month at 11am. Next meeting August 6<sup>th</sup> at 11am via zoom.

The meeting adjourned at 11:57.