



Finance Committee Meeting Minutes

May 6, 2021

<i>Committee Members in Attendance:</i>					
<input checked="" type="checkbox"/> Ann Abdella Chair	<input checked="" type="checkbox"/> Helen Evans	<input checked="" type="checkbox"/> Jack Salo	Mike Pease Excused	<input checked="" type="checkbox"/> Richard Kazel	<input type="checkbox"/> Nancy McGraw Excused
<input checked="" type="checkbox"/> Mary Zelazny					
Staff					
<input checked="" type="checkbox"/> Sara Wall Bollinger	<input checked="" type="checkbox"/> Ashleigh McGowan	<input checked="" type="checkbox"/> Kim Deshane			

<i>Agenda Item / Topic</i>	<i>Question/Discussion</i>	<i>Decisions</i>	<i>Action</i>
I. Call to Order		Meeting Called by Ann Abdella at 11:04 am	
II. Agenda Modifications	The Agenda order was changed to assure quorum. Legislative Appropriations update will be presented first.		
III. Review and Approval of previous meeting minutes	April 1, 2021 Minutes	Unanimous Approval Zelazny -1st Solo-2nd	

<i>Agenda Item / Topic</i>	<i>Question/Discussion</i>	<i>Decisions</i>	<i>Action</i>
IV. Finance Report	<p>Ann Abdella</p> <ul style="list-style-type: none"> ○ Profit and Loss: Total Revenue \$15,699.32 and Expenses are \$16,066.22. Net Operating Revenue of (366.90) ○ Balance Sheet – Ann noted that the Total Equity is \$135,653.51 and this needs to be monitored closely. Currently the cash flow is positive, but it is trending down. A note was added to the Balance Sheet next to the checking account as requested to reaffirm the minimum balance that should be kept in the account of \$25,000.00. ○ Budget vs. Actual by Class – The total is concurrent with the Profit and Loss with Total Revenue of \$15,699.32 and Total Expenditures of \$16,066.22. ○ Mr. Salo requested clarification on the Revenue to Budget on Membership and why it is \$150.29%. A round table discussion helped determined that this data is showing deferred Revenue cause the skew in data. ○ Ashleigh McGowan noted that the Membership is currently below budget, but that trend can increase throughout the rest of the year. <p>-</p> <p>Bad Debt Report – Kim Deshane</p> <ul style="list-style-type: none"> ○ Kim noted that she has reached out to all the outstanding accounts via e-amil and US mail. <p>Audit Report – Ann Abdella</p> <ul style="list-style-type: none"> ○ Audit may not be finished until mid-June. Ann would like to know if it would be done by June 3rd for the next Finance Committee meeting. Katie will be on leave for an indeterminate amount of time. 	<p>Unanimous Approval on Finance Report (Salo/Evans)</p> <p>Barbara Hansen – will probably be a bad debt write-off. Kim sent an invoice via us mail and if no response within 30 days will write off. Kim/Katie will update at next meeting.</p> <p>Ashleigh and Richard will see the Audit through.</p>	<p>Ann requested to have a consolidated budget for future Finance Committee Meetings to give a view of Year to Date vs. End of Year to see forecasting.</p> <p>Helen stated that she will reach out to Anna Campbell and Colin Quigley at Cattaraugus County Probation</p> <p>Ashleigh will reach out to the Auditors to try to assess a more definitive timeline.</p>

	<p>2021 Revenue/Expense Update – Ann Abdella</p> <ul style="list-style-type: none"> ○ The current trend as of the meeting is to finish the year at a deficit of approximately \$44,000. ○ Sara updated the Board that she has a meeting on the NYSPHA conference later in the day but will update the Board once she has the hard figures, but she is confident that NYSARH came out in the black. ○ Jack questioned if the Legislative Appropriations Grant would bring Revenue in the in this Fiscal Year. Helen added that NYSARH has not received the Legislative Intent form, so NYSARH can not proceed until then. 	<p>It is unlikely that Administrative Fees will be earned in 2021.</p>	
<p>V. Legislative Appropriations</p>	<p>Kim Deshane</p> <ul style="list-style-type: none"> ● Received the final distribution for NYS Department of Health ● Checks have been sent out and Kim will follow up to get the final reports from all the sub recipients. ● Helen and Ann spoke with Karen Madden and the new Legislative Appropriation is available and Ann believes that New York State Association for Rural Health will be requested to administer. ● All the forms that were used previously are on Dropbox in the Legislative Appropriations folder. They can be modified as needed. ● Helen reported that she was involved in the previous Legislative Appropriations Grant and will be able to give guidance in the new Grant process. ● Ann and Sara would like to have an interview with the HWNY staff to facilitate the process going forward as HWNY will not be assisting with the financial distribution. 	<p>NYSARH must administer these funds on our own and not rely on ORH for help.</p>	<p>Kim at HWNY will review Dropbox to see what documents are available for review and assistance. Any documents will be uploaded on the portal.</p> <p>Sara to look to see if she has a copy of the Legislative Intent Letter</p> <p>Target July Board of Directors meeting to seek approval to accept Legislative Appropriations funding.</p>

	<ul style="list-style-type: none"> • Mr. Salo mentioned <ul style="list-style-type: none"> ➢ Conflict of Interest within the board ➢ Contract language stating “organizations get paid only if NYSARH gets paid.” ➢ Need to have hard deadline so that sub -grantees must adhere or they will not get paid. ➢ Need to identify the point of contact for each organization. • Must be sure that the Grants Gateway is up to date. • Contract should be reviewed by legal counsel – if the budget would allow. • In the past a subcommittee of the board was appointed to oversee the contract who were not recipients. 	<p>Possible candidates for the “oversight committee” would be Richard Kazel, Mike Pease and Ann Abdella</p>	<p>A subcommittee needs to be formed to help oversee the distribution. The committee members must be non-recipients.</p> <p>Ask Nominating Committee to consider recruiting a legal representative to join the Board of Directors in the future.</p>
<p>VI. 2020 Annual Report Ideas</p>	<p>A. Abdella</p> <ul style="list-style-type: none"> ○ Sara stated that NSYARH will highlight the Legislative Appropriations. ○ Sara noted that NYSARH will respond regarding the deficit that was caused by not having a conference and our response. Ann feels that we will be able to show the positive outcome to NYSARH’s response by diversifying revenue sources. 		

<i>Agenda Item / Topic</i>	<i>Question/Discussion</i>	<i>Decisions</i>	<i>Action</i>
<p>VII. Budget Strategies</p>	<p>A. Abdella</p> <ul style="list-style-type: none"> ○ Ann noted that per a discussion at the Strategic Development Meeting due to an action item from the Executive Committee, NYSARH will no longer with Health Workforce New York to do the finances/administrative services. ○ Should NYSARH hire an Executive Director? ○ NYSARH Executive Committee has created a sub committee to review option on the possible addition of an Executive Director. NYSARH is looking at the budget implication of a possible new hire. ○ Ann stated the contract with Health Workforce will terminate on June30, 2021. ○ NYSARH is exploring option and to see if NYSARH needs to subcontract out different portions of the financial/administrative tasks. ○ Mary made a suggestion to reach out to other associations to see if they would be interested in a shared services agreement. ○ Helen stated that NYSARH are looking at all possible options within their budget. ○ Helen commented that Health Workforce New York has compiled a list of tasks that need to be addressed regarding the Financial/Administrative services. ○ Helen commented about the CDC Covid funding and to keep in contact with Karen Madden regarding this revenue. ○ Helen stated she will initiate the Corporate Sponsorship opportunities. Helen stated that hey reviewed the packet at the Strategic Development Committee meeting and Helen volunteered at that Committee meeting to head up a membership drive. 		<p>Helen will reach out on Corporate Sponsorship.</p> <p>Sara and Helen will get information to Mary regarding headliners for upcoming conferences as a possible group FQHC sponsorship.</p>

	<ul style="list-style-type: none">○ Helen reported on a new funding opportunity-offering an education program in conjunction with the Annual Meeting. Donna Beegle to speak.		
--	--	--	--

<i>Agenda Item / Topic</i>	<i>Question/Discussion</i>	<i>Decisions</i>	<i>Action</i>
VII. Other Items	- Noting further		
VIII. Next Meeting		Next Meeting: June 3, 2021	
IX. Adjournment		Meeting Adjourned by Abdella at 12:15 pm	