

**Health Sciences & Services Authority  
of Spokane County  
Board Meeting Minutes  
July 1, 2009 – 3PM**

**Present:** Nancy Isserlis, Patricia Butterfield, Mari Thomas, Roger Woodworth, Alethea McCann, and participating by phone was new Board member Kelsey Gray.

Nancy Isserlis, Chair, called the meeting to order at approximately 3 p.m., determined a quorum existed, and noted that meeting minutes for May and June will soon be completed by Spokane County Commission staff.

**Board Committee Reports:** Patricia Butterfield thanked the members of the Grant Subcommittee and reviewed the HSSA's draft second RFP to increase access to health services in Spokane County. The Subcommittee will meet again prior to the August Board meeting to finalize the draft RFP.

Roger Woodworth moved and Alethea McCann seconded a motion to approve the RFP as amended for a July 15<sup>th</sup> issuance. The motion passed.

**Chair's Report:** Nancy Isserlis informed the Board about the 8 warrants she would sign to pay outstanding debts, and that among them was a warrant for one-half the cost of her travel on HSSA business to Olympia during the legislative session. The Board moved and approved as a separate item her travel costs on HSSA's behalf.

Nancy introduced Kelsey Gray (on phone) as the newest member to the HSSA Board as appointed by Mayor Mary Verner to complete the term of Yoko Pelloux. Ms. Gray's resume will be forwarded to Board members electronically.

**Consultant's Report:** Susan Ashe invited all to visit the HSSA's new website at [www.hssaspokane.org](http://www.hssaspokane.org) and to inform the Board of the HSSA email – [info@hssaspokane.org](mailto:info@hssaspokane.org).

Susan reported that HSSA had received one Letter of Intent (LOI) from the Institute for Systems Medicine (ISM) in response to its June 15<sup>th</sup> RFP to increase local infrastructure capacity for bioscience research. Jim Emacio suggested that Susan create a table to compare ISM's LOI with that which was outlined in the RFP to ensure it adequately met all requirements.

Susan also introduced Gaylene Lewin, Total Business Concepts, who will provide training on QuickBooks Professional for the purpose of accounting and providing financial reports to the Board. The Board determined that quarterly financial reports would be sufficient. In addition, Alethea McCann agreed to serve as Chair of the HSSA Board's first Finance Committee and will work with Susan on future financial reports and communications.

**Board Member Comments & Announcements:** The Chair asked what the process would be to seek the County's assistance for bonding should the Board determines to go that route. County

and HSSA Attorney Jim Emacio said that a Resolution would be required and Susan was asked to pursue with County Administrator Marshall Farnell.

The Board also discussed the need to begin to investigate other financial resources, fundraising efforts, etc. be they earmarks, federal grants, philanthropic organizations, bonding or the newly formed Empire Health Foundation. A joint meeting of the boards (Empire Health Foundation and HSSA) was one suggestion.

The Board also asked for the County's Bond Attorney, Roy Koegen, to identify and provide the HSSA Board members with basic information about bonding.

The next HSSA Board meeting will be Wednesday, August 5, 2009, 3-5 PM, in the Sirti Board Meeting room.

The meeting was adjourned at approximately 5 PM.