



**Minutes of the October 11, 2022
Meeting of the Petaluma Health Care District
FINANCE AND BUSINESS DEVELOPMENT COMMITTEE**

CALL TO ORDER

California Governor Gavin Newsom issued Executive Order N-15-21 on September 20, 2021, relating to the convening of public meetings during the COVID-19 pandemic. Pursuant to the Governor's Executive Order, The PHCD Finance and Business Development Committee Meeting for Tuesday, October 11, 2022, began at 4:00 p.m. via Zoom Teleconference.

Treasurer Jeffrey Tobias, MD called the meeting to order at 4:06 PM.

PRESENT

Jeffery Tobias, MD, Treasurer
Brian Dufour, Director
Ramona Faith, CEO
Andrew Koblick, Controller
Jonathan Spees, Consultant
Don Bouey, Esq., Legal Counsel
Carlos Oblites, Portfolio Manager – Chandler Asset Management
Don Penner, Portfolio Manager- Chandler Asset Management

CONSENT CALENDAR

A MOTION was made by Director Tobias to approve the October 11, 2022, Agenda and the minutes of the September 12, 2022, Finance and Business Development Committee meeting, which were approved by all present.

INTERACTIVE REVIEW OF FINANCIAL REPORTING PROCESS

The committee decided that after working with Chandler Financial Management for about a year it was a good time to evaluate the working relationship and discuss what is working well and what opportunities to improve processes exist. Staff and Chandler will work offline to determine how to streamline the reporting process.

FOLLOW UP

- **Benchmarks**

Chandler added a second financial/investment benchmark to their monthly report that has both government/agency and corporate security data, which will be used to measure the success of the portfolio.

BUSINESS DEVELOPMENT

- **Hospice House Lease**

Staff and consultant Jonathan Spees updated the committee on the status of the 416 Payran Street lease negotiations. It was agreed that an offer will be presented to the board for approval and then upon approval presented to Providence.

- **Business Development**

Mr. Spees updated the committee on possible ventures involving purchasing real estate that would provide housing for people with special needs.

FINANCE

- **Portfolio**

The committee reviewed the Chandler monthly statement.

- **August 2022 Financials**

The Committee reviewed the August 31, 2022, financials and recommends to the board to approve as presented.

- **Annual Audit**

The year-end financial audit has been completed and the Finance Committee will review the audit report at the next Finance Committee meeting before auditor Rick Jackson of JWT & Associates, LLP presents the report to the District Board at the December board meeting.

PLUS / DELTA

None.

ADJOURN

Director Tobias adjourned the meeting at 5:37 PM.
Submitted and recorded by Andrew Koblick, Controller