



**Center for Practical Bioethics  
Board of Directors Meeting  
July 12, 2023 8:00 – 9:30 AM**

**Location: In-person or Zoom Conferencing**

**In-Person:** 9<sup>th</sup> Floor, Shalton Conference Room, Polsinelli PC, 900 W. 48<sup>th</sup> Place, KC, MO 64112

**By Computer:** <https://us02web.zoom.us/j/88413652474> *Preferred for document screen sharing.*

**By Phone:** 1 312 626 6799 US (Chicago) or 1 669 900 6833 US (San Jose)

**Meeting ID:** 884 1365 2474

**AGENDA**

- I. Call to Order** Steve Salanski, Chair
  - Mission Reflection
  - Introduction to Odessa Sawyer James Stowe, President/CEO
- II. Approval of Board Meeting Minutes**
  - Board Meeting Minutes for May 10, 2023
- III. Committee Reports**
  - A. Audit Committee Report Kathleen Gould, Chair
  - B. Financial Statements Tresia Franklin, Treasurer
  - C. Governance Committee Mark Thompson & Maggie Neustadt
    - New Board Member: Mike Rode
  - D. Resource Development Report Alan Edelman, Chair & Cindy Leyland
    - 40<sup>th</sup> Anniversary Celebration Campaign update
- IV. Consent Agenda (Administrative Matters)**
  - Executive Committee Minutes, June 14, 2023
  - Note: Executive Committee vote to approve grant proposal
- V. Diversity, Equity, and Inclusion Discussion** Steve Salanski, Chair
- VI. Chair and President Reports** Steve Salanski, Chair & James Stowe
  - A. Chair’s Report
  - B. President’s Report
    - a. Facility Task Force – resolution of direction
- VII. Program Update**
  - A. Ethics Services & Mission Reflection Terry Rosell, Rosemary Flanigan Chair
  - B. Board Discussion – evaluation of program progress Ryan Pferdehirt, VP of Ethics Services
- V. Adjourn**

**Next Board Meeting: September 13, 2023**  
**Strategic Initiative Focus:** Health Equity (September 2023);  
 Ethical AI (November 2023); Core Capacities (January 2024)

[Board Book & Materials Link](#)

**BOARD MEETING of the Board of Directors**

**May 10, 2023 – 8:00 am Location: Zoom Conference & Polsinelli PC**

Item	Key Points	Discussion	Action
<b>I. Call to Order at 8:05 am</b>	<b>Mission Reflection:</b> <a href="#">Analysis</a> of social media channels for 1st Quarter 2023	This analysis reflects how the public sees Center information and will help 1) spread information and 2) generate donations.	Raghu volunteered to have his social media experts review and offer feedback.  Like, comment and share the <a href="#">LinkedIn</a> post re: Anita's new book.
<b>II. Approval of Board Meeting Minutes</b> Board Meeting Minutes of March 8, 2023	Meeting minutes approved		March Minutes approved. Motion – Maggie Neustadt Second – Mary Beth Blake
<b>III. Committee Reports</b>			
<b>A. Financial Statements</b>	Finance Committee Chair, Tresia Franklin, reported.	Tresia explained new format of reports and commented that net operating income is \$32k behind plan, with a total net loss of \$121.8k. Much of the variance is related to timing.	Financial statements received and filed. Motion – Tresia Franklin Second – Rob Flores
<b>B. Executive Committee Report</b>	Board Chair, Steve Salanski, reported.	See below	Executive Committee Report received and acknowledged.
<p><b>Executive Committee Discussion</b> Steve and James reported that Ryan Pferdehirt was offered an attractive position last week at an organization in the region. Ryan is a key player in the current Ethics Services revenue strategy, creating significant opportunity costs if he leaves the Center and prompting a special meeting of the Executive Committee last Friday, May 5, (due to Ryan needing to respond to the offer that day in order to develop a strategy to respond and retain Ryan.</p> <p>The Executive Committee approved support for James to match the proposed salary for Ryan, along with a change in CPB policy to support covering a portion of health insurance premiums beyond the individual employee. Foley Funds will be used to cover these unexpected expenses, along with the expectation that Earned Income will continue to increase.</p> <p>Per the March 8 minutes, James expressed concern that several staff members are underpaid which may present challenges in recruitment and retention. These changes to Ryan's total salary package exacerbate the situation and represent inequities in pay for other Center staff, which will be a priority to address soon.</p>			
<b>C. Governance Committee</b>	Mark Thompson, Co-Chair, reported.	Mark Thompson reported on proposed changes to Board Chair Responsibilities, per feedback from the Board Retreat and the presentation by Luann Feehan from Nonprofit Connect.	Motion approved to add new Board Chair Responsibilities to the Board Book. Motion: Mark Thompson Second: Mary Beth Blake.



Item	Key Points	Discussion	Action
<p><b>Board Vacancy</b></p> <p><b>Operationalizing Equity</b></p>	<p>substantive Program Reports; they will begin with the next meeting.</p> <p>Steve reported that Diane Gallagher has resigned, effective immediately, because of additional demands on her time due to her new position with American Century.</p> <p>Steve suggested using the Sophic Solutions graphic to guide ongoing discussions, starting with guiding principles.</p>	<p>Mark and Maggie have met with her proposed replacement from American Century and will present him as a new member at the next Board meeting. Maggie commented that he has a background in finance which will be helpful.</p> <div data-bbox="1186 381 1575 690" style="text-align: center;"> </div>	<p>Put Operationalizing Equity early on the Agenda to reflect the importance of the topic.</p>
<p><b>President's Report</b></p>			
<p><b>Communication and Messaging Strategy</b></p>	<p>James presented a proposal to enter into an agreement with a professional firm, recommended by Rob Flores, for a marketing and communication strategy, with a likely award ceiling of \$20,000, tentatively paid for using Foley funds.</p>	<p>Rob explained that it continues to be difficult to articulate the work of the Center. He has personally worked with the proposed firm and found them helpful.</p> <p>Rob volunteered to help manage this additional 8-12 week project.</p> <p>Jane suggested that withdrawals from the Foley Fund be seen as investments in the future of the Center; she also proposed a massive online event be planned to celebrate the outcome of this new communication and marketing effort.</p> <p>Alan commented that the new tools and strategies will be helpful to the internal Communications team.</p>	<p>Motion approved to authorize use of Foley Funds up to \$20k to support this new communication and marketing effort. Motion – Tresia Franklin Second – Alan Edelman</p>
<p><b>V. Adjourn</b></p>			<p>Adjourned at 9:35 am.</p>

**BOARD MEETING of the Board of Directors**  
**March 8, 2023 – 8 am**  
**Location: Zoom Conferencing & Polsinelli PC**

**Attendance Roster**

Raghu Adiga	Virtual
Abiodun Akinwuntan	Virtual
Norberto (Rob) Ayala-Flores	In person
Mary Beth Blake	In person
Karen Bullock	Virtual
Mitzi Cardenas	Virtual
Darrin D’Agostino	Absent
Alan Edelman	Virtual
Sukumar Ethirajan	Virtual
Tresia Franklin	In person
Diane Gallagher	Absent

Anita Ho	Virtual
Marvia Jones	Absent
Eva Karp	Absent
Jane Lombard	Virtual
Maggie Neustadt	Virtual
Edward O’Connor	Virtual
Stephen Salanski - Chair	In person
Mark R. Thompson	Virtual
James Stowe – President	In person
Cindy Leyland – COO	Virtual

Present: Committee Members present: Kathleen Gould and Marc Hammer  
 Also Present: Tresia Franklin, Chair of Finance Committee  
 Auditors: Bob Lock, Managing Partner, and Matt Brickey, Partner, with McBride Lock & Associates  
 Guest: Tom Ross Staff: James Stowe, Cindy Leyland

<b>Welcome</b>	
<p><b>2022 Audit</b></p> <p>Matt Brickey reported that McBride Lock &amp; Associates is doing the 2022 Audit remotely. They met virtually with Supporting Strategies (SS) in April, and SS prepared the PBC documents. Matt sent a list of questions regarding internal controls and testing selections and has since then been receiving supporting documentation from SS. As that documentation comes in, Matt processes it and performs testing, with only a few documents outstanding. Matt is also working on the Statement of Functional Expenses.</p> <p>Kathleen asked about how long fieldwork normally lasts; Matt responded that normally it's a couple of weeks but that this year it is taking a bit longer. He commented that SS has been great to work with and that a draft audit should be available by the end of May.</p> <p>Marc asked about the FASB Update regarding leases; Matt responded that he and Jan had worked on this update before Jan's retirement and that leases will be line items on the Balance Sheet (asset and liability). Kathleen asked if this is a year-end or monthly adjustment; Matt responded that it is based on the term of the lease.</p> <p>Kathleen remarked that she wanted a clear understanding of the Center's approach to deferred revenue and leases as these differ from what she is used to at KCU.</p> <p>Matt asked about the transfer of control of Francis Funds. James responded that the transfer was effective earlier this year and agreed to send Matt documentation of the transfer of authority.</p>	<p><b>Action Items</b></p> <p>Schedule a meeting of the Audit and Finance Committees for Wednesday, June 21, at 7:45 am for presentation of the draft audit.</p>
Adjourned at 8:13 am	

Present: Tresia Franklin, Chair; Steve Salanski, Board Chair; Committee Members present: Kathleen Gould

Guest: Tom Ross      Staff: James Stowe, Cindy Leyland

<b>Welcome</b>	
<b>Minutes of March 2023 Meeting</b>	March 2023 Minutes approved Motion – Steve Salanski Second – Kathleen Gould
<p><b>2023 Year-to-Date Financial Review</b> 2023 Financial Performance Review through March 31</p> <ul style="list-style-type: none"> <li>• Statement of Activities</li> <li>• Statement of Condition</li> </ul> <p>Tom reported financial records are now processed through Quick Books (formerly through MIP), where reports are also generated, so you will notice changes in formatting and presentation. Also, the 2022 figures are not yet transitioned to Quick Books so comparative reports are not possible.</p> <p>Tom Ross presented the Statement of Activities which shows actual revenue to the Center of \$287,649, unfavorable to budget by \$47,450. The main variance is in Funds Released from Restrictions, representing <b>grant</b> funds released from restrictions, where we are behind the budgeted target by \$35k caused mainly by timing issues. This time last year, revenues were below budget by \$82,300.</p> <p>The net operating loss in the Statement of Activities is \$121,781, but net income is \$119,175 when combined with other investment income, mainly from Francis and Flanigan. We are currently \$32k behind our expected net operating expenditures of (\$89k) through March and \$76.8k behind where we were at the end of March 2022. Unidentified revenue sources at March 31 are the main reason for the differences in year-to-date revenue and expenses.</p>	<p><b>Action Items</b></p> <p>Reformat Statement of Activities so the report fits on one page with readable font and includes comparison columns.</p> <p>Correct wording on Headlines regarding net loss.</p>
<p><b>2022 Audit and Form 990</b> McBride Lock &amp; Associates are engaged to perform the 2022 Audit and Form 990 and have begun fieldwork. A request for extension to submit Form 990 (due May 15) has been filed.</p>	Schedule a meeting with the Audit Committee and the auditors.
<b>Investment Performance and Policy Review</b>	Request that Flanigan and Foley Funds investment managers present at next meeting.
Adjourned at 8:43 am	



**Governance Committee Meeting  
Friday, June 9, 2023, at 8:00 am**

By Computer: <https://us02web.zoom.us/j/82631518201>  
Meeting ID: 826 3151 8201

Co-Chairs: **Maggie Neustadt** and Mark Thompson (*absent*)

Members: **Abiodun Akinwuntan, Mary Beth Blake**, Karen Bullock,  
Mitzi Cardenas, Sukumar Ethirajan, **Anita Ho, Jane Lombard**,  
Marvia Jones, **Eva Karp**

Board Chair: **Steve Salanski**

Staff: **James Stowe, Cindy Leyland**

## **MINUTES**

### **1. Accept April 14, 2023 Minutes**

Mary Beth moved to approve minutes, as submitted; Steve seconded; motion carried.

### **2. New Board Member Candidate, Mike Rode**

- a. Mike is VP of Senior Client Portfolio at American Century; he considers KC home and has been with American Century about 8 years. He is familiar with the Center. American Century places higher value/heavier weighting of funding nonprofits if they are represented on the Center's Board.
- b. Vote to recommend to full Board  
Jane moved to recommend to Mike full Board; Mary Beth seconded; motion carried.  
*Note:* Mike has financial acumen and professional interest, so he may be well-matched to the Finance Committee

### **3. Implement Board Self-Evaluation Action Plan**

- a. **Status Update on Formalizing Board Member Responsibilities**  
Mark and Maggie are preparing a document draft based upon past feedback and NP Connect resources to be finalized at the next meeting.
- b. **Board Member Survey**  
**Summary:** A draft survey on the CEO evaluation process was presented and discussed, with the purpose of gathering information from Board members on barriers and facilitators that may increase engagement in the process.



**Action:** A final version of the survey will be implemented by Center staff and responses will be used to help guide the CEO evaluation process

#### **4. Review/Update Bylaws**

##### **a. Members appointed at last meeting: Mark, Maggie, Steve, and Eva**

- i. Additional interest in participating?
- ii. Timeline - Summer 2023 start

We have some foundational documents from various sources that will assist in helping the committee think through some initial points of potential revision.

**Next Meeting Friday, August 11, 2023 8:00 AM**

## HEADLINES FOR MAY 2023 FINANCIAL PERFORMANCE

### REVENUE

Through the month of May, actual revenue is \$459,073 and unfavorable to budget by (\$47.3k).

The primary variances are in the following categories:

- Funds Released from Restrictions – Revenue of \$83.3k, which is behind the May budget of \$130.2k by (\$46.8k). This variance is largely a timing issue.
- Major Gifts & Corporate Giving is unfavorable to budget by \$20k related to the timing of gifts. This is offset by Event Income of \$26.4k year-to-date which is favorable to budget. The net is favorable by \$6K.

Revenues include \$139K in distributions from Flanigan, Foley, and Francis Funds. These funds cover 2023 expenditures but do not reflect 2023 revenue based on GAAP accounting.

### EXPENSES

Total actual operating expenses through May are \$662,883, which is favorable to budget overall by \$36.3k. The primary variance to the budget of \$18.5k is in the Artwork/Production, Advertising Placement and Audio/Visual categories due to timing differences.

### OPERATIONS THROUGH MAY 2023

Net unrestricted operating revenue over expenses is (\$203,810). Combined with the other investment income related primarily to Francis Chair and Flanigan, net income is \$37,145.

Net operating income/(loss) of (\$192.7k) through May, or approximately \$11k behind plan.

**Center for Practical Bioethics**  
**Budget vs. Actuals: Proposed Budget 2023 - FY23 P&L**  
 January - May, 2023

	May 2023				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
4210 Funds Released from Restrictions	16,666.66	30,833.00	-14,166.34	54.05%	83,333.32	130,165.00	-46,831.68	64.02%
4310 Endowment Receipts	24,226.00	24,226.00	0.00	100.00%	138,887.00	136,726.00	2,161.00	101.58%
4430 Event Income	6,303.19	0.00	6,303.19		26,409.19	0.00	26,409.19	
4510 Earned Income	26,000.00	19,000.00	7,000.00	136.84%	91,957.94	95,000.00	-3,042.06	96.80%
4515 Provider Ethics Services	17,177.01	17,052.00	125.01	100.73%	85,885.27	85,260.00	625.27	100.73%
4520 Honoraria		416.67	-416.67	0.00%	0.00	2,083.35	-2,083.35	0.00%
4660 Donations-unrestricted	10.92	5,500.00	-5,489.08	0.20%	25,952.75	23,000.00	2,952.75	112.84%
4661 Monthly givers	480.00	500.00	-20.00	96.00%	1,105.00	2,500.00	-1,395.00	44.20%
4662 Leadership donations		0.00	0.00		0.00	5,000.00	-5,000.00	0.00%
4663 Major Gifts & Corporate Giving		10,000.00	-10,000.00	0.00%	0.00	20,000.00	-20,000.00	0.00%
<b>Total 4660 Donations-unrestricted</b>	<b>\$ 490.92</b>	<b>\$ 16,000.00</b>	<b>-\$ 15,509.08</b>	<b>3.07%</b>	<b>\$ 27,057.75</b>	<b>\$ 50,500.00</b>	<b>-\$ 23,442.25</b>	<b>53.58%</b>
4720 Membership - Individual		50.00	-50.00	0.00%	0.00	180.00	-180.00	0.00%
4810 Communication Income	707.00	1,250.00	-543.00	56.56%	5,150.00	6,250.00	-1,100.00	82.40%
5010 Other Revenue-Reimbursements	146.47	0.00	146.47		146.47	0.00	146.47	
5050 Interest Income	15.23	8.33	6.90	182.83%	246.29	41.65	204.64	591.33%
5090 Miscellaneous Income		41.67	-41.67	0.00%	0.00	208.35	-208.35	0.00%
<b>Total Income</b>	<b>\$ 91,732.48</b>	<b>\$ 108,877.67</b>	<b>-\$ 17,145.19</b>	<b>84.25%</b>	<b>\$ 459,073.23</b>	<b>\$ 506,414.35</b>	<b>-\$ 47,341.12</b>	<b>90.65%</b>
<b>Gross Profit</b>	<b>\$ 91,732.48</b>	<b>\$ 108,877.67</b>	<b>-\$ 17,145.19</b>	<b>84.25%</b>	<b>\$ 459,073.23</b>	<b>\$ 506,414.35</b>	<b>-\$ 47,341.12</b>	<b>90.65%</b>
<b>Expenses</b>								
6010 Salaries and Wages	81,177.66	83,164.00	-1,986.34	97.61%	397,816.82	405,447.00	-7,630.18	98.12%
6090 457(b) Deferred Compensation Exp		0.00	0.00		24,226.00	24,226.00	0.00	100.00%
6110 Employer FICA Taxes	6,070.49	6,368.00	-297.51	95.33%	35,071.43	31,045.00	4,026.43	112.97%
6130 Unemployment Taxes	-15.29		-15.29		80.26	0.00	80.26	
6210 Health Insurance Premiums	3,301.87	4,953.00	-1,651.13	66.66%	28,798.80	24,765.00	4,033.80	116.29%
6215 HSA/FSA Employer Matching Contribution		0.00	0.00		2,562.50	10,000.00	-7,437.50	25.63%
6220 Health Reimbursement Acct Exp	150.00	166.67	-16.67	90.00%	750.00	833.35	-83.35	90.00%
6240 403(b) Matching Contributions	1,367.03	1,883.75	-516.72	72.57%	7,084.96	9,418.75	-2,333.79	75.22%
6245 403(b) Discretionary Contribution		0.00	0.00		195.50	0.00	195.50	
6270 Disability Insurance Expense	779.40		779.40		2,590.11	0.00	2,590.11	
6350 Employee Development		0.00	0.00		1,015.48	100.00	915.48	1015.48%
6380 Search Expense			0.00		404.55	0.00	404.55	
6390 Other Employee Expense		833.33	-833.33	0.00%	117.14	4,166.65	-4,049.51	2.81%

	May 2023				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
6410 Office Lease	4,744.40	4,733.00	11.40	100.24%	20,742.66	23,665.00	-2,922.34	87.65%
6420 Parking		12.50	-12.50	0.00%	204.00	62.50	141.50	326.40%
6460 Repairs & Maintenance		33.33	-33.33	0.00%	0.00	166.65	-166.65	0.00%
6490 Other Occupancy Expense	85.38	220.00	-134.62	38.81%	745.29	1,100.00	-354.71	67.75%
6510 Contract Services	14,122.00	13,041.67	1,080.33	108.28%	80,829.21	65,208.35	15,620.86	123.96%
6520 Accounting & Audit Fees	3,873.16	4,383.00	-509.84	88.37%	19,192.67	21,915.00	-2,722.33	87.58%
6530 Legal Fees			0.00		3,150.00	0.00	3,150.00	
6540 Bank/Credit Card Charges	30.00	375.00	-345.00	8.00%	285.87	1,875.00	-1,589.13	15.25%
6550 Payroll Processing Fees		90.00	-90.00	0.00%	593.24	450.00	143.24	131.83%
6570 Other Fees	343.87	2,262.50	-1,918.63	15.20%	1,977.12	11,312.50	-9,335.38	17.48%
6630 Kitchen Supplies		50.00	-50.00	0.00%	0.00	250.00	-250.00	0.00%
6640 Office Supplies	250.32	166.67	83.65	150.19%	1,088.86	833.35	255.51	130.66%
6650 Program-related Supplies	122.07	166.67	-44.60	73.24%	1,428.69	833.35	595.34	171.44%
6710 Telephone Expense	613.81	555.42	58.39	110.51%	3,704.32	2,777.10	927.22	133.39%
6810 Postage	300.00	362.08	-62.08	82.85%	1,200.00	1,810.40	-610.40	66.28%
6820 Overnite Charges-Shipping		8.33	-8.33	0.00%	0.00	41.65	-41.65	0.00%
6880 Mailing Services	110.99	166.67	-55.68	66.59%	285.52	833.35	-547.83	34.26%
6915 Equipment Rental Expense	749.49	352.25	397.24	212.77%	1,878.49	1,761.25	117.24	106.66%
6920 Equip/Software Maintenance Costs		87.92	-87.92	0.00%	0.00	439.60	-439.60	0.00%
6950 NonCapital Equipment Costs		125.00	-125.00	0.00%	364.18	625.00	-260.82	58.27%
7010 Printing & Collateral Materials	6,878.00	2,500.00	4,378.00	275.12%	9,360.03	8,500.00	860.03	110.12%
7020 Artwork & Production		1,500.00	-1,500.00	0.00%	0.00	4,500.00	-4,500.00	0.00%
7040 Advertising Placement		675.00	-675.00	0.00%	0.00	3,325.00	-3,325.00	0.00%
7050 Audio & Visual Production		5,000.00	-5,000.00	0.00%	0.00	10,685.00	-10,685.00	0.00%
7110 Airfare		0.00	0.00		0.00	0.00	0.00	
7120 Hotel		0.00	0.00		0.00	0.00	0.00	
7130 Ground Transportation		0.00	0.00		0.00	0.00	0.00	
7150 Meals, Beverages & Incidentals		0.00	0.00		517.73	120.00	397.73	431.44%
7160 Mileage & Tolls		0.00	0.00		0.00	250.00	-250.00	0.00%
7190 Other Travel Expenses		0.00	0.00		0.00	0.00	0.00	
7220 Meeting Space		0.00	0.00		200.00	0.00	200.00	
7240 Food & Beverage		0.00	0.00		0.00	0.00	0.00	
7250 Speaker's Honoraria		0.00	0.00		0.00	0.00	0.00	
7255 Speaker's Travel Expense		0.00	0.00		0.00	0.00	0.00	
7270 Registration Fees		81.25	-81.25	0.00%	0.00	406.25	-406.25	0.00%
7290 Other Conf/Meeting Expenses		0.00	0.00		0.00	0.00	0.00	
7295 Board of Directors Expense	508.22	875.00	-366.78	58.08%	1,155.53	4,375.00	-3,219.47	26.41%
7310 Individual Dues	100.00	83.33	16.67	120.00%	625.00	416.65	208.35	150.01%

	May 2023				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
7320 Organization Dues	385.00	97.92	287.08	393.18%	935.00	489.60	445.40	190.97%
7350 Subscriptions & Books	252.48	1,905.83	-1,653.35	13.25%	4,480.05	9,529.15	-5,049.10	47.01%
7410 Business & Casualty Insurance		502.00	-502.00	0.00%	2,008.00	2,510.00	-502.00	80.00%
7415 Business Umbrella		287.50	-287.50	0.00%	1,150.00	1,437.50	-287.50	80.00%
7420 Director's & Officer's Liability		175.17	-175.17	0.00%	0.00	875.85	-875.85	0.00%
7430 Key-Man Insurance		288.50	-288.50	0.00%	0.00	1,442.50	-1,442.50	0.00%
7440 Professional Liability		55.25	-55.25	0.00%	0.00	276.25	-276.25	0.00%
7450 Worker's Compensation		224.58	-224.58	0.00%	624.10	1,122.90	-498.80	55.58%
7540 Other Interest Expense			0.00		43.40	0.00	43.40	
7580 Finance Charges/Late Fees	16.66		16.66		176.12	0.00	176.12	
7620 Donations		20.83	-20.83	0.00%	0.00	104.15	-104.15	0.00%
7660 Miscellaneous Expense		0.00	0.00		0.00	120.00	-120.00	0.00%
7770 Depreciation		0.00	0.00		3,224.77	2,700.00	524.77	119.44%
<b>Total Expenses</b>	<b>\$ 126,317.01</b>	<b>\$ 138,832.92</b>	<b>-\$ 12,515.91</b>	<b>90.98%</b>	<b>\$ 662,883.40</b>	<b>\$ 699,147.60</b>	<b>-\$ 36,264.20</b>	<b>94.81%</b>
<b>Net Operating Income</b>	<b>-\$ 34,584.53</b>	<b>-\$ 29,955.25</b>	<b>-\$ 4,629.28</b>	<b>115.45%</b>	<b>-\$ 203,810.17</b>	<b>-\$ 192,733.25</b>	<b>-\$ 11,076.92</b>	<b>105.75%</b>
<b>Other Income</b>								
7830 Investment Earnings			0.00		32,652.35	0.00	32,652.35	
7840 Realized Investment Gains (Losses)			0.00		9,881.60	0.00	9,881.60	
7845 UnRealized Investment Gains (Losses)			0.00		206,658.46	0.00	206,658.46	
<b>Total Other Income</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>		<b>\$ 249,192.41</b>	<b>\$ 0.00</b>	<b>\$ 249,192.41</b>	
<b>Other Expenses</b>								
7850 Investment Fees & Expenses			0.00		8,207.85	0.00	8,207.85	
7910 Other Expense	0.38		0.38		29.03	0.00	29.03	
<b>Total Other Expenses</b>	<b>\$ 0.38</b>	<b>\$ 0.00</b>	<b>\$ 0.38</b>		<b>\$ 8,236.88</b>	<b>\$ 0.00</b>	<b>\$ 8,236.88</b>	
<b>Net Other Income</b>	<b>-\$ 0.38</b>	<b>\$ 0.00</b>	<b>-\$ 0.38</b>		<b>\$ 240,955.53</b>	<b>\$ 0.00</b>	<b>\$ 240,955.53</b>	
<b>Net Income</b>	<b>-\$ 34,584.91</b>	<b>-\$ 29,955.25</b>	<b>-\$ 4,629.66</b>	<b>115.46%</b>	<b>\$ 37,145.36</b>	<b>-\$ 192,733.25</b>	<b>\$ 229,878.61</b>	<b>-19.27%</b>

Tuesday, Jun 20, 2023 10:45:28 AM GMT-7 - Accrual Basis

# Center for Practical Bioethics

## Balance Sheet As of May 31, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1010 CENTER FOR PRACTICAL BIOETHICS INC (0266) - NEW	27,135.19
1040 Petty Cash	5.22
1070 MONEY MARKET ACCOUNT (8991) - NEW	0.00
1075 Country Club Bank - Brokerage Account	45.90
1900 Bill.com Money Out Clearing	0.00
<b>Total Bank Accounts</b>	<b>\$27,186.31</b>
Accounts Receivable	
1110 Accounts Receivable	9,100.00
1150 Accounts Receivable - Other	45,563.15
1210 Grants Receivable	12,349.00
1240 Pledges Receivable	15,211.97
1250 Pledges Receivable-Major Gifts Campaign	2,642.06
1280 Pledges Receivable-Discount	-897.88
<b>Total Accounts Receivable</b>	<b>\$83,968.30</b>
Other Current Assets	
1450 Prepaid Insurance	15,935.47
1460 Prepaid Exp-Other	11,087.22
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$27,022.69</b>
<b>Total Current Assets</b>	<b>\$138,177.30</b>
Fixed Assets	
1640 Furniture, Computers & Equipment	82,056.71
1720 Accum Depreciation - Leasehold Improvements	-3,224.77
1740 Accum Depreciation - Furniture, Computers, Equipmnt	-60,532.87
1805 Flanigan Endowed Chair Investment	2,160,819.72
1806 Foley Investment Account	739,643.18
1807 Francis Family Endowment Beneficial Interest	3,046,947.04
1840 Operating Lease	72,459.06
1860 457(b) Deferred Compensation Plan	242,802.77
<b>Total Fixed Assets</b>	<b>\$6,280,970.84</b>
Other Assets	
1320 Inventory	15,500.19
<b>Total Other Assets</b>	<b>\$15,500.19</b>
<b>TOTAL ASSETS</b>	<b>\$6,434,648.33</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2040 Accounts Payable (Bill)	0.00

# Center for Practical Bioethics

## Balance Sheet As of May 31, 2023

	TOTAL
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
2050 Other Accounts Payable	
2060 Accounts Payable -Pension	0.00
2065 Accounts Payable -FSA	425.99
2080 Accounts Payable -Other	0.00
<b>Total 2050 Other Accounts Payable</b>	<b>425.99</b>
2120 Accrued Payroll Taxes	0.00
2125 Accrued 403(b) Contributions	0.00
2130 Accrued PTO	23,948.00
2140 Accrued Major Illness Leave	0.00
2145 Operating Lease Liability	59,449.50
2150 Accrued Expenses - Other	5,495.57
<b>Total Other Current Liabilities</b>	<b>\$89,319.06</b>
<b>Total Current Liabilities</b>	<b>\$89,319.06</b>
Long-Term Liabilities	
2410 Deferred Revenue	-139,786.59
2770 Operating Lease Liability LT	10,037.54
2810 457(b) Deferred Compensation Liability	242,802.77
<b>Total Long-Term Liabilities</b>	<b>\$113,053.72</b>
<b>Total Liabilities</b>	<b>\$202,372.78</b>
Equity	
3100 Permanently Restricted Funds	4,239,106.01
3300 Temporarily Restricted Funds	1,921,510.39
3500 Unrestricted Funds	34,188.91
5800 Opening Balance Equity	286.87
5900 Retained Earnings	38.01
Net Income	37,145.36
<b>Total Equity</b>	<b>\$6,232,275.55</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$6,434,648.33</b>

## Executive Committee Meeting

June 14, 2023

8:00 am – 9:00 am CST

Present: Steve Salanski, James Stowe, Eva Karp,  
Tresia Franklin, Mark Thompson, Maggie Neustadt

Absent: Alan Edelman

### Strategic Opportunities and Operational Considerations:

1. The Center is seeking to secure the skills and processes to handle essential bookkeeping activities (processing of accounts payable and receivable, cash flow forecasting, and program-level financial reporting). Recent oversights in some clerical matters and restricted cash flow suggest the need to either outsource these activities to Supporting Strategies (under the Center's existing agreement), or potentially, hire a part-time staff member. The Center will meet with Supporting Strategies to clarify the needed skills and activities and will conduct a cost comparison between the outsourcing and hiring approaches.

Part of the refinement to the Center's administrative functions will likely be a clearer delineation between the fundraising/development and accounting/finance units and roles.

2. Administration for Community Living: this is a proposal for a grant by the Partnership to Align Social Care whose objective is to provide technical assistance to community care hubs. The Center would provide expert consultation to the Partnership for the design and delivery approach of nationwide technical assistance and other support to organizations interested in aligning the health and social care sectors through community care hubs. Although details are pending, a small amount of grant funds would likely cover a small portion of the CEO's efforts.

A broader opportunity for the Center is the likely establishment of a "technical assistance bank" under the Partnership's Center of Excellence designation, if awarded the grant. The Center could be listed as a consulting or technical assistance resource on the bank and may earn consultation engagements under a menu of services, similar to the approach under Ethical AI and Ethics Services. If demand warranted additional expertise or capacity, the Center could host these individuals, or a team, under professional services agreements, enabling potential earned revenue.

Maggie moved to support the proposal, Eva seconded, motion carried. Support of the proposal and strategic direction of offering consultation services to community care hubs will be advanced to the full Board for consideration at the next meeting.

3. Deliberative Democracy and Social Justice: The overall strategic direction of the Francis Chair was discussed, including the timeline of likely launch of community programming, which is currently expected to occur in 24 months or so, after the Deliberative



Democracy toolkit is funded for testing in at least two communities, analyzed for efficacy, and adapted for implementation. To date, there is no funding commitment from any parties to support the testing phase, which makes the timeline fluid.

There are some limitations to the current design of the Francis Chair role, mainly due to the need to seek external funding to launch and sustain programming. Endowment funding only supports a portion of the Chair's time, limited support personnel time, and some other small expenses. The Center is not equipped with the infrastructure and personnel common to supporting a robust research agenda of, for example, faculty scholars at a research institution.

Opportunity to clarify the Francis Chair's direction, research agenda support, and relationship to Center programming and community exists. Committee members recommended that the Full board consider this matter.

Due to lack of time, the incentive program was not discussed and tabled for the next meeting.

Respectfully submitted,

Jane Lombard MD, MBA  
Secretary

# Operationalizing Equity



June 14, 2023

Executive Committee Report

*Please note: As of the submission deadline, the Center provided no formal letter of Support, budget, or other documents indicating primary participation in this grant proposal. Rather, there may be future opportunities for consultation support to health systems, health plans, and community organizations who are pursuing the Community Care Hub model, potentially facilitated by the entities outlined in this report. If this opportunity arises, then the Board will be able to craft, review, and approve any new direction in strategy.*

**ISSUE:**

**VOTE:** Authorize a collaborative grant proposal with the **Partnership to Align Social Care (P2ASC)** to the **Administration for Community Living (ACL)** that will establish a Center of Excellence for Community Care Hubs

**BACKGROUND:**

The Partnership to Align Social Care is an initiative under the Partners in Care Foundation, a nonprofit in Los Angeles focused on the delivery of social and community health services through contracts with healthcare entities. Roughly 18 months ago, the Partnership was formed as a byproduct of ongoing discussions between the federal Administration for Community Living and the leading Managed Care Organizations (MCOs), who are increasingly being asked to address social and community health among their members.

Community Care Hubs (CCHs) are comprised of frontline social service organizations formally partnering in a coordinated network structure, with input from the community(ies) they serve. The delivery of services through these trusted community organizations is thought to be superior to other approaches to address Health-Related Social Needs (HRSN) because services are both wraparound and may be delivered at the neighborhood-level.

The ongoing shift to value-based healthcare precipitated much of this activity and the formation of the Partnership. Inherent in this shift are questions of healthcare equity and justice, and the principles of ethics pertain to the design, inclusion of community, and operation of CCHs.

ACL requires the Center of Excellence to establish a general approach to technical assistance and guidance to both established and emerging CCHs. Therefore, the Partnership seeks leadership capacity, under a consultant model, to serve on their expert advisory committee and help to structure technical assistance offerings and approaches for the involved CCHs.

As part of the Center of Excellence's activities, a repository of Technical Assistance capacity will be established in an online "marketplace" that can help pair experience and specific technical skills among consulting individuals, groups, and organizations with CCHs who have distinct needs in forming their leadership or governance structures and approaches to operations. In the future, the Center may have a role in offering technical assistance that aligns with our mission and current or future capacity, but additional details will be needed to establish a strategy and partnerships.

**BUDGET CONSIDERATIONS:**

The grant is divided into 3 years of work, beginning in September 2023. The first and second years are heavily loaded, and the third year's funding phases down, in anticipation of the Center of Excellence moving to independent funding.

<b>Revenue</b>	
<b>Source:</b> <b>Administration for Community Living, Center for Innovation and Partnership</b> <b>HHS-2023-ACL-CIP-NWCH-0036, CFDA: 93.048</b>	
Year 1 Amount	\$31,702
Year 2 Amount	\$33,604
Year 3 Amount	\$17,810
<b>TOTAL</b>	<b>\$83,116</b>
<b>Projected Expenses (3-year totals)</b>	
Personnel -Stowe @ .10FTE, years 1-2; .05FTE, year 3; fringe @ 21%	\$63,448
Indirect Costs -@ 31%	\$19,669
<b>TOTAL</b>	<b>\$83,116</b>
<i>In-Kind CEO time @ .025FTE</i>	<i>\$12,172</i>

## **Goal 1. CPB is a trusted provider of ethics education and ethics consultation services.**

### **Objectives**

- 1.1** Maintain a continuous agreement with KUMC and KCU, at or above 2022 levels
- 1.2** By March 31, 2024, earn at least \$125,000 in Ethics Services agreements from new and existing sources
- 1.3** By March 31, 2024, add 1.0FTE personnel for ethics services, supported by new earned revenue
- 1.4** Through 2025 and beyond, sustain and optimize current Ethics Services agreements by maintaining or increasing revenue, optimizing utilization, and achieving high customer satisfaction
- 1.5** By March 31, 2024, demonstrate continued mentoring of young people into bioethics vocations by means of one or several internships, providing opportunities for shadowing, and intentional generativity
- 1.6** By Q1 2024, explore Department of Education designation as an external Hispanic-Serving Institution (HSI) or consulting relationship to serve HSIs through curriculum/program development
- 1.7** Through 2025, deepen reach of Advance Care Planning into key communities, through ethics services agreements, and independently funded initiatives