

## Finance & Operations

Staff Name	Primary Areas	Secondary Areas (Back-up)	Committees, WGs, TFs, PNs
<b>Sandy Birkman,</b> Director of Finance & Operations	<ul style="list-style-type: none"> <li>Financial Reports</li> <li>Corporate Compliance</li> <li>Ventures Loan Program</li> <li>Contracting &amp; Grant Reporting</li> <li>Board Voting and Elections</li> </ul>	<ul style="list-style-type: none"> <li>Accounts Receivable/Payable</li> <li>Facilities</li> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Finance</li> <li>Ventures Finance</li> <li>Governance</li> <li>Audit</li> </ul>
<b>Jodi Johnson,</b> Deputy Director Operations	<ul style="list-style-type: none"> <li>Human Resources</li> <li>Facilities</li> <li>Information Technology Management</li> <li>Administrative Coordination</li> <li>New Member Applications</li> <li>Database Administration</li> </ul>	<ul style="list-style-type: none"> <li>Ventures Loan Program</li> <li>Accounts Payable</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Robin Concannon,</b> Associate Director of Accounting	<ul style="list-style-type: none"> <li>Accounts Payable</li> <li>Accounts Receivable</li> <li>Internal Accounting Reports</li> <li>Membership Dues</li> </ul>	<ul style="list-style-type: none"> <li>Event Registration Assistance</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Jeanita Harris,</b> Senior Data Analyst	<ul style="list-style-type: none"> <li>Adhoc Reporting</li> <li>OSHPD Data</li> <li>UDS Data</li> <li>Statewide/Legislative Profiles</li> <li>Data Analysis</li> </ul>	<ul style="list-style-type: none"> <li>GIS/Mapping/Spatial Analysis</li> <li>Salary Survey</li> <li>HPSA/MUA/MUP Shortage Designation Program</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Heather Wright,</b> Sr. Administrative Coordinator	<ul style="list-style-type: none"> <li>Administrative Support to CEO/COO</li> <li>Administrative Support to RAC</li> </ul>		<ul style="list-style-type: none"> <li>Executive</li> <li>CPCA Board</li> <li>CPCA Ventures Board</li> <li>RAC</li> </ul>
<b>Daisy Po'oi,</b> Sr. Administrative Assistant	<ul style="list-style-type: none"> <li>Administrative Support for Finance &amp; Operations</li> <li>Administrative Support to WCN</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Support to CEO</li> </ul>	<ul style="list-style-type: none"> <li>Finance</li> <li>Ventures Finance</li> <li>Governance</li> <li>WCN</li> </ul>
<b>Glenna Davido,</b> Sr. Member Services Representative	<ul style="list-style-type: none"> <li>Receptionist</li> <li>Materials/Supply Coordinator</li> <li>Conference Room Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Event Registration Assistance</li> </ul>	
<b>Cathy Cooke,</b> Administrative Assistant	<ul style="list-style-type: none"> <li>Back-up Receptionist</li> <li>Travel</li> <li>Mail</li> <li>Conference Call Set-up</li> </ul>	<ul style="list-style-type: none"> <li>Accounts Receivables</li> </ul>	