**Columbia County Community Healthcare Consortium, Inc.**

**Executive Committee**

**Notes from the meeting of January 2, 2019**

**Attending Committee Members:** Beth Shuster, Robin Andrews, Art Proper, Jack Mabb, Linda Tripp

**Staff Members:** Claire Parde, Lisa Thomas, Ashling Kelly

**CALL TO ORDER**

*The meeting was called to order at 9:03 a.m.*

**Strategic Planning**

Claire updated the group on the Strategic Planning committee’s most recent meeting of December 14th, 2018. Despite a long break between the second and third meetings, it was a good and productive meeting; Claire remarked that the group has great ‘good will,’ and Jack Mabb also commented that it had been an excellent meeting. The Strategic Planning committee finished the TOWS analysis and discussed a plan for moving forward. At the next meeting, they will begin an Action SWOT, working with a template Claire has provided; this will produce actionable steps. The committee will meet on the second and fourth Fridays of January, and continue into February if needed.

Robin noted that while the original intention had been for all Executive Committee members to participate in the Strategic Planning Committee, Art and Beth haven’t been available to attend any of the meetings thus far. Robin asked them if they were comfortable being excused from any future participation and both replied that they were.

**401K Employer Contribution**

Claire asked the Executive Committee to approve the employer contribution to the 401(k) so that the distribution can be completed and Fiscal Manager John Ray can close out the 2018 fiscal year in anticipation of the audit. Claire reminded the committee that this is an annual contribution, made at the Board’s discretion; they may make a contribution in any amount or not at all. However, she also reminded them that last year the Board agreed that we would plan to make annual contributions according to the following formula: 2% of gross salary, with an additional 1% for every five years worked. Consequently, all the funds have been incorporated into the fringe expense lines of the relevant contract budgets and accrued.

**Beth Schuster made a motion to make the employer contribution to the 401(k) retirement account in the amount presented. Motion was seconded by Linda Tripp and unanimously approved.**

Robin commented that she was glad to see how much staff participation there is in the 401(k) plan. Claire told the group that the retirement plan is one of the most important benefits the Consortium offers its staff. In December, Vicki Haak of Ameriprise spoke at the staff meeting, and then met with individuals who had questions.

**Executive Director’s Report**

Claire gave her report to the group. The new CARTS vehicle, the purchase of which was approved in the Fall, has been purchased, detailed, and is on the road. We are officially set up with Circulation and expect to be doing our first trip shortly.

The existing RHN contract was completed on 12/31/2018; we were able to utilize the funds for several significant projects, including updating our phone system, replacing the server, and providing sexual harassment training with a trainer from Bond Schoeneck & King.

We are still waiting to hear about the Navigator contract and hope for word in early 2019.

The Tobacco Control application will be submitted by Friday, January 4th.

The Columbia County 2019 budget was approved, and the Consortium was allocated $51,000, up by $1000 over 2018. Four agencies allocated a combined total of $19,000 for Transportation services; our contract with DHS for transportation and grant writing services was renewed for $13,500.

Claire met with the staff of the SUNY Women’s Health Project. Prior to the meeting, the staff was nervous about the upcoming transition in the Spring, but Claire was able to put their minds at ease and they are now enthusiastic about it.

Claire reported that she is now chairing the Emerging Issues Committee of Assemblymember Didi Barrett’s Human Services Advisory Council; these connections help broaden the Consortium’s network.

As part of a Governance Committee initiative, Claire and Linda Tripp will host luncheons to meet with newer Board members; the first luncheon will take place on January 11th.

Claire will be serving as a reviewer for the NYSHealth Foundation Special Projects Fund. This won’t preclude the Consortium’s ability to submit its own project proposal in the future, and will offer insight into what types of projects are being funded and how they’re scored.

**Capital Behavioral Health Collaborative**

Claire offered an introduction to the Capital Behavioral Health Collaborative [CBHC], funded by OMH and created by two IPAs - one of which includes the Mental Health Association and the other of which includes Twin Counties Recovery Services. Beth shared more information, explaining that New York State recognized that DSRIP didn’t do enough to engage behavioral health providers and so has funded this “mini DSRIP,” positioning the Collaborative to survive in the managed care environment. The Collaborative is looking at clinical integration, standardization of practice, and enabling negotiations as one group. It will provide an incentive to join with the physical and medical health community, allowing follow-up between behavioral and physical/medical health.

Claire informed the group that there are three levels of membership in CBHC: “A” level is comprised of founding members; “B” level members pay a fee, share both risk and profit, and play a role in governance; “C” level members have no fees, and no share in risk or profit. Claire recommended that the Consortium enter into agreement as a C level member.

The CBHC places its emphasis on non-providers and the social determinants of health. As a member, the Consortium has a seat at the table; Claire could have a role in governance of the Collaborative but doesn’t anticipate doing that. There is a contract that requires execution by January 7, 2019.

**A motion was made by Art Proper to approve the Consortium joining the Capital Behavioral Health Collaborative, Inc. (CBHC) as a “C” level member and executing the Joinder Agreement. The motion was seconded by Jack Mabb, and approved, with Beth Schuster abstaining due to her role in the CBHC.**

**Tobacco-Free Fiscal Policy**

Claire told the members that the Tobacco Control application requires that the Consortium have a Tobacco-Free Policy. Although there was a policy created in 2006, it was too broad to meet the application criteria. Because stand-alone policies can be challenging to maintain in one place, a new and more specific policy has been written as a Fiscal Policy. Due to the imminent deadline for the submission, Claire asked the Executive Committee to approve CCCHC Fiscal Policy Number 21 – Tobacco-Free Policy.

**A motion was made by Jack Mabb to approve CCCHC Fiscal Policy Number 21 – Tobacco-Free Policy. The motion was seconded by Linda Tripp, and unanimously approved.**

**MWBE**

Claire shared that the MWBE requirements are becoming more challenging and time-consuming. The Governor expanded staff in that office, and quarterly reports on meeting MWBE goals must be submitted. The Consortium is currently working on its third revision of the forms related to the RHN contract; there are questions regarding eligible expenses, and how to forecast over five years, while budgets are year-to-year. It is possible to apply for a waiver and the Consortium is considering that option.

**Committee Review**

Robin asked the group if their committees are going well, and whether they have enough people to address the committees’ work. There is one Board member still unassigned to any committees; Robin and Budget and Finance Committee Chair Jack Mabb agreed to invite the unassigned member to serve on that committee.

**ED Contract** **Update**

Robin inquired as to whether the Consortium had been able to use $600 from the RHN contract to pay for a legal consultant to review the Executive Director’s contract. Claire confirmed that it had been able to do so, and the contract is currently being reviewed by Melissa Zambri of Hiscock and Barclay. Beth Schuster recommended the lawyer used by TCRS who specializes in labor law for possible future use.

**ADJOURNMENT**

The meeting was adjourned at 9:50 a.m.

The next Executive Committee meeting is scheduled for **March 6, 2019**

*Notes respectfully prepared and submitted by Ashling Kelly on 01/08/2019*