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

**Executive Committee**

**Notes from the meeting of March 6, 2019**

**Attending Committee Members:** 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 9:10 a.m.*

**Strategic Planning**

Claire reported that there have been some recent scheduling challenges for the Strategic Planning Committee, leading to a brief lapse in activity. The committee members agreed that the process is moving towards completion; the goal is to complete it in four more sessions. Once the Action SWOT has been completed, the group will discuss how to present its work and recommendations to the full Board. Appreciation was expressed for how direct and inclusive the process has been; Claire agreed and added that the level of engagement from everyone on the committee has been impressive.

**April’s Regular Board Meeting, Annual Meeting, & Board Recognition Event**

Claire updated the committee on the plans for the April Board meeting, the Annual Meeting, and the Recognition event. The regular April Board meeting will take on April 3rd at 2:30 p.m., in its usual location. The agenda includes the audit report and Corporate Compliance training. That meeting will adjourn at 4:00 p.m., to be followed immediately by the Annual Meeting and the Board Recognition Event at Hudson Hall. The event was scheduled in this way to make it convenient for Board members to participate. The group agreed to have a “social hour” from 4:15 p.m. to 5:00 p.m., followed by the Board’s Annual Meeting, which will include remarks from the Board President, board member elections, recognition of this year’s recipient of the Anne W. Zittell award, Jim Campion, and concluding with remarks from the Executive Director. It was noted that holding the Annual Meeting and its elections as part of the larger event allows the Board members’ service to be publicly acknowledged. The Committee discussed who might present Jim with the award and concluded that PJ Keeler would be the best member to do so. Claire will make that request of PJ.

**Revised Personnel Policy 604: Civic Leaves - 604.1 Jury Duty**

Claire introduced revisions to the existing Personnel Policy 604.1 Jury Duty. The Consortium’s existing policy was intended to meet the NY State requirement that an agency of the Consortium’s size pay staff for time missed from work due to Jury Duty service for the first three days of that service, but was unclear about subsequent days. Separate from the policy was a form signed by staff which codified coverage for all days of jury service. The Consortium honored that form when a staff member was recently called for Grand Jury service, but a clearer policy is needed.

The revised policy clarifies that the Consortium will pay staff for time missed from work due to Jury Duty service for the first three days of that service; after the first three days staff may choose, but are not required to, use accrued paid leave (PTO) to receive wages for additional time missed from work. Additionally, the Consortium will continue to maintain benefits for the duration of the jury service.

Claire expressed her concern about the potential financial hardship for those staff who are least compensated, but also recognized the Consortium’s contractual obligations to provide services; if a staff member were to be called for a lengthy sequestered jury term, it wouldn’t be possible to pay wages for both that staff member and another individual to cover the missed hours. A committee member commented that it is a good decision to maintain benefits because it signals the agency’s support for performing jury service.

The revised policy also states that staff are expected to report to work when not in jury duty and must provide supporting documentation from the court for their time missed from work.

**Committee Chair Robin Andrews requested a motion to recommend revised Personnel Policy 604.1 Jury Duty to the entire Board for approval.** **Jack Mabb made the motion, which was seconded by Linda Tripp, and unanimously approved.**

**Executive Director’s Report**

**Program Updates**

Claire shared the news that she has just signed a memorandum of understanding (MOU) with CMH to provide community health planning services for $5000. The services include: writing the hospital’s Community Services Plan; serving as the hospital’s representative at relevant community meetings (e.g., Chronic Disease Workgroup, the Public Health Leadership Team, Prevention Agenda Workgroup); and, collaborating with appropriate hospital staff to ensure its IRS Form 990 reflects the work of its Community Services Plan. It was commented that Claire’s role in this is beneficial to the Department of Health, because she understands the need for partnership between CMH and DOH, and can be seen as ‘boots on the ground.’

Claire went on to report that we are still awaiting a response to our Navigator grant application, but are expecting to hear soon. NYConnects received its modification to $140,000. Claire told the group there will be four billboards spread through Columbia County promoting the program.

There is an upcoming Circulation training for the Transportation program, and the Consortium is drafting an MOU with the CMH Psychiatric Unit for more extensive transportation services.

Claire announced that the Consortium received $50,000 from the Dyson Foundation for General Operating Support, some of which will be used for the new Community Health Worker Program, the name of which will be changing to “Helpers for Health.”

**Personnel Updates**

Claire informed the committee that Navigator/NYConnects Information and Assistance Specialist Taylor Wenk left the Consortium on March 1st. We are finding it difficult to fill the position; several applications were submitted missing all the required components. The position requires a detail-oriented individual; incomplete applications reflect a lack of attention to detail and are not considered. There is a possibility of bringing in a paid intern from C-GCC.

Two of the Transportation Program’s drivers passed away recently: current driver William “BJ” Wrigley and former driver Roger Marvin.

**Board and Community Relations**

Claire reported that she has been interviewing provider agency leaders about value based payments for the Emerging Issues Committee of the Human Services Advisory Council and will create a white paper from the information she receives.

Recently Claire met with Patrick Paul, CEO of the Anderson Center for Autism in Hyde Park. While the Center is in Dutchess County, Mr. Paul resides locally. It is a good new connection to have.

As requested by the Strategic Planning Committee, Claire has been meeting with people to research fundraising possibilities. Two themes have emerged: (1) major donor development would be challenging, if not impossible, due to the unique composition of the Board and the conflicting obligations/restrictions on fundraising that many members have, and (2) a direct-mail annual giving campaign is clearly the most appropriate and easiest to implement of approaches. It was observed that the breadth of the Consortium’s mission may excite newcomers to the area, as well as appeal to individuals for whom the area has long been a home. It was noted that, because people like tangible goals, there could be program specific mailings with a wish list and testimonials from people who have benefitted from the Consortium’s work. Additionally, this could become a way to begin developing larger donors.

**ADJOURNMENT**

The meeting was adjourned at 10:15 a.m.

The next Executive Committee meeting is scheduled for **May 1, 2019**

*Notes respectfully prepared and submitted by Ashling Kelly on 03/11/2019*

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

**Executive Director’s Report to the Executive Committee, March 6, 2019**

**Program Updates**

Rural Health Network Program Update

Recently, I executed a small contract in the amount of $5,000 to provide community health planning services on behalf of Columbia Memorial Hospital (this was a role previously filled by Mary Daggett, who retired from CMH in December 2018). I will be working with the health departments in Greene and Columbia Counties, the Population Health Improvement Program (PHIP) administered by the Healthy Capital District Initiative (HCDI), and other community partners in collaborative community health planning. At a minimum, this will entail the following:

* Serving as CMH’s representative at all large group meetings pertaining to collaborative community health planning including, but not limited to, meetings of community partners convened for the purpose of identifying local health priorities associated with the NYS Prevention Agenda and selecting interventions to address those priorities
* Serving as CMH’s representative at all meetings of the Chronic Disease Workgroup, the Public Health Leadership Team, the Prevention Agenda Workgroup, and Mobilizing Action through Planning and Partnerships (MAPP)
* Developing the written Community Services Plan, with an emphasis on high-need populations or areas
* Submitting and presenting, as requested, the Community Services Plan to the CMH Board of Trustees for approval
* Ensuring timely submission of the Community Service Plan to NYSDOH

It will also entail collaborating with appropriate CMH staff to ensure that Prevention Agenda efforts are reflected in the Internal Revenue Service Form 990 Schedule H, which details the hospital’s Community Benefit Programs. This is a great opportunity for the Network to enhance its role in community health planning, a function that many other RHNs throughout the state perform. The news of this arrangement was very well received by our partners at the local health departments and HCDI.

Navigator Program Update

We continue to await a response to our grant application to the NYSDOH for the Navigator Program. We requested $330,000 for the 5-year period beginning May 1st, 2019 and ending April 30, 2024. Although we were advised that notice will be given in the month of February that was later amended to “soon.”

NYConnects Program Update

The contracts with Columbia County for the NYConnects program was amended upward to approximately $140,000. We are on track to almost fully expense the contract; look for billboards promoting the NYConnects Program in four locations throughout the county. The next contract period begins April 1, 2019. While NYSOFA has not advised the County what next contract year’s allocation will be, we expect it to be similar to the current.

Transportation Program Update

A small group of our staff will be trained on using Circulation-- the web-based platform for non-medical transportation that is being utilized by the two Albany-area DSRIP Performing Provider Systems (PPS’s), the Alliance for Better Health (“the Alliance”) and Better Healthcare for Northeastern NY (BHNNY)--on Wednesday, March 13th. The care management agencies serving Columbia County will also be trained.

Our contract with Columbia Memorial Health’s Psych Unit for transportation service to and from the county courthouse has been going well, and we have been asked to draft another MOU for additional transportation service to multiple destinations. I have drafted that MOU and it is currently under review by the admin team at CMH.

The soon-to-be-renamed Community Health Worker Project

 As previously reported, the Dyson Foundation granted the Consortium $50,000 in General Operating Support, a portion of which will be used for the soon-to-be-renamed Community Health Worker Project (the remaining funds will support the Prescription Access and Referral Program). On Friday, March 8th, our team will be joining the Community Advisory Board of the SUNY Women’s Health Project at its regularly scheduled meeting to provide more information to community partners about the transition.

**Personnel Updates**

* Taylor Wenk, part-time Navigator, part-time Information and Assistance Specialist with the NYConnects Program, separated from the agency on March 2nd to pursue a nursing degree in NYC. We are experiencing real challenges hiring for the now-vacant position—renamed “Consumer Assistance Specialist.” Our best hope at the moment is for a paid intern from the Human Services Program at CGCC.
* Sadly, we lost two drivers, past and present, this month. Current driver, William “BJ” Wrigley passed away on February 20th, and past driver, Roger Marvin, passed away on March 1st.

**Board and Community Relations**

* On February 25th, I met with the Workforce Development Committee, a workgroup of the Human Services Advisory Council, at the Omega Institute in Rhinebeck. As the chair of the Emerging Issues Committee, I have also been meeting with leaders of various provider agencies about value based payment reforms.
* On February 28th, I attended the full day Population Health Summit in Albany, which focused on the Prevention Agenda for 2019-2024 on which community health planning activities will be based

**Upcoming Events**

* On March 8th, I will attend the last Community Advisory Committee Meeting of the SUNY Women’s Health Project, where the transfer of the project to the Consortium will be announced
* On March 13th, several staff and I will attend a training provided by BHNNY to become “users” of the Circulation platform for non-medical transport
* On Friday, March 22nd and again on Tuesday, April 2nd, I will attend the Community Health Improvement Plan health issue prioritization meetings in Greene and Columbia Counties, respectively.