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

**Executive Committee**

**Notes from the meeting of March 7, 2018**

**Attending Committee Members:** Beth Schuster, Linda Tripp, Art Proper

**Attending by video conferencing:** Robin Andrews, Tam Mustapha

**Absent Committee Members:** Theresa Lux

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

**CALL TO ORDER**

Meeting was called to order at 9:05 a.m. by President Beth Schuster.

Executive Director’s Report

At this time, Claire submitted her report (see attached).

Program Management

Claire updated the committee members on the Cancer Services Program Request For Proposals (RFP), which was released by the NYS Department of Health (NSYDOH) on January 26, 2018. NYSDOH regionalized and consolidated service areas, folding Columbia and Greene Counties into a service area that also includes Albany, Rensselaer and Saratoga Counties. Claire reported that the decision was made to not submit an application because the Consortium doesn’t have the capacity or mandate to serve such a large area. The Consortium will continue to work with existing clients, but will not conduct outreach activities to attract new clients. We expect to receive information about transferring/closing out the program in July, in anticipation of a program end date of September 30, 2018.

Claire also shared the recent developments regarding the Navigator and Rural Health Network (RHN) Programs. Navigator’s current contract was scheduled to end on September 30, 2018; however, the contract has been extended until April 30, 2019. An RFP is expected to be released early this summer. The RHN Program contract was scheduled to end on March 30, 2018 but has been extended to December 31, 2018. Since the 2019 Executive Budget proposes an additional 20% cut to the program, a seriously slimmed down budget must be submitted by March 12th. Since the Consortium relies on cost-accounting for numerous expenses, changes to one budget often beget changes to others, so budget modifications will also need to be submitted. Should the final State Budget retain the Executive Budget’s cuts, it would represent a dramatic reduction in the agency’s core funds. Claire suggested it is possible that the agency may need to replace budget shortfalls from the fund balance.

Personnel Management

Claire reported that the termination of the Cancer Services Program, and decreases in NYConnects funding have led to several staffing changes:

-Darcy Connor has been hired as CSP Coordinator by St. Peter’s Health Partners.

-Taylor Wenk, who has been working both in NY Connects and Navigator, will continue as a Navigator two days a week, and will step into the role of CSP Coordinator at the Consortium for three days a week until the program closes out at the end of September.

-Lynn Sanders, part-time data manager for CSP, had named her retirement date of March 30, 2018 prior to the news of the Cancer Service Program RFP. Fiscal Clerk Susan Long will step into Lynn’s position until the program closes at the end of September.

Policy, Strategy, and Program Planning

Claire initiated a conversation with the Committee about major forces she sees operating upon the agency, including regionalization and consolidation of service areas and reductions in funding or total elimination of long-standing public health programming. She also spoke about some ways small not-for-profit organizations may position themselves in the current operating environment, through mergers, acquisitions and other arrangements. The Committee asked Claire to alert the Entire Board to this discussion during her Executive Director’s report at the April Board Meeting and ensure that there is a more extensive discussion focused on strategic planning at the June Board meeting.

Action Item

Due to the snow cancellation of the full Board Meeting scheduled for February 7th, the Executive Committee was asked to vote on the following:

1. **A motion to approve the employer contribution to the 401(k) retirement account.**

**Be it RESOLVED, the Executive Committee moves to approve the employer contribution to the 401(k) retirement account. [*All members may act*]**

**Motion made by Linda Trip, seconded by Art Proper, and unanimously approved.**

Other Discussion

Claire informed the Committee that there was an audit concern regarding approval to purchase two vehicles. It was a process oversight; the fiscal policy requires approval for purchases over $10,000, but there was no formal action taken by the Budget and Finance Committee. The audit labeled this a ‘low severity management point’. Discussion arose over items such as tobacco advertising, which can have budgeted items exceeding $10,000, and can’t always be scheduled to fall within meeting times for a vote. The question arose of whether the Budget and Finance Committee can pre-approve certain items; it was suggested that the Budget and Finance Committee look at modifying the fiscal policy, and it was put on that committee’s agenda for the March 20th meeting.

 **ADJOURNMENT**

The meeting was adjourned at 10:05 am.

The next Executive Committee meeting is scheduled for **May 2, 2018**

*Notes respectfully prepared and submitted by Ashling Kelly on March 21, 2018.*

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

**Executive Director’s Report to the Executive Committee at its Meeting of March 7, 2018**

**Program Updates**

NYConnects Program Update

By way of reminder, the program has had two sources of support: (1) NYConnects “base” funding, which has been $43,987 per contract year, and (2) NYConnects Expansion and Enhancement Program (EEP) funding, which had been $97,102 for a 15-month period ending March 31, 2018. The “base funding” will end on March 31, 2018. That will leave us to operate the program with EEP funding alone, which is expected to be $90,822 for a 12-month period starting April 1, 2018.

Staff effects:

When fully funded, the NYConnects Program has the following staffing pattern:

* Claire Parde, Executive Director—10%
* Lisa Thomas, Program Director—40%
* Lynda Scheer, I&A Specialist—80%
* Taylor Wenk, I&A Specialist—40%

We will likely need to reduce the time as follows:

* Claire Parde, Executive Director—0%
* Lisa Thomas, Program Director—30%
* Lynda Scheer, I&A Specialist—80%
* Taylor Wenk, I&A Specialist—0%

Cancer Services Program Update:

On January 26th, NYSDOH released the Request for Applications for the Breast, Cervical and Colorectal Cancer Services Program for a 5-year competitive grant to start on October 1, 2018. Unfortunately, NYSDOH will only be funding 22 contractors (as opposed to the 35 currently working across the state now) to serve 22 new service areas.  Columbia and Greene Counties will be included in a service area that also includes Albany, Rensselaer and Saratoga Counties.  We determined that we have neither the capacity nor the mandate to serve such a large area, nor do we expect we could submit an application that could compete with those we know are being prepared by Saratoga Hospital and St. Peter’s Health Partners. Consequently, the Consortium will not be submitting an application and the CSP will end on September 30, 2018.

Staff effects:

When fully funded, the CSP had a three-person staffing pattern, as follows:

* Darcy Connor, Program Director—100%
* Lynn Sanders, Data Manager—60%
* Vacant, Public Education and Targeted Outreach Coordinator—100%

The following changes are occurring:

* Darcy Connor will be separating from the agency on Friday, March 9th. The good news is that Darcy has been hired by St. Peter’s Health Partners as the CSP Coordinator for their current contract serving Albany and Rensselaer Counties. If their application is successful, Darcy would oversee the CSP that would serve Columbia and Greene Counties, thereby ensuring that our residents would continue to be served.
* Lynn Sanders will separate on March 30, 2018, the date of her planned retirement
* Since there are only a few months remaining until the contract and program ends, we will not hire externally to fill the vacant positions. Instead, Taylor Wenk will become the CSP Coordinator 60%, replacing her time on NYConnects, and Sue Long, the part-time Fiscal Clerk, will become the Data Manager at 40%, rounding her out to full-time. Their time will be devoted to serving existing clients and ensuring a smooth close and transition to the new funded program. For the purposes of CSP, both staff will report to Lisa Thomas.

Navigator Program Update

The Navigator Program was scheduled to end on September 30, 2018. However, we were recently advised that the current Navigator contract is being extended 7 months until 4/30/19. NYSDOH has stated the RFP will be released in the early summer.

Rural Health Network Program Update

The Rural Health Network Program contract was scheduled to end on March 31, 2018. We had previously been advised that the contract would be extended six months to September 30, 2018. On March 1st, we were advised that the contract will now be extended nine months, to December 31, 2018. Since the Fiscal Year 19 Executive Budget proposes a 20% reduction to the program (this is in addition to last year’s 21% cut, constituting a 37% cut in a two-year period), the 9-month budget will be $113,630. We are expected to submit a budget, justification and work plan by March 12th.

**Outreach and Community Relations**

* On December 6th, I represented the Consortium at the Greene County Chamber of Commerce’s Holiday Party
* On December 7th, I participated in the meeting of the Advisory Committee to the Population Health Improvement Program of the Capital Region, administered by the Healthy Capital District Initiative
* On January 30th, I attended a meeting of the Capital District Behavioral Health Care Collaborative at the Addictions Care Center of Albany
* February 5th-8th, 2018 I attended the National Rural Health Policy Institute in Washington, DC as one of five members of a delegation from the New York State Association for Rural Health
* NYSARH Legislative Advocacy Day on February 13th
* On Friday, February 16th, I attended my first meeting as a member of the Board of the Catskill Hudson Area Health Education Center in Poughkeepsie
* On February 28th, I participated in the Senate Heroin Task Force hearing at CGCC organized by Senator Kathy Marchione

**Upcoming Events**

* On March 28th, both the Healthcare Consortium and I will be honored by the Community Services Board at its Annual Dinner at Kozel’s