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

**Executive Committee**

**Notes from the meeting of May 1, 2019**

**Attending Committee Members:** Robin Andrews, Art Proper, Linda Tripp

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

**CALL TO ORDER**

*The meeting was called to order at 9:05 a.m.*

**Strategic Planning**

Claire reported that the Strategic Planning Committee’s work is going very well. The material the committee has generated has been organized by Ashling and Claire and sent to two committee volunteers for their input. That summary will be presented at the next Strategic Planning Committee meeting to get feedback from the members. The group’s goal is to finalize, in one or two more meetings, what will be presented to the Full Board at the June 5th Board of Directors meeting. At that point, Board members can discuss how much they want to be involved in developing work plans to achieve our strategic objectives.

The question was posed as to whether the strategic plan indicates possible expansion into other regions. Claire responded that the Committee had done a great deal of thoughtful work, building on the Consortium’s strengths; what emerged was that there are many opportunities to explore locally that don’t necessitate expanding into other regions.

**Revised Personnel Policy 604: Civic Leaves - 604.2 Time Off to Vote**

Claire explained that, due to an amendment in the NY State Budget, the Consortium needs to revise its Time Off to Vote Policy. The amendment expands allowed paid time to vote from two hours to three, and eliminates the cap on how far in advance a staff member must provide notice of taking paid time to vote to the employer. The amendment took effect immediately, leaving the Consortium’s existing policy out of compliance. There was a question asked as to whether any of the current staff work hours that would make it necessary to vote at odd times; this is not generally the case for Consortium staff.

After brief discussion it was agreed that, in order to be in compliance with the state law in a timely way, there should be a motion made at the Executive Committee meeting to approve the revised policy rather than recommend it to the Board for approval in June.

**Committee Chairperson Robin Andrews requested a motion to approve revised Personnel Policy 604.2 Time Off to Vote. Motion made by Linda Tripp, seconded by Art Proper, and unanimously approved.**

**Executive Director’s Report**

**Program Updates**

Claire reported that the Consortium is in the process of executing new contracts for the Navigator and Tobacco Control Programs, which requires revisions of budgets, work plans, and MWBE forms, and will continue for a few more weeks.

Claire referred back to the earlier question about possible expansion into other regions. She reported that the Consortium had been approached by the Bureau of Tobacco Control about potentially taking over the Delaware-Otsego-Schoharie region which received, then declined, its award. The Consortium was the Bureau’s first choice, in part because of its proficiency in rural program delivery. Claire and Tobacco Free Action Program Director Karen DePeyster spoke at length about the opportunity, agreeing that there were too many obstacles, including the award not being a large enough amount to hire the required number of staff, and the lack of existing relationships within that community. Those relationships are critical to Tobacco Free Action’s success, and would take a long time to build. There was brief thought about taking on Rensselaer County if that was offered; that was not presented as an option. Claire realized there would be no gain for the Consortium in taking on the tri-county region, and awarding it to the Consortium would not be the best way to serve that community. The contract was subsequently awarded to St. Peter’s Health Partners, which already has the Health Systems contract for that region. Claire remarked that this had provided her a good opportunity to learn the Bureau’s high opinion of the Consortium, as well as a chance for her to interact with the Bureau’s staff, which she found to be quite friendly and engaging. She also commented that the decision was aided by the strategic planning process; expansion into other regions had not emerged as a likely step.

Moving onto the Transportation Program update, Claire reported that the Consortium has signed a Memorandum of Understanding with CMH to expand its service delivery to patients in the Psych unit. Additionally, rides have been scheduled, delivered, and reimbursed through Circulation, the non-medical transportation initiative of BHNNY.

**Personnel Updates**

Claire reported that the Consortium has hired a paid intern to work 21 hours per week in the NY Connects Program. The decision to hire a paid intern was due in part to not yet having the NY Connects contract, which may not happen until August 30. Additionally, this is a way to meet the program’s needs while “trying someone on for size.” In speaking with people from Workforce, she learned that organizations are moving in this direction as a recruitment method; it offers both employers and interns the opportunity to explore job options without making a commitment. We checked with the Department of Labor, and the Consortium’s only requirement is that the salary be at least minimum wage.

It was commented that internships are attractive options, especially to recent college graduates, because there is less experience required; an internship allows for experience to be gained and skills to be developed “on the job.”

**Board and Community Relations**

Claire commented that she was very pleased with the Annual Meeting. She asked the committee members for their input on holding the Business meeting immediately following the regular Board meeting; the group agreed such scheduling encouraged more Board attendance. There was good turnout of staff and community partners, and Claire appreciated the support of the CMH Board and staff. Claire sent thank-you notes to all the elected officials who attended. Members of the committee remarked on how heartwarming the recognition part of the evening was, and that there was an overall good feeling to the event.

The Partners in Prevention Breakfast, held by Tobacco Free Action, was also very well attended. The topic of the Breakfast was vaping; this is a challenging public health message because vaping is considered harm reduction for those addicted to combustible forms of tobacco. A request was made that in the future Board members be invited to this event.

Claire reported that, thanks to Jack Mabb’s recommendation, she has been asked to serve on Congressman Delgado’s newly forming Health Advisory Committee. She has been asked to serve as Vice Chair of the CMH board and has accepted. She was also asked to serve as President of NYSARH, but declined. She will continue in her role as Chair of NYSARH’s Governance Committee and member of its Executive Committee.

**Discussion**

There was a brief discussion about addiction and the concern that more focus is being placed on the substance, particularly opioids, rather than on addiction itself. Claire noted that there is a public health concept—“deaths of despair”—that links deaths from suicide, overdose, and alcohol-related disease, which she finds particularly useful.

**ADJOURNMENT**

The meeting was adjourned at 10:00 a.m.

The next Executive Committee meeting is scheduled for **July 3, 2019**

*Notes respectfully prepared and submitted by Ashling Kelly on 05/03/2019*

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

**Executive Director’s Report to the Executive Committee, May 1, 2019**

**Program Updates**

**New contract updates**

We have been working with NYSDOH to execute our new contracts for the Navigator and Tobacco Control Programs. This is a process that requires revising work plans, budgets, MWBE forms, etc. and will be ongoing for a few more weeks.

Interestingly, the Bureau of Tobacco Control offered us the opportunity to assume responsibility for a second contract in the amount of $300,000 for the service area of Delaware, Schoharie and Otsego Counties. Though honored by the offer, after careful consideration and much discussion, we declined. Subsequently, St. Peter’s Health Partners, which has the Health Systems contract for that area, was offered the area and accepted.

**Transportation Program Update**

On April 11th, we executed a second Memorandum of Understanding with CMH for transportation services that permit us to transport patients from the Hospital’s Psych Unit to locations beyond the courthouse.

Also, trips from the Circulation Platform have been dispatched to us by care managers, who are coordinating with us closely. Moreover, we have been successfully reimbursed for those trips.

**Personnel Updates**

The Consortium has hired a paid intern to work 21 hours per week in the NYConnects Program from June 3rd through August 30th. This represents a new strategy for us, allowing us to meet the needs of the NYConnects Program without making a longer term employment commitment while the contract is uncertain. It also allows us to evaluate the performance of this person in the role and on the team prior to possibly hiring them.

**Board and Community Relations**

* As you know, we had our Annual Meeting and Recognition Event on April 3rd at Hudson Hall. I was very pleased by the attendance of staff, board and community partners, as well as the great showing by the offices of our elected officials. Handwritten thank you notes were sent to the electeds following the event.
* On April 4th, the Tobacco Control Program had its Annual Partners in Prevention Breakfast. It was also well-attended and thought by the team to be quite successful.
* On April 4th, we hosted a number of transportation programs that are recipients of funding from the Foundation for Community Health in a “learning circle.”
* On April 15th, I attended a meeting of the County’s Subcommittee on Transportation.
* Like other board members, including Beth Schuster and Jack Mabb, I agreed to participate in Congressman Antonio Delgado’s Healthcare Advisory Committee
* I have agreed to become the Vice Chair of the CMH Board of Trustees. There is an assumption that I will eventually become Board Chair, though I do not expect that to occur for at least 3 years.

**Upcoming Events**

* I will attend the New York State Public Health Association Conference in Cortland, NY on Thursday, May 2nd and Friday, May 3rd.
* I will participate in the semi-annual meeting of the Community Advisory Committee at the NY Health Foundation in NYC on Monday, May 6th
* On May 9th I will be meeting with BHNNY about their Community Health Worker Initiative
* On May 10th, I will participate in a meeting of the Career and Technical Education Advisory Board
* On May 17th, I will participate in an in-person meeting of the Board of Directors of the Catskill-Hudson Area Health Education Center
* On May 22nd, I will attend the Rural ReEntry Conference, as well as the Interagency Awareness Day
* On May 22nd, I will moderate the Opioid Forum jointly hosted by CMH, Twin County Recovery Services and the Greene County Rural Health Network