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

**Executive Committee**

**Notes from the meeting of September 5, 2018**

**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 9:05*

**Executive Director’s Report**

Claire reviewed her Executive Director’s report (see attached).

**Program Updates**

Claire shared the news that the Rural Health Network Development Program contract, which runs from April 1, 2018 through December 31, 2018 has been approved, so the Consortium can now voucher for the first quarter expenses.

A budget and work plan has been submitted for the Navigator program seven-month extension, which will begin October 1, 2018 and run through April 30, 2019. We are awaiting approval; DOH has indicated that the delay is a result of late submissions by other agencies. On August 10, the Navigator proposal was submitted for the five-year period beginning May 1, 2018 and ending April 30, 2024. We requested $330,000 for each of the five years.

We have contracted with Columbia County for the NYConnects Program, in the amount of $90,000, and can now begin vouchering for the expenses incurred since April 1, 2018. Our subcontractor budget has been submitted for $141,928. Columbia County Office for the Aging will amend the resolution and contract after the budget has been approved. The additional funding will support another Information and Assistance Specialist at .8 FTE. The position has been filled internally by Navigator Kelly McGiffert. We’ve begun advertising for a new full-time Navigator.

The Cancer Services Program (CSP) is wrapping up the transition, which must be completed by September 30, to St. Peter’s Health Partners. The office and storage are being cleaned out to make room for the Fiscal department, which generates and stores a great deal of paper files, and is currently in a smaller, cramped space.

The Transportation Program will be meeting with the Vermont Energy Investment Corporation (VEIC) to discuss the improved and completed report.

The Consortium executed a Phase III Contract with Better Health for Northeast New York (BHNNY) on April 30th, and has met with Meg Wallingford twice to discuss possible contract work. Additionally, we are close to finalizing the contract with Circulation, a web-based transportation platform currently in use by BHNNY and the Alliance for Better Health, and expect to be ready to go live this month.

The Consortium is actively working with SUNY Albany to subcontract for the Women’s Health Project. Kelly McGiffert will be taking on the role of Field Coordinator at .2 FTE when this is finalized; until that time there is money in the NYConnects budget to cover her at full-time status.

**Strategic Planning Committee Update**

Claire and Robin updated the members on the first meeting of the ad hoc Strategic Planning Committee, which met on August 23rd. At that first meeting, Claire facilitated a ‘TOWS,’ which is a variation on the traditional SWOT (Strengths, Weaknesses, Threats, Opportunities). TOWS allows participants to begin by looking at external threats and opportunities, and then address internal weaknesses and strengths. Claire reported on an opportunity through the Dyson Foundation to bring in an outside facilitator. Doug Sauer was suggested by the Foundation, but there was concern within the Strategic Planning Committee that Mr. Sauer might bring a pro-merger bias to his facilitation. After the first meeting, Claire was able to determine that Dyson would be willing to fund a different individual when the committee decides one is needed. Linda Tripp suggested Marcy Meisters as an option. Claire expressed her feeling that the Strategic Planning committee is a good group, and she would like to maintain continuity of the group throughout the process.

**New Business**

*Disruptive Passenger Policy*

Claire introduced discussion of a Disruptive Passenger Policy for the Transportation program. A situation arose recently in which a passenger was verbally abusive to a driver, utilizing racial epithets and slurs. The driver returned to the Consortium, where Program Coordinator Jim Funk addressed the offending passenger. Immediately afterwards another passenger was picked up, the behavior stopped, and the ride continued. Claire was concerned with how the situation was handled, and felt that the abusive passenger should have been put in a cab rather than being permitted to continue the ride. It was later determined that this was an ongoing pattern of behavior for this client. The driver didn’t know how to handle the situation, and there has not been previous guidance on what should or should not be tolerated.

Subsequent to this incident, Claire and the Transportation staff drafted a policy, which Claire presented to the committee. The members discussed the policy, and minor changes were recommended, with an emphasis on including a directive to call 9-1-1 in the instance of any illegal activity, violence, or threats of violence.

Linda Tripp motioned to recommend the policy, with the suggested changes incorporated, to the full Board at the October 3, 2018 meeting; Jack Mabb seconded the motion and it was unanimously approved.

*Annual ED Contracting*

In accordance with the Board’s Governance Calendar, Robin introduced discussion of the Executive Director’s annual contracting process. There are several components to this, including a board evaluation of the Executive Director, the ED’s self-evaluation and a compensation review. The group agreed that the Board’s evaluation of the ED should be conducted in October. The request was made that the evaluation form be sent to the Executive Committee members along with the Executive Director’s job description immediately following the meeting. The Committee members should suggest any comments or changes, and the final evaluation form will be distributed at the Board meeting on October 3rd.

There was a question about the process for setting compensation. Historically, Claire has submitted a compensation request at the same time that she submits her self-evaluation. However, the Committee is also expected to conduct a study of comparable organizations in order to assess the reasonableness of that request. The point was made that compensation studies often reflect tenure and size but not rurality. While a comparison with other Rural Health Networks might be useful, it was pointed out that the Consortium is unique in its scope of service compared to other Rural Health Networks, and that working with Medicaid adds ‘weight’ to that service. He suggested reaching out to other non-profits.

Claire indicated that, while it is probably already too late for the Committee to conduct a compensation study to inform this year’s contracting process, it should be done in the future, and would have the greatest value if it were agency-wide. Claire was asked to create a framework over the next several months for that study, surveying Board members about their agencies’ compensation by job class. Claire offered to reach out to the director of the North Country Behavioral Healthcare Network, another RHN, who has recently done this, and ask if he will share his experience and resources.

**ADJOURNMENT**

The meeting was adjourned at 10:15 am.

The next Executive Committee meeting is scheduled for **November 7, 2018**

*Notes respectfully prepared and submitted by Ashling Kelly on September 24, 2018.*

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

**Executive Director’s Report to the Executive Committee at its meeting of Sept. 5, 2018**

**Program Updates**

Rural Health Network Program Update

We were advised that our contract for the period April 1, 2018 to December 31, 2018 has been approved, allowing us to now voucher for first quarter expenses.

Navigator Program Update

We have submitted a budget and work plan for the 7-month contract that begins on October 1, 2018 and ends on April 30, 2019. Approval is still pending.

On August 10th, we submitted a proposal in the amount of $330,000 for the period of May 1st, 2019 through April 30, 2024. We anticipate a response to our request in early 2019.

NYConnects Program Update

The CC Office for the Aging submitted a resolution to contract with the Healthcare Consortium for the NYConnects Program in the amount of $90,000 and we subsequently contracted with the County for that amount. This allows us to voucher for expenses incurred since the program start date of April 1, 2018. We have also submitted the subcontractor budget for the entire amount (~$140K); once approved, CCOFA will amend the resolution and contract.

Kelly McGiffert, who has been a Navigator, became a NYConnects Information and Assistance Specialist at .8FTE effective September 4th. We are currently advertising for someone to fill her full-time Navigator position.

Cancer Services Program Update

September is the last month for transitioning the Cancer Services Program to St. Peter’s Health Partners. The CSP office and storage will be emptied in preparation for the Fiscal Department moving there in October.

Transportation Program Update

The Transportation Program will be meeting with the Vermont Energy Investment Corporation, or VEIC, by phone later this week to discuss their final report, which was improved over the draft seen earlier.

DSRIP

On April 30th, we executed a Phase III contract with BHNNY and have met with Meg Wallingford, the new COO, on two separate occasions to discuss possible contract work.

Meanwhile, we are getting dangerously close to finalizing the contract with Circulation, the web-based platform 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).  It’s our internal goal to be fully contracted and ready to go live by September.

The SUNY Women’s Health Project

We continue to work with SUNY Albany to execute a subcontract for the Women’s Health Project.

**Board and Community Relations**

* The ad hoc Audit Committee met on Wednesday, August 8th at 1 p.m. The RFP for auditing services was distributed timely and inquiries to that RFP are currently being received.
* On Wednesday, August 22nd I facilitated a SWOT analysis for the Department of Health, which went well. It is likely that I will continue to work with the Department on the next steps of their strategic planning effort
* The **ad hoc Strategic Planning Committee** met on Thursday, August 23rd from 1 to 3 p.m.; the next meeting is scheduled for **Monday, September 17th, 9 to 11 a.m.**
* Tomorrow, Thursday, September 6th, I will be meeting with a number of partners, including CCDOH, HRHCare, and HCDI, that are being convened by the Foundation for Community Health to discuss dental services

**Upcoming Events**

* On Friday, September 7th, the Consortium will be having its staff potluck picnic at the NY Golf Park from 1 to 3 p.m.
* From September 13-16th, I will be attending the Hospital Trustees of NYS Conference in Saratoga
* On September 20th, I will be attending a meeting of transportation programs convened by the Foundation for Community Health
* **On Friday, September 21st, we will be having the Consortium’s 20th Anniversary Community Block Party from 3-6 p.m. in Lower Hudson. Mark your calendars and please come!**
* September 27th-28th, I will be attending the annual conference of the New York State Association for Rural HealthOn Friday, October 12th, I will be attending the semi-annual meeting of the NYSHealth Foundation’s Community