**COLUMBIA COUNTY COMMUNITY HEALTHCARE CONSORTIUM. INC.**

**MEETING NOTES**

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| **Committee: Budget and Finance** | | **Date: January 15, 2019** |
| **Board Members Attending: Jack Mabb (Chair), Jim Campion**  **Board Members Absent: Bob Gibson, PJ Keeler, Chelly Hegan, Ken Stall** | | **Guests: None** |
| **Staff Members Attending: Claire Parde and John Ray** |
| **TOPIC** | **SUMMARY OF TOPIC DISCUSSED** | |
| Tobacco-Free Fiscal Policy | Claire reported that the NYSDOH required that the Advancing Tobacco-Free Communities Grant application that was submitted on January 4th include an attestation that the agency had a tobacco-free policy. A policy was drafted that conformed with the requirements of NYSDOH and, given the time constraints, was presented to the Executive Committee on January 2nd for its approval. | |
| 401(k) employer contribution | In order to make the employer contribution to the agency’s 401(k) in a timely way, Claire sought and received the approval of the Executive Committee to make a distribution in the amount of $18,743 at its meeting of January 2nd. Claire reminded the Committee members that this distribution is calculated according to a formula that the Board approved last fall, and all monies have been accrued on and expensed to the appropriate contracts. | |
| Vehicle sale | **Claire requested the Committee’s approval to sell the Transportation Program’s Chevy Impala through Auctions International. Jack made the motion, Jim seconded it, and it was unanimously approved.** | |
| Investment Advisor | Now that the fiscal policies, including the investment policy, have been revised, Claire sought the Committee’s approval to return to the business of replacing our investment advisor. She outlined a process whereby she and John would initiate contact with and interview candidates, and ultimately recommend an advisor to the Committee. The Committee approved of this process. | |
| Financial Reports | The Committee inspected the Organization’s Financial Reports, including the Accounts Receivable Aging Summary, the Statement of Financial Position (Balance Sheet), Statement of Activities (Income Statement) for the agency and transportation program, respectively, and the Statement of Revenues, Supports and Expenses, all of which are current to December 31, 2018. Additionally, John Ray offered his “Fiscal Highlights” report. | |
| Next meeting | Jack noted that the regular meeting time of the third Tuesday of the month at 3:00 p.m. is challenging for himself, Bob, and PJ Keeler. Jack asked staff to try to identify another day/time for the committee to meet. | |