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

**Executive Committee**

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

**Attending Committee Members:** Robin Andrews, Art Proper, Jack Mabb

**Guests:** Robert Gibson, Theresa Lux

**Absent:** Beth Schuster

**Excused:** Linda Tripp

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

**CALL TO ORDER**

*The meeting was called to order at 9:02*

**Audit Committee Report**

Theresa Lux reported on the Audit Committee’s work. Seven companies responded to the RFP; Claire and John Ray narrowed that down to five. The Audit Committee reviewed the five and, in their meeting of October 16, 2018, narrowed the selection to two firms: The Bonadio Group and PKHB. As Executive Director of Catholic Charities of Columbia and Greene Counties, a client of Bonadio, Theresa disclosed her potential conflict of interest, and the Executive Committee was tasked with deciding which firm to recommend for Board approval.

The Consortium’s prior multi-year engagement of PKHB made an interview unnecessary. Claire and John Ray interviewed Ken McGivney of Bonadio. A committee member asked why the Consortium wasn’t choosing to extend the contract for the current auditing firm, Marvin and Company. Claire reported that while both PKHB and Marvin and Company’s proposals were evenly ranked, Marvin & Company was charging more to provide the same work. Claire then discussed the quality of proposals between PKHB and Bonadio. She and John felt Bonadio warranted selection for three reasons:

* “Bandwidth” – Bonadio is a large firm, with 800 people statewide, 39 in Albany dedicated to not-for profit organizations. Additionally, the larger size would enable the Consortium to periodically change engagement partners rather than needing to go out to bid as often.
* Bonadio particularly works with healthcare organizations, and has a thorough understanding of Medicaid billing, as well as a working knowledge of, and insight into, MRT and Medicaid transformation.
* The sample Board presentation provided by Bonadio demonstrated more accessible reporting, with graphs, charts and five year trends presented in clear visual format. It included an Executive Summary of the most salient points.

In the Audit Committee’s initial rating of the five firms, Bonadio received a ‘34’, the lower score reflecting an auditing timeline in the proposal that didn’t align with the Consortium’s timeline; PKHB received a ’34.5’, and Marvin a ‘35’. Marvin’s fee was $2,000 more than the others. During the subsequent interview, Ken McGivney provided an updated timeline that did align with the Consortium’s. The ability to match the Consortium’s necessary auditing timeline raised Bonadio’s overall score to ‘37’.

There was discussion about the length of the engagement. Claire recommended engaging the firm for five years, rather than for three years with a possible two year extension.

Jack Mabb made a motion to recommend a five year engagement of The Bonadio Group for approval by the Entire Board; the motion was seconded by Art Proper and unanimously approved.

*Bob Gibson left the meeting at 9:20 a.m.*

**Sexual Harassment Policy and Training**

Claire discussed the New York State legislation on sexual harassment policy and training. Using funds available in the current RHN budget, Claire engaged the law firm of Bond, Schoeneck & King to revise the Consortium’s existing Policy 1004: Unlawful Harassment. After adding significant language added to the original , the new policy is now Policy 1004: Sexual Harassment and Other Prohibited Harassment.

*A motion to recommend the revised policy for approval by the Entire Board was made by Art Proper, seconded by Jack Mabb, and unanimously approved.*

Claire also discussed the upcoming sexual harassment training for all Consortium staff. She has engaged Rob Manfredo from Bond, Schoeneck & King to conduct the training, which will be on December 11th. This training should fulfill the Consortium’s requirements through 2019, and Claire is exploring long term strategies for annual training, as bringing in a trainer annually would be prohibitively expensive. A suggestion was made to record the presentation; Claire will look into this further.

**Strategic Planning**

Claire updated the group on the Strategic Planning Committee’s work thus far. Two meetings were held, but there has been difficulty scheduling the third. The possibility of scheduling a retreat rather than ongoing meetings was raised. The group decided that there should be another attempt to schedule a meeting for December using a Doodle poll, and then at the December Board meeting there should be a schedule set for subsequent meetings.

**Executive Director’s Report**

Claire reported that the Consortium was awarded a $190K RHN contract. While significantly less than the amount requested, the Consortium was in the top percentile of contract awards, with only one contract coming in higher, at $192K. It was a lengthy and challenging process to revise the work plan and budget through the Grants Gateway, but it is now on its way to the New York State Comptroller to be executed by January 1, 2019.

There are still RHN monies remaining in the current contract, which must be fully expensed by the year’s end. Approval was given for a new Consortium phone system, which will cost a maximum of $13K, and Claire intends to request approval for a new server. Moving forward with the new RHN contract, the rules will be tighter.

The current Navigator budget and work plan have been approved. NYSDOH has advised us that vendors for the next 5-year grant cycle starting May 1, 2019 will be advised of the award in early 2019.

The Cancer Services Program fully closed out on September 30th. Lisa Thomas and Taylor Wenk managed the process beautifully.

Claire discussed recent developments with DSRIP; there is significant income potential working with DSRIP on small items. These monies could potentially be used for a Community Health worker.

The Consortium has contracted with UAlbany for the Women’s Health Project through February, possibly continuing into March. However, by the spring the Consortium will need to secure new funding for the project. Claire consulted with her contract manager at the Dyson Foundation, which currently funds the Consortium’s Prescription Access and Referral Program and UAlbany’s Women’s Health Project. Claire was invited to submit an application to Dyson for General Operational Support, which could then be used for both Prescription Access and Referral Program and the Community Health Worker Project. Claire plans to submit this application by the end of November.

**December Board Meeting**

The committee briefly discussed the upcoming full Board meeting in December. There is a very full agenda which includes an audit presentation by Ken McGivney of Bonadio; a presentation by Frank Pindiak, Executive Director of St. Catherine’s Center for Children; and, the annual holiday gathering. The group decided to hold the holiday social after the business meeting and presentations were concluded, affording Board members the opportunity to meet informally with Mr. Pindiak. Party treats will be set up in the center of the room, allowing easy access before and after the meeting. The Board meeting reminder, emailed a week prior to the meeting, will ask members to plan on staying after the meeting to partake of a little holiday joy.

**Executive Session**

At 9:50 a.m. Jack Mabb made a motion to enter into executive session to discuss the Executive Director evaluations and compensation; the motion was seconded by Art Proper. Claire, Lisa and Ashling left the meeting.

A motion to recommend the compensation request for two years with an annual increase and annual contribution was made by Art Proper, seconded by Jack Mabb, and unanimously approved.

At 10:00 a.m., Jack Mabb made a motion to move out of executive session; Robin Andrews seconded the motion.

**ADJOURNMENT**

The meeting was adjourned at 10:05 am.

The next Executive Committee meeting is scheduled for **January 2, 2019**

*Notes respectfully prepared and submitted by Ashling Kelly on November 16, 2018.*

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

**Executive Director’s Report to the Executive Committee--November 7, 2018**

**Program Updates**

Rural Health Network Program Update

On September 21st, we were advised that we were awarded the Rural Health Network Development Program (RHNDP or RHN) contract for the 5-year period starting January 1, 2019 and ending December 31, 2023. The annual award amount is $190,000—significantly less (about 20%) than the $240,000 requested, but still one of the highest awards in the state. Since then, we have been actively working with the State Office of Rural Health on revisions to the work plan and budget. Earlier this week, we executed the contract through the NYS Grants Gateway and it is now being sent to the Office of the State Comptroller for approval.

Meanwhile, the existing RHN contract which expires on December 31, 2018 must be modified to allow us to fully expensed the funds (something the State Office for Rural Health greatly prefers). That modification is being prepared now.

Navigator Program Update

The Navigator budget and work plan for the 7-month contract that began on October 1, 2018 and ends on April 30, 2019 was approved.

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.

Since Kelly McGiffert moved from the Navigator Program to the NYConnects Program in September, we have had a vacant Navigator position. We advertised twice and, in the second round, received several applications. After a second round of interviews this week, we will extend an offer of employment.

NYConnects Program Update

The contract with the CC Office for the Aging for the NYConnects Program was approved in the amount of $90,000. When NYSOFA approves our work plan and budget, CCOFA will amend the resolution upward to $140K.

The NYConnects Program now has three Information and Assistance Specialists—Lynda Scheer, Taylor Wenk, and Kelly McGiffert—who are very much enjoying the team approach. They have moved into the three-person office once occupied by the Cancer Services Program.

Cancer Services Program Update

The Cancer Services Program ended its 17-year tenure at the Healthcare Consortium on October 1, 2018. Although we are sad to see it go, we feel our decision to forgo submitting an application to serve a five-county region—the NYSDOH mandated service area--was a sound one, and we’re very proud of how we managed the last months of the program, from March through September, utilizing existing staff. The transition really could not have been executed any better than it was, and we were praised by our contract manager at NYSDOH for it.

Transportation Program Update

The Transportation Program received the final report from the Evaluation and Strategic Planning Study conducted by the consultant, Vermont Energy Investment Corporation, or VEIC. This proved to be an important exercise for us, in part because it convinced the team that it is both the most knowledgeable about the program and the best-positioned to make decisions about it; in short, it gave the team confidence. While we have no intention of pursuing every recommendation made in the report, we have developed a plan of work that was informed by the findings that we will be pursuing over the course of the next year. The team is now meeting monthly.

DSRIP

I am sorry to report that we have not yet contracted 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).  I have made frequent inquiries and have now sent a plea for intervention to Meg Wallingford at BHNNY. Keep you posted.

In other DSRIP news, small efforts on my part have generated thousands of dollars in revenue for the agency! The Phase III contract provides many opportunities for earning, so I am actively trying to complete as many reimbursable tasks as I can.

The SUNY Women’s Health Project

Since my last report, we did, in fact, execute a subcontract with SUNY Albany for the Women’s Health Project. In mid-September, this allowed us to elevate an existing staff member, Kelly McGiffert, to the contracted role of Field Coordinator, which will be sustained by SUNY funds through February 2019. Thereafter, the Project and all related staff will come under the Consortium’s umbrella. In order to secure funding to support the project for March 2019 and beyond, I have approached the Dyson Foundation, which has all but assured me that they will provide. In fact, our contract manager at Dyson indicated that they “just love everything the Consortium does” and invited us to submit an application for General Operating Support (rather than project specific funding), which can be used to fund the new Health Worker Project AND our existing Prescription Access and Referral Program (and whatever else we want, as funds allow). That proposal will be submitted by the end of November.

**Board and Community Relations**

* On September 7th, the Consortium had its staff potluck picnic at the NY Golf Park from 1 to 3 p.m.
* From September 13-16th, I attended the Hospital Trustees of NYS Conference in Saratoga Springs
* On September 20th, Jim Funk, Marcy Wolfe and I attended a meeting of transportation programs convened by the Foundation for Community Health
* On September 21st, we had the Consortium’s 20th Anniversary Community Block Party from 3-6 p.m. in Lower Hudson
* September 27th-28th, I attended the annual conference of the New York State Association for Rural Health
* On October 12th, I attended the semi-annual meeting of the NYSHealth Foundation’s Community Advisory Committee meeting in NYC
* On October 18th, I met with Gertrude O’Sullivan from the Foundation for Community Health regarding the Transportation Efficiency Study

**Upcoming Events**

* On Thursday, November 15th I will attend the Capital Behavioral Health Network Member Meeting in Albany
* On Friday, December 7th, I will attend the retirement party for the Greene County DCS, the Wonderful Maggie Graham.
* On Tuesday, December 11th, we will have an agency wide staff training on Sexual and Other Unlawful Harassment
* On Thursday, December 13th, we will welcome FCH-funded transportation programs from NY and CT