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

**MEETING NOTES**

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| **Committee: Budget and Finance** | | **Date: November 17, 2015** |
| **Board Members Attending: Jim Campion, PJ Keeler and Lisa Evans**  **Board Members Absent: Ken Stall and Chelly Hegan** | | **Guests: None.** |
| **Staff Members Attending: Claire Parde and John Ray** |
| **TOPIC** | **SUMMARY OF TOPIC DISCUSSED** | |
| Update on Auditor Selection | Claire reported that at its meeting on October 28th, the Executive Committee selected Carol Hausamann of Marvin and Company to serve as the External Auditor, provided that the outcome of a subsequent reference check was positive. Claire conducted that check shortly thereafter and reported that it was extremely positive. Consequently, she contacted Carol to indicate that her firm had been selected. Carol is now scheduled to attend the Board meeting of December 2nd to discuss the scope of the audit with the Entire Board. That presentation is expected to be approximately 30 minutes in length. Other pre-audit work is also being conducted in the months of November and December. | |
| Update on Investment Account | Claire reported that the office of Tim Bartholomew at the Bank of Greene County was slow to provide the necessary documents to transfer the funds from the existing Trustco account to a new investment account. Unfortunately, those documents included a Corporate Resolution, which was received a few days *after* the most recent meeting of the Entire Board. Claire raised the issue at Executive, which determined that we should wait to proceed until the resolution can be presented to the Entire Board at its next meeting in December. Claire will send the resolution and a brief written explanation of the authority it confers to the Entire Board beforehand. Claire has spoken to Tim about our disappointment with the pace of affecting this transaction. | |
| Selecting a Retirement Plan | Claire reminded the Committee that they had considered adding a retirement plan to personnel benefits at this time last year. While the Committee rejected the proposal at that time because it mandated an employer contribution, the Committee was still favorably inclined to adding the benefit. Claire was asked to revisit the options with a focus on two goals: (1) providing an opportunity for voluntary employee salary deferrals, and (2) providing an option for discretionary employer contributions. Toward that end, Claire reported that she explored multiple retirement plan options, and looked seriously at an ERISA 403(b), a combination of a non-ERISA 403(b) and a profit-sharing plan, and a 401(k). All three approaches would achieve the goals noted above and are similar in the reporting requirements and costs associated with administration. Claire recommended a 401(k), as it provides slightly greater flexibility in excluding certain classes of employees, such as the per diems.  Members of the Committee questioned whether a retirement benefit was necessary to remain a competitive employer, and asked Claire to determine what other similarly sized organizations do in this regard.  Members also wondered if the participation would justify the administrative expense, and asked Claire to survey the staff to determine what the potential enrollment may be.  The Committee reiterated its support for adding the benefit, but indicated that it was unprepared to make a plan selection at this time. They asked Claire to arrange a joint meeting of the Finance and Executive Committees for some time in January with the Third Party Administrator with whom Claire has consulted. | |
| Highlights from the 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 October 31, 2015. John offered the following highlights and explanations:   * On October 1, 2015, the **Navigator Program** entered its third year of a five-year contract, with an annual award in the amount of $315,000. A budget and work plan were submitted and approved. * The Infrastructure contract for the **Cancer Services Program** (4/2015 to 03/2016) provided a COLA award in the amount of $11,228. We submitted a proposal to expend this amount on marketing and recouping the wages and fringe of in-kind staff; we are currently awaiting approval. * The **Tobacco-Free Program** (07/2015 to 06/2016) contract provided a COLA award in the amount of $25,584. A proposal to expend these funds on marketing was submitted and approved. * The agency continues to await word from NYSOFA about submitting a subcontractor budget for the new contract year of **NY Connects Year #10** (10/2015 to 09/2016) * The **NY Connects Expansion & Enhancement Program** (06/2015 to 12/2016) subcontract with Columbia County's Office of Aging was approved on July 8, 2015 in the amount of $270,013. The agency is still awaiting NYSOFA to approve work plan & budget before commencing work. * As of September 2015, Operation Unite has submitted vouchers totaling $8,376 for work on the **Bengali Community Youth Health Worker Project.** We are gradually recouping the previously issued grant advance in the amount of $5,000; a $2,203 advance balance remains. * Community Cancer Funds - A. On September 26th, the Columbia County Cancer Walk raised $7,167 for the **Columbia County Community Cancer Fund**. B. On September 31st, we received a check in the amount of $3,057 from the Blackhead Mountain Lodge Ladies Golf for the **Greene County Community Cancer Fund.** | |
| Next meeting | The next meeting is scheduled for **January 19** **at 3:00 p.m.** | |