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

**MEETING NOTES**

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| **Committee: Budget and Finance** | **Date: September 15, 2015** |
| **Board Members Attending: Ken Stall, Jim Campion, Chelly Hegan** **Board Members Absent: PJ Keeler and Lisa Evans** | **Guests: None.** |
| **Staff Members Attending: Claire Parde** |
| **TOPIC**  | **SUMMARY OF TOPIC DISCUSSED** |
| Edith Casey Stocking Fund | Claire reported that the Columbia County Department of Social Services asked if the Consortium would be willing to serve as the non-profit “home” for the Edith Casey Stocking Fund, managing most or all of the accounting functions of the Fund, while DSS continues to operate it. Consortium staff met on two separate occasions with DSS staff to learn more about the Fund, including its activities, management and accounting practices. The Committee concluded that the Consortium should not engage in this venture for a number of reasons, including poor mission fit and the potential for it being very demanding on the time of our fiscal staff. However, the Committee was anxious to be of assistance to DSS and the Fund and asked Claire to communicate that the Consortium would be glad to provide technical assistance should DSS choose to pursue a 501©3 designation of their own. Additionally, the Committee suggested that DSS approach the United Way, which may be a better match. |
| Revisiting Retirement Plan Options | Claire reported that she is reviving the effort to add a retirement benefit to the portfolio of personnel benefits. Toward that end, she has reviewed the materials that were previously collected and scheduled a meeting with a recommended advisor from AXA on Friday, September 25th. The Committee agreed that there is a benefit to personnel of simply offering an investment vehicle and education about contributions, even if the agency does not make contributions to it. |
| 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 August 31, 2015. Claire offered the following highlights and explanations:* **The Navigator Program** (10/2015 to 09/2016) is due to enter the third year of a five-year contract on October 1st. We submitted a work plan and budget in the amount of $315,000 to the contract manager for approval on September 8th. We also submitted voucher for grant advance in the amount of $78,750, but it was disallowed.
* **The** **Cancer Services Program** – **The Infrastructure contract** (04/2015 to 03/2016) entered the third year of a five-year contract on April 1st, but the work plan and budget in the amount of $140,000 (unchanged from previous year) were only approved on July 28, 2015. On August 17, 2015, we received a grant advance in the amount of $35,000 (or 25% of the total contract amount). We were also recently notified of a contract COLA award in the amount of $11,228.
* **The Cancer Services Program – The Patient Services Contract with Health Research, Inc (HRI)** (our federal funder) in the amount of $23,000 was received for the contract period of 07/2015 to 06/2016; the previous year’s contract award was $44,033. **The Patient Services Contract with NYSDOH (our state funder)** also decreased from $52,357 (2014/2015) to $25,000 (2015/2016).
* The **Tobacco-Free Program** (07/2015 to 06/2016) entered the second year of a five-year contract. We submitted a work plan and budget in the amount of $319,000 to the contract manager for approval on July 20th; none received as yet, but on August 05, 2015 we received a grant advance in the amount of $79,750 or 25% of the total contract amount. We were also recently notified of a contract COLA award in the amount of $25,584.
* The **NY Connects Expansion & Enhancement Program** (06/2015 to 12/2016) subcontract with Columbia County's Office for the Aging was approved on July 8, 2015 in the amount of $270,013. We are still awaiting NYSOFA approval for the work plan & budget before commencing.
* **Galvan Foundation** - CCCHC and Operation Unite signed a MOU in the amount of $19,450 with the goal to train up to six Bengali Youths as Community Health Workers to work within the Bengali community. In August, we issued an advance payment to Operation Unite of NY in the amount of $5,000 with repayment terms of 35% of future submitted vouchers.
* The **Greene County DSS - HEAP Program**  (08/2015 to 04/2016) Our agreement with Greene County's Department of Social Services was approved in the amount of $41,231. CCCHC provides two per diem employees to DSS for their county’s HEAP Program.
* The **Foundation of Community Health - Children Mental Health Services Project** (01/2013 to 12/2016) budget modification was approved by FCH.
* **Community Cancer Funds** - **A.** On September 26th, Cancer Walk in Chatham at 9:00AM **B.** We received a matching donation from the Toyota Dealership Foundation in the amount of $2,500.

**Grants Receivable--*** **Office of Aging: MIPPA** Fiscal Dept. was behind in submitting MIPPA vouchers but has now submitted vouchers for the periods of April - July 2015.
* **Medicaid Transportation Claims** - As of this date, Fiscal has caught up on submitting Medicaid claims after experiencing some unexpected delays on billing Medicaid claims due to the slowness of trip corrections on the part of MAS. Our Transportation Coordinators have done an excellent job on following up with MAS to ensure corrections are completed. Fiscal is all set to utilizing ICD-10 procedure codes that takes effect on 10/01/15.

**Statement of Financial Position--*** **Cash** - Cash balance in our TBOGC operating checking account increased due to grant advances (Tobacco at $79,750 and CSP $35,000), decreasing our Grant Receivables from $234,000 to $147,000, and receipt of second 2015 contribution from Columbia County in the amount of $24,500. Cash balances: High $534,000; Low $280,000; Current as of 9/15/15 $506,000.
* **Trustco Bank Investment** - Investment still at Trustco.
* **Fixed Asset Additions**. During the 2015 year, various Programs have purchased capital equipment totaling $60,541. Summary of capital equipment a) 2015 Starcraft Mini-Bus $50,000, b) $5,493 for working stations and c) $5,048 for computer equipment.
* **Sale of 2002 Chevy Mini-Bus** - On August 11, 2015, the agency sold the 2002 Chevy Mini-Bus thru a third party, Auctions International, in the amount of $1,575; funds were received in September 2015. The original cost of the 2002 Mini-Bus was $33,300; it was fully depreciated at the time of sale.
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| Next meeting | The next meeting is scheduled for **November 17** **at 3:00 p.m.** |