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

**Executive Committee**

**Notes from the meeting of November 3, 2021**

*Note: This meeting was held virtually on the Zoom web platform.*

**Attendance**

Committee Members: Robin Andrews, Art Proper, Chelly Hegan, Jack Mabb

Staff Members:Claire Parde, Lisa Thomas, Ashling Kelly

**Call to Order**

The meeting was called to order at 9:01 a.m.

**Update on Contract Management**

Claire reported that much of the financial uncertainty of 2020 has resolved itself, and the agency’s financial situation is good. There are new contract managers at NYSDOH, which is slowing processes, particularly accounts receivable; however, this has not jeopardized the Consortium because our cash position continues to be very strong.

Claire reported that she is devoting a significant amount of time to performing duties related to technical assistance contracts with network members that she expects to continue through the winter and spring. These contracts include one with CMH for work on its community health improvement activities with public health departments and another with Coarc for guiding a strategic planning process. The work is important, interesting, and a way in which the RHN can offer value to its network members.

**Fiscal Update**

The 2022 operating budget is in process; it will go to the Budget and Finance Committee at its November meeting, then to the Board of Directors in December. There was a brief discussion about the Consortium’s $100k line of credit with TBOGC, which was recently renewed. Given the ongoing issues with NYSDOH contracts, it was suggested that the agency consider requesting an increase in the line of credit. The Budget and Finance Committee will consider this when it reviews the cash flow projection also being prepared for the November meeting.

**Discussion of Formation of Development Committee**

The Committee revisited the idea of forming a Development Committee of the Corporation. Claire suggested that the committee consist of 2-3 Board members and 1-2 non-Board members and meet no more often than quarterly starting in January 2022 or later. Claire and Robin will create a short description of the committee, send to the Executive committee members for feedback, and then present it at the December Board meeting.

**Executive Session**

A motion to enter an Executive Session at 9:27 a.m. to discuss the Executive Director’s evaluation and contract recommendation to the Board was made by Jack Mabb, seconded by Art Proper, and approved. Staff members Claire Parde, Lisa Thomas and Ashling Kelly left the meeting at this time.

A motion to exit the Executive Session at 9:45 was made by Art Proper, seconded by Chelly Hegan, and approved.

**Board Recommendation**

A motion to recommend a two-year salary plan for the Executive Director to the Entire Board was made by Jack Mabb, seconded by Chelly Hegan, and approved.

**Adjournment**

The meeting was adjourned at 9:48 a.m.

**Next meeting**

The next meeting of the Executive Committee will be on **January 5, 2022 at 9:00 a.m.**