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

**Executive Committee**

**Notes from the meeting of May 5, 2021**

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

**Attendance**

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

Staff Members:Claire Parde, Lisa Thomas, Ashling Kelly

**Call to Order**

The meeting was called to order at 9:03 a.m.

**Update on Development Work**

Claire has met twice with Michele Susko of Roya Consulting and Anne Lieber of UHPP. These meetings have familiarized both Michele and Anne with the agency, its programs and services, sources of revenue and support, past fundraising initiatives, and special events. Through discussion, they have decided to focus on raising funds for the Transportation Program. Michele presented the idea of asking area businesses to sponsor vehicles, which could then be branded for a short duration (e.g. “This vehicle is sponsored by \_\_\_\_\_ ”). They also discussed engaging with the foundations currently lending support to the Consortium to discuss greater, more regular, and more predictable support. Each meeting generally ends with the identification of action items, like developing underwriting opportunities and outreach to funders.

Claire reported that she is finding the meetings valuable. They have helped to demystify work and helped her to reframe “the ask” as an opportunity we provide to others to do good through philanthropy.

**Update on New Board Member Orientation**

Claire reported that Governance Chair Linda Tripp approached four current Board members to serve as mentors to the newly-elected Board members. Linda was impressed and pleased that all four agreed. Potential pairings were based not only on the individuals’ connection to the Consortium, but also what they might have in common outside of the agency.

There was no one orientation date that would work for everyone; therefore, we have scheduled two orientation sessions during the first week of June, each with two mentor-mentee pairs. Robin Andrews, Linda Tripp, and Claire will attend both sessions.

**Update on Personnel Policy Implementation**

Since the Board of Directors has approved several personnel policies in the last few months, Claire described the agency’s process for implementing those policies. Upon Board approval, a printed copy of the policy is circulated with an attestation stating the individual has read the policy and agrees to abide by it. Additional education on policies is provided in writing, usually via email, and also in “real time” at the agency’s monthly staff meetings.

Claire shared that recently it became apparent that further education and clarification was needed regarding the Remote Work Policy. Staff were reminded that remote work would be approved only if the work scheduled for that day would be unaltered and undiminished by a change in work location; that additional education seems to have addressed the issues that had arisen.

The recent New York State Paid Sick and Safe Leave (NYPSL), and its related policies, necessitated a great deal of education because the policy required that we “unbundle” our pooled paid leave, separating out NYPSL from what is now called vacation and personal leave. Staff still accrues the same amount of time, but it is divided into the two types of leave. Staff were provided with a reconciliation statement that provided the balances of each type of leave. Questions are encouraged to ensure staff fully understand changes.

Claire updated the Committee on the Abuse Prevention Policy work. She reported to the insurance broker and carrier that the agency had fulfilled all its requirements by creating and adopting an Abuse Prevention Policy, conducting background checks on all staff, and ensuring that all current staff completed Abuse Awareness training. She requested that Philadelphia provide written confirmation that their requirements have been met and that the Abuse and Molestation coverage is in place without condition. Philadelphia agreed to stay on at our specified limits based on these actions.

**Update on Workplace Health and Safety Plan**

The Consortium recently updated its Workplace Safety Plan, making small changes on items like cleaning procedures, as well as changes to signal a gradual return to full staffing levels, which is currently largely possible to do, as we have two staff members on extended leave. Staff have been told to generally expect to work in the office unless space needs occasionally require otherwise; senior staff are already modelling this.

**Executive Director’s Report**

**Fiscal Management**

Our cash position is strong, with approximately $500k in our deposit account. This large balance is partly the result of a rapid influx of accounts receivable from the State. Now that there is more clarity with the State contracts, it is a more comfortable time to allocate additional cash to the agency’s investment account. Claire intends to bring this recommendation to the Budget and Finance Committee at its next meeting.

In response to a question regard the Paycheck Protection Program (PPP), Claire informed the group that, with the annual audit now complete, John Ray has turned his attention to preparing the PPP loan forgiveness application. This will be the work of May and June, with a plan to submit the forgiveness application in June. The agency will contract with Bonadio to provide consultation services that should help us to maximize forgiveness. As previously noted, we do not expect to receive 100% forgiveness. When we have the final numbers, Claire and John will report to the Budget and Finance Committee with a recommendation that the unforgiven monies be returned as soon as possible.

A concern was raised regarding the risk to the agency’s excess cash (that is, cash in excess of the $250,000 that is insured by the FDIC). Claire explained that a portion of our excess cash can be attributed to the PPP loan funds, which we plan to repay once our forgiveness application is approved. The suggestion was made to invest, rather than repay, those funds.

Claire shared that some of the General Operating Support grant from the Hudson Valley Funders Network will be used to support the contract with Roya Consulting as well as pay Bonadio’s consulting fee.

Claire reported that Dyson has invited the Consortium to submit a request for General Operating Support; Dyson awarded the agency $98k for the two year period of 2020 and 2021 and will offer the same amount for the 2022 and 2023 period.

The Consortium has renewed its contract with Columbia County Department of Health to employ the Project Manager of the Healing Communities Study, and is in the process of contracting to serve as the fiscal agent for the Community Impact Dollars associated with that project.

**Personnel Management**

Claire reported that we have hired a new Community Engagement Coordinator; we are currently advertising for a Tobacco Program Youth Engagement Coordinator and an Information and Assistance Specialist for NY Connects.

**Program Management**

Claire notified the group that the abrupt departure of a staff member impacted the agency’s capacity to renew the subcontract with ICAN upon its April 30th expiration. The contract doesn’t provide enough money to hire someone specifically for that position. The decision was made not to renew and HCDI was advised immediately. A strong outreach effort was made with both Columbia and Greene Counties’ Departments of Social Services to send a direct mailing to Medicaid Managed Long Term Care enrollees (132 in Columbia County and 88 in Greene).

**Outreach**

Claire reported that she was interviewed on Robin Hood Radio as an FCH grantee. She was also asked by Assemblymember Didi Barrett to participate in an Albany press conference regarding a change in the New York State Constitution seeking parity in mental and physical health. In order of this change to be affected, it needs to pass through two legislatures and then be passed in a referendum vote by the public.

**Discussion**

The group discussed the challenges in hiring in the current environment; Claire suggested inviting someone from the Center for Workforce Studies to speak at the next Board meeting, and will contact Kelly Radzick, from CGCC, who may also be able to speak about the Millennial workforce.

Robin and Claire reminded the group that Board Member Linda Tripp will be retiring and leaving the Consortium Board on June 15th, and expressed gratitude that she is continuing to participate in the Board’s work, attending the June meeting and assisting with two Board member orientation sessions.

**Adjournment**

The meeting was adjourned at 10:00 a.m.

**Next meeting**

The next meeting of the Executive Committee meeting will be on **July 7, 2021.**