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

**Executive Committee**

**Notes from the meeting of March 2, 2022**

*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 9:03 a.m.

**Board Recruitment and Retention**

Claire reported that the Governance Committee met in January and identified those Board members whose terms are expiring. Recommitment letters were sent to those members and all but one responded and recommitted to the Board. Robin Andrews will follow up with the one member who has not yet responded.

Claire reported that Kathleen Eldridge, Supervisor for the Town of Greenport, will now be the Columbia County Board of Supervisors rep to the Consortium’s Board. Claire contacted Kathleen to introduce herself and email her materials, and is now attempting to schedule an orientation session.

Claire reported that the Governance Committee has sought to fill the vacancies at the MHA of Columbia and Greene Counties and Cornell Cooperative Extension of Columbia and Greene Counties left by Jeff Rovitz and Linda Tripp. David Rosetti of MHACG and Becky Polmateer of CCE will both be nominated at the annual meeting in April. Two other network members, Twin County Recovery Services and Reentry, do not have representation on the board, but as both have interim leadership, the Governance Committee is not pursuing those replacements at this time.

In addition to network members, the Governance committee had discussed pursuing potential Board members from non-member organizations. Claire and Robin contacted and met with Adolfo Lopez, Assistant Director of Greater Hudson Promise Neighborhood. While interested in serving, Adolfo indicated concern regarding the time commitment and scheduling conflicts between work and Board meetings; he will follow up after speaking with his Executive Director. Robin reached out to Darcy Connor, Executive Director of Salvation Army, Hudson regarding her interest in being a Board member, but has not received a response. Robin will follow up with Darcy.

Raina Cashdollar, network member representative for Columbia Opportunities, has separated from that organization, which removes her from the Board. Claire has contacted Tina Sharpe, COI Executive Director, for her thoughts on filling that vacancy.

**Composition and Purview of Development Committee**

Robin reported that thus far no Board members, besides herself, had indicated interest in joining the Development Committee; she also has not received any recommendations from the Board for potential committee members from outside the Board. Claire reminded the group that Board members on the committee would not play a direct role in development; rather, it would be more of a short duration work group, ideally consisting of two or three Board members as well as individuals from the community with experience in fundraising who are willing to share their expertise. The committee would assist with specific steps, such as creating the job description for the Director of Development and Communications, conducting interviews, and determining the Director’s first tasks. Claire would like to assemble the group in the spring, and move forward with hiring in the summer. Claire proposed that she would begin talking to potential committee members.

Chelly Hegan volunteered to send Claire sample job descriptions within a week. It was suggested that scheduling discrete meetings that are focused on specific tasks, such as creating the job description, might make it more attractive than joining a committee.

**Airborne Infectious Disease Exposure Prevention Plan Amendment**

Claire shared that the Governor’s recent lifting of the mask mandate had created confusion for agency staff, who assumed the requirement to be masked in the office had ended. It was necessary to remind staff that when the New York State Department of Health Commissioner designates an outbreak of a highly communicable disease, the Hero Act’s Airborne Infectious Disease Exposure Prevention Plan is activated. As currently written, the plan requires masking “to the greatest extent possible.” We would like to amend the Plan to say “in accordance with State and CDC guidance where applicable,” which would allow us to drop the requirement even if the outbreak designation was extended. Claire emphasized that the agency is not going to drop the masking requirement prior to March 17th, when the current outbreak designation is due to expire, but would do so thereafter. Masking will likely remain a requirement in CARTS for a long time, given the space in the vehicles and the vulnerability of the clientele; we will continue to treat the vehicles like sites for healthcare service delivery.

***A motion to amend the Airborne Infectious Disease Exposure Prevention Plan in the Personnel Policy and the CARTS Transportation Policy Manual was made by Chelly Hegan, seconded by Art Proper, and unanimously approved.***

**Executive Director’s Report**

Claire reported that the Consortium has executed the contract with Greene County Public Health for collaborative community health improvement planning, and has subcontracted with Greene County Rural Health Network to support that work. Claire met with the GCRHN Executive committee to explain what the process entails, and what each party’s role would be. It was a productive meeting.

Claire shared her recent advocacy efforts and remarked that each year her efforts become a little bit more sophisticated. For instance, this year she met with the Governor’s office while the Executive Budget was being developed. One issue that had arisen was the exclusion of new monies to the Area Health Education Centers in favor of a “reappropriation” of last fiscal year’s allocation—what was effectively a cut. Claire drafted and sent a letter to the Governor’s office, requesting that this oversight be remedied in thirty-day amendments.

Claire reported that the Transportation program strategic design process, under the guidance of Scott Emery from MS Hall Associates, is about to start with a kickoff meeting on March 18th, which will be attended by workgroup members John Ray, Jim Funk, Marcy Wolfe, Robin Andrews, Greg Mosley and Claire. The workgroup will continue to meet weekly for six weeks. The total project will take approximately 6 months.

Claire thanked Chelly Hegan for suggesting she meet with Kim Atkins, the new Executive Director of the Alliance for Positive Health. They will continue to meet monthly, and he has agreed to speak at the June Board of Directors meeting.

Claire shared that earlier in the year Chairman Murrell notified her of the strong possibility that the Healthcare Consortium will be moved, along with the Office for the Aging, to a building to be constructed at Commerce Park. In addition, the CARTS office at 610 will also move to the new building, where the vehicle fleet will be stored. Claire was very appreciative of the heads-up from the Chairman, and a subsequent call from the Commissioner of Engineering to discuss the agency’s needs regarding office space, staff cars, and the CARTS fleet. We have been included in the planning process and will have the opportunity to look at and change the plans before finalized. The group briefly discussed the potential impacts of the move on walk-in clients. It was noted that there are relatively few walk-in clients, and the Consortium is expanding its offsite work to expand program reach.

**C**laire mentioned to the group that on March 10th she will be facilitating a meeting of community partners to conclude the community health needs assessment process. The meeting will be hybrid, at the college and on zoom; there are 17 people registered and Claire would love to see more attendees.

**Adjournment**

The meeting was adjourned at 9:59 a.m.

**Next meeting**

The next meeting of the Executive Committee will be on **May 4, 2022 at 9:00 a.m.**