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

**Executive Committee**

**Notes from the meeting of September 7, 2022**

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

**Attendance**

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

Staff Members:Claire Parde, Lisa Thomas, Ashling Kelly

**Call to Order**

Committee Chair Scott Thomas called the meeting to order at 9:02 a.m.

**Review of the Executive Director Annual Performance Evaluation Tool**

The Committee reviewed the tool that had been used to evaluate the Executive Director for some number of years. Claire noted that in the introductory text, “Personnel Committee” should be changed to “Executive Committee” since the Personnel Committee was retired some time ago. The group also discussed whether the form should indicate that responses will be kept confidential or not. It was pointed out that in the past the evaluation results were summarized for the Executive Director and did not include all the comments that were made, nor did the summary attribute comments that were shared to any particular Member. It was suggested that the review should be a partnership between the Board and the Executive Director, and as such, Board Members should be willing to stand behind their comments. Ultimately, the Committee decided that this version of the form is adequate for use at this time.

Claire noted that the Committee is in good time on this task, which it is addressing earlier in the year than in the past, and therefore will have plenty of time to disseminate the survey, collect and review the results, and present them to the ED and Board. She also noted that typically, the evaluation is part of determining the compensation package and voting on it at the December Board meeting; however, the change in 2021 to a two-year contract for the Executive Director divorces this year’s evaluation process from the compensation-setting process.

The group decided to utilize Google forms for the evaluation. The Google form link will be disseminated to the Entire Board by September 12th, with a due date of September 23rd. As committee Chair, Scott will compile the results and share them with the committee at its November 2nd meeting.

**Executive Director’s Report**

Claire reported thatthe final versions of the NYSCHAR 500 and IRS 990 have been received from the auditor. The delay was due to a software coding issue that created a disparity between the two documents. The agency was given an extension until November 15th; the documents will be finalized and filed by week’s end, which will complete our audit process for 2021. Capacity issues on both sides caused the delays this year; Bonadio has committed to meeting with John in early December as in the past, which will put the agency on track for an April report on findings, rather than the one in August that we received this year.

Claire updated the committee on two longer term projects, the CARTS Strategic Design Project with MS Hall and the COARC Strategic Planning Project.

The CARTS Project, which was expected to end in September, has been extended through at least October and possibly into November. There has been a no-cost extension to the contract, which will allow MS Hall the time to conduct an on-site visit. Claire was able to use approximately $12k from the legislative appropriation associated with our RHN contract (what she called, “RHN bonus dollars”) and also applied for a technical assistance grant; the two have almost completely covered the expenses of this project.

The COARC Strategic Planning Project was suspended during the months of July and August while COARC worked to address some internal challenges they faced. Claire will check with Ken Stall to see when they can resume; there would not be any additional cost to COARC for an extension to the project period.

Additionally, Claire has been working on the Community Health Improvement Plan. It needs to move through the hospital board later this fall so it can be submitted to the State by the end of the calendar year.

These projects, and particularly those that will consume time and energy this fall, have led Claire to reassess her capability to directly supervise one of the two Americorps Members that the agency had planned to host. By way of reminder, the agency has been seeking two positions, a Transportation Program Assistant and a Public Health Educator. Of the two, the position she most wished to fill was the Transportation Program Assistant, for which the necessary supervision and supports are already in place; however, we have not received any applicants for that role. The second position of Public Health Educator would report directly to Claire. Thus far, the sole applicant for that role did not have any relevant work history and would require intensive supervision. Ultimately, Claire declined to engage that applicant, determining that directly supervising her would just require too much time and energy during an already busy fall. The Rural Health Network of South Central New York, which is offering the Americorps opportunity, has assured Claire that not filling the position at this time will have no “downside” for us, such as affecting our ability to host Americorps Members in the future.

Claire updated the committee on the first transportation efforts with Greene County. The first two transports went poorly, for several reasons. The agency was told that Coxsackie Transport had declined to transport the clients because they didn’t have appropriate vehicles but, based on the information communicated to us by Greene County, we felt confident that we could do so. Upon arrival for pickup it was discovered that the clients were bariatric patients, weighing 400 lbs or more. The agency had been assured the patients would have aides available to assist; there were none actually provided. The Consortium was also told that the clients had wheelchairs that we could accommodate; in fact, they were actually stretcher chairs, for which our vehicles are not equipped. Despite these difficulties, our drivers did manage to transport the clients by virtue of their own cleverness and force of will, but in general, transports of this type should not be repeated in our vehicles and with our workforce (while the Consortium wants to be the provider of choice for clients who are particularly vulnerable, we need to be mindful of the age of our workforce and some of the limits that creates). A meeting with Greene County OFA has been scheduled to establish how to properly communicate about the clients, including their condition, equipment, and needs, so that we can determine, in an informed way, whether we can safely provide the transport.

**Discussion**

Scott Thomas remarked that the strategic discussion at the August Board of Directors meeting, which centered around workforce shortages, was interesting. He asked the group for suggestions for the next Board meeting. The subject of burnout among staff was raised. One member pointed out that executive level burnout has a significant downstream effect on workers. The group agreed that leadership burnout, and how Board members are dealing with their own, would be a good Strategic Discussion topic for the October Board meeting.

**Adjournment**

The meeting was adjourned at 9:57 a.m.

**Next meeting**

The next meeting of the Executive Committee will be on **November 2, 2022 at 9:00 a.m.**