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

**Executive Committee**

**Notes from the meeting of April 22, 2015**

**Attending:** Beth Schuster, Theresa Lux, Tam Mustapha, Art Proper, Claire Parde, Aleshia Boyle

**Absent:** Karyn Dornemann, Ken Stall, Leitha Pierro

**CALL TO ORDER**: Meeting opened at 9:02 a.m. by President Beth Schuster

Before reviewing the minutes from the last Executive Committee meeting of February 25th, the Committee discussed the ongoing conflict between Karyn’s business hours and scheduled meetings. Since Karyn is unable to be present for the Executive Committee meetings, as well as the entirety of Full Board meetings, the Committee agreed that she probably ought not to be Secretary. Beth will contact Karyn to discuss relinquishing this role. Ideally, the Committee would like to fill the remainder of Karyn’s term by someone currently serving on the Executive Committee. However, if a current member is unwilling to undertake this role, the Committee will have to ask another Board member to do so and thus join the Executive Committee as well. Aleshia will send Beth a list of current Board members.

After reviewing the minutes with no remarks, members commented on the Consortium’s Annual Dinner. They felt as though it moved along smoothly, and were pleased that it had a celebratory feel. One suggestion made was to add a Q & A session. Doing so would give people the opportunity to learn more about the Consortium and its staff.

**Executive Director’s Report**

Claire provided an update to members on the current activities of the various committees.

The Personnel Committee is in the process of drafting youth and volunteer policies to add to the Personnel Manual. First drafts were reviewed on February 27th, and are being revised to reflect the Committee’s input. The revisions will be reviewed at the next meeting on May 8th, with the intent to approve them at the next board meeting set for June 3rd.

The Transportation Program Team consisting of Claire, Jim Funk, Marcy Wolfe, and both members of the Fiscal Department has begun to meet regularly, every four to six weeks. From these meetings came ideas for a number of process improvements, including requiring drivers to conduct a daily vehicle inspection, and pass a pre-employment and once-annual road test. These ideas were introduced at a driver meeting on 4/8, where they were fairly well-received.

While reviewing a provided Driver Road Testing Policy and Procedures draft, the Committee discussed creating a more comprehensive policy that references all three components of the driver evaluation process: a physical, a road test, and observation while on duty. Members agreed that this policy should be brought to the Personnel Committee for review.

The Budget and Finance Committee decided to revise the agency’s investment policy prior to moving the monies in its investment account. Claire anticipates that the Budget and Finance Committee will recommend approval of the new investment policy at its next meeting on May 19th with the hope that it will be approved by the Entire Board at its meeting on June 3rd. Thereafter, the Budget and Finance Committee will transfer its funds from Trustco to the Bank of Greene County, select an investment manager, and make decisions about the investment portfolio.

The Corporate Compliance Committee has been working diligently on reviewing completed Disclosure of Financial Interests Forms since they were distributed back in February. Claire noted that some responses revealed issues with the construction of the form, which will have to be revised. Some responses will also require follow-up with various members.

Claire announced that the Consortium has been selected as the 2015 Not-For-Profit of the Year by the Greene County Chamber of Commerce! The 15th Annual Recognition Gala will take place on Thursday, June 11th from 5:30-8:30 p.m. at the Villa Vosilla Boutique Resort in Tannersville.

Additionally, Claire noted that the auditors are here this week to perform their annual audit. Claire recognized Fiscal Manager John Ray for his well-organized system in handling the audit. John’s remarkable skills have made the audit move smoothly and easily.

**New Business**

Beth stated that she would like to initiate the Executive Director Evaluation revisions at the next Executive Committee meeting on May 27th. She feels the Committee should spend some time preparing a suitable evaluation for Claire before her next review.

Claire would also like to start thinking about the Board Retreat for this upcoming fall. The Committee agreed that it would invite members of the Board to participate in the planning process at the next Board meeting on June 3rd.

**Adjournment was at 10:00 a.m.**

The **next meeting** of the Executive Committee will be May 27th at 9 a.m.

*Notes respectfully prepared and submitted by Aleshia Boyle on April 22, 2015*