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

**Executive Committee**

**Notes from the meeting of December 16, 2015**

**Attending:** Beth Schuster, Art Proper, Ken Stall, Robin Andrews, Linda Tripp, Claire Parde, Aleshia Boyle

**Absent:** Leitha Pierro, Theresa Lux

**CALL TO ORDER**: Meeting opened at 9:00 a.m. by President Beth Schuster.

**Executive Director’s Report**

Claire is continuing negotiations with NYSOFA on the NYConnects Expansion and Enhancement Project.

The Foundation for Community Health (FCH) has notified Claire that their $25,000 annual funding for the Children and Adults Rural Transportation Service will end after 2016. The funding is provided to the program to help transport clients that live in the towns of Copake and Ancram. Although FCH will not provide funding after 2016, this will not affect the ability of the Consortium to serve clients in those areas.

Claire reported that the Transportation Program is purchasing a license to use transportation software called Routing Box. Funding for the monthly licensing fee is provided by the FCH funding.

The program submitted a press release about the new minibus as well as an extensive article about the Transportation Program which was printed in the Consortium’s monthly “For Your Health” column.

The Transportation Program is also hiring two new drivers. As part of the hiring process, prospective drivers are required to provide a copy of their Driver’s License at the time of interview and sign a form permitting the agency to obtain a Driver’s License Abstract from the NYS Department of Motor Vehicles. Current transportation program policy states that individuals should have a “clean driving record.” Recently, a prospective employee had a history of tickets. Claire proposed to hire him, although his record was not technically “clean,” since these were not moving violations and accidents. The Committee agreed that she could both hire the candidate and consider updating the policy to either specify that the license must be free of any moving violations and accidents, or simply require a valid license only. The matter will be referred to the Personnel Committee for further consideration.

The Navigator Program is looking to hire a Navigator to fill Laura Cullen’s position once she leaves employment on December 25th. Interviews for the position are on December 21st.

Agency-wide performance evaluations are currently underway.

Finally, an employee who has been out on short-term disability since November may be able to return to work as early as next week. During her absence, staff learned the value of having current Operating Manuals for each position that can both aid other staff trying to perform job duties in an employee’s absence and facilitate knowledge transfer to an employee’s successor in the position.

*At 9:15 a.m. Claire Parde and Aleshia Boyle exited for an Executive Session about the Executive Director’s annual performance evaluation, which included reviewing input from the Committee members, and the annual contracting process, including a discussion of compensation in 2016.*

**The Committee adjourned by 10:00 a.m.**

The next Executive Committee meeting is scheduled for **January 27, 2016 at 9:00 a.m.**

*Notes respectfully prepared and submitted by Aleshia Boyle on December 24, 2015*