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

**Executive Committee**

**Notes from the meeting of January 28, 2015**

**Attending:** Beth Schuster, Theresa Lux, Leitha Pierro, Ken Stall, Art Proper, Claire Parde, Aleshia Boyle

**Absent:** Karyn Dornemann, Tam Mustapha

**CALL TO ORDER**: Meeting opened at 8:59 a.m. by President Beth Schuster

**President’s Report**

Beth initiated the meeting by acknowledging that the last meeting of the Entire Board was a bit chaotic, with unstructured discussion and the early departure of several members. She and Claire have met to discuss changes to the agenda and communications with the members that should facilitate meeting management going forward. Beth plans to introduce these at the next Board meeting.

Beth stated that she and Art Proper met with Claire on January 15th to complete her annual review. While the review itself was positive, Beth believes it would be beneficial to create a more meaningful evaluation process for Claire. Beth feels that some parts of the current form aren’t applicable and would like to include more people in the review process that Claire engages with on a daily basis.

**Executive Director’s Report**

Claire gave a brief update on the Joe Orso incident. Since her last report to the Committee, she learned that two of Joe’s siblings had intentions to sue Mayhew Farm, but were advised by lawyers that the case lacked merit. OMH has completed its investigation and apparently received the report from the NYS Police, although the Consortium did not. Claire submitted another request for a copy of the report.

Recently, the Consortium moved their business lines of insurance from CLG to Rose & Kiernan, Inc. Claire believed this to be the best move for the Consortium as CLG had poor customer service. Claire and John Ray met with Brennen Parker, Vice President of Rose & Kiernan, Inc., on December 29th to discuss the move.

Following up on the Board’s resolution to engage Matt Vanderbeck of Pattison, Koskey, Bucci and Howe to conduct the annual audit, Claire and John Ray met with Matt on January 13th to review the audit process. During that meeting, Matt agreed to present to the Board on February 4th on the scope of the audit. At this time, the Executive Committee discussed the option of having the Board ask Matt questions after his presentation. The Committee decided that, should the Board have any questions, employees of the Consortium would excuse themselves from the meeting until the Q & A is completed.

Claire gave an update on the composition of the Board and its committees. Jeff Rovitz and Scott Thomas joined Art Koweek as members of the Bylaws/Membership/Nominating Committee with Karyn Dornemann as the Chair. There are nine members whose terms expire this year: Kary Jablonka, PJ Keeler, Nancy Winch, Michelle Ublacker, Linda Tripp, Arthur Koweek, Angella Timothy, Karyn Dornemann, and Theresa Lux. Beth will speak to members who have not met the minimum participation requirements about their interest in continuing.

Claire noted that there are some categories that are not currently represented on the Board. As of yet, the Board does not have any professionals from pharmacy, health insurance providers, or community health centers. This will be discussed more thoroughly at the Bylaws/Membership/Nominating Committee when it meets on February 11th.

Claire introduced a draft Governance Calendar to the Committee. She believes this calendar would be useful in keeping the Board’s timeline on track. So far, the only change the Committee agreed upon is adding a presentation of the annual budget to December’s Board meeting.

Claire also suggested a change to the Board meeting agenda to help keep the meeting organized. The agenda was discussed and although some changes were suggested, ultimately the Committee decided to see how the next Board meeting goes before making any adjustments.

Finally, Claire reminded members of the scheduling conflict between the Executive Committee meetings and Karyn’s practice. At the last meeting, Karyn stated that Wednesday’s at 9 a.m. is difficult for her due to client appointments. The Committee discussed an option of moving the time to 1 p.m., however, ultimately this was decided against since it is difficult for others to attend a meeting in the middle of the day. The Committee decided to check with Karyn to see if Fridays at 9 a.m. works any better for her.

**Claire and Aleshia excused themselves at 10:17 a.m.**

**Executive Session**

Beth and members of the Committee discussed Claire’s contract. Thereafter, the meeting adjourned.

The **next meeting** of the Executive Committee will be February 25th at 9 a.m.

*Notes respectfully prepared and submitted by Aleshia Boyle on January 29, 2015*