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

**Executive Committee**

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

**Attending:** Art Proper, Linda Tripp, Tam Mustapha, Beth Schuster, Claire Parde, Aleshia Boyle

**Absent:** Ken Stall, Leitha Pierro, Theresa Lux

**CALL TO ORDER**: Meeting opened at 9:01 a.m. by President Beth Schuster

**Executive Director’s Report**

The New York State Grants Gateway site has been updated with all of the current information, thus maintaining the agency’s prequalification status.

Claire is still waiting on approval from NYSOFA for the NYConnects Expansion and Enhancement Program proposal. The Columbia County Board of Supervisors has already approved the subcontract between Office for the Aging and the Healthcare Consortium.

Karen dePeyster, the Program Director for the Tobacco-Free Communities Program, has decided she is not going to fill the vacant Communications Specialist position. Although Karen originally felt a Communications Specialist was necessary when applying for the grant, she sees that a Program Assistant may be a better fit. For the time being, she will leave the position vacant to allow the remaining members of the team to cohere until such time as the demands of the program warrant building out the team.

The Retreat Planning Committee has identified the location, date, time, and Discussion Leader for the Board Retreat. The Retreat will be on Thursday, October 22nd at Solaris on 360 Warren Street from 9 a.m. to 3:30 p.m. with a one hour lunch break. Mary Gail Biebel has graciously agreed to be the Discussion Leader for the event. Claire will meet with Mary Gail on July 28th to discuss specifics. The Retreat Planning Committee has agreed to rely upon Mary Gail’s judgment regarding the content and organization of the agenda. Before the Retreat, Mary has expressed her desire to meet with the Executive Committee. The date for this will be determined after Claire meets with her.

The Community Health Worker Training is currently underway. It is a week-long training from July 20th-July 24th at the Hudson Opera House. This training is part of the Bengali Community Youth Health Worker Project. MHP Salud is providing the training to six Bengali youth and a number of other attendees from a variety of agencies including HRHCare, the Mental Health Association, AmeriCorps, Common Ground and the Healthcare Consortium. Following the training, the Bengali youth will work in the community as Community Health Workers through the end of September.

Annis Golden, Associate Professor and Department Chair from SUNY Albany, contacted Claire about the possibility of a partnership on a new research endeavor. Annis will submit a proposal to the National Institute of Health that will include funds for the Consortium to employ a part-time Program Assistant. Claire expects to learn whether the project has been funded in April 2016.

The agency is currently preparing to submit its mid-term reports to Dyson and the Foundation for Community Health for several projects.

Fiscal Manager John Ray and Claire met with Tim Bartholomew from the Bank of Greene County about transferring the agency’s funds. The process has been initiated but takes some time. In response to the concern raised at the last meeting of the Entire Board, John Ray examined all of the agency’s contract documents for any language that may have some bearing on the investment of funds. The only contracts that have any limiting language are the New York State contracts (i.e., RHN, Tobacco Control, Cancer Services, and the IPA/Navigator Program) which states that interest accrued on grant dollars should be sent back to the State or reinvested in the program with written permission from the State.

We understand this to apply only to grant advances, which typically arrive at the end of or following the first quarter. Consequently, the right of set off permits us to deduct the accounts receivable (billed and unbilled expenses incurred), leaving very little monies in excess. The interest accrued on these dollars across all contracts in a calendar year is negligible. More to the point, the balance of our operating account LESS any grant advance liabilities still provides ample dollars to invest up to $120,000, leaving a comfortable balance for sustaining operations. Consequently, the Committee was satisfied that the Consortium may invest a total amount of $120,000 from the current operating account without violating any contract terms.

Finally, Claire reminded members that the next Board meeting is August 5th.

**Adjournment was at 9:45 a.m.**

Although originally scheduled to be August 26th, the next Executive Committee meeting may be changed.

*Notes respectfully prepared and submitted by Aleshia Boyle on July 23, 2015*