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

**Executive Committee**

**Notes from the meeting of June 24, 2015**

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

**Absent:** Karyn Dornemann, Tam Mustapha, Beth Schuster

**CALL TO ORDER**: Meeting opened at 9:02 a.m. by Vice President Theresa Lux

**Executive Director’s Report**

Claire announced the audit documents from Pattison, Koskey, Howe, and Bucci were received yesterday, June 23rd. Once all of the documents are signed by all parties, Claire will update the New York State Grants Gateway site to reflect the current information.

The agency has initiated transferring its funds from the TrustCo investment account to a new investment account at the Bank of Greene County. Claire and John Ray will meet with Tim Bartholomew from the Bank of Greene County on June 25th to discuss those details. John Ray is preparing a report on the agency’s operating account and is checking the agency’s funding sources for any limits on the investment of their contracted or granted funds. Claire thinks John will be able to demonstrate that there are up to $120,000 of unencumbered funds in the operating account that could also be moved to the new investment account.

Claire submitted her proposal for the NYConnects Expansion and Enhancement Program to the Office for the Aging, proposing a budget of $264,000. She also wrote out subcontractor budgets as well, and sent it to NYSOFA for review.

Duane Jordan, the Communications Specialist for the Tobacco Program, separated from the Consortium on June 15th. Duane failed to return to work following an unpaid leave of absence. Policy 902 of the agency’s Personnel Manual clearly states, “If an employee fails to report to work promptly upon the expiration of the approved leave period, CCCHC will assume the employee has resigned.”

A Retreat Planning Committee has been formed consisting of Beth Schuster, Kary Jablonka, Michael Cole, Leitha Pierro, Robin Andrews, and Claire Parde. The first meeting is scheduled for June 25th from 10:30 a.m. to 12 p.m. On May 28th, Claire met with Nancy Heaton and Gertrude O’Sullivan from the Foundation for Community Health to hear their reflections and recommendations from the strategic planning process they recently completed with their own board. At the June 25th Retreat Planning Committee meeting, Claire intends to recommend that we conduct a board assessment in advance of the retreat.

Claire has volunteered to participate in the DSRIP PAC’s Consumer and Community Affairs Committee, which met on June 23rd in Albany.

Claire and Independent Contractor, Melissa Scheriff, have put together a Community Health Worker Training for the week of July 20th at the Hudson Opera House. This training is part of the Bengali Youth Community Health Worker Project. There are five slots for Bengali youth to attend, and ten slots for personnel from community-based organizations. Since these latter slots are limited, a competitive application process will determine who is selected. MHP Salud, a well-respected organization based in Texas that runs and implements Community Health Worker programs, will be providing the training.

Finally, Claire stated that Chris Blass, the Building Receptionist working Mondays through Wednesdays, has decided to focus on family obligations and therefore will be leaving. Her last day is July 1st. The agency will be looking for anyone willing to work per diem, Monday through Wednesday from 8:30 a.m. to 4:00 p.m.

**Old Business**

Continuing the discussion on the ED Evaluation from the last Executive Committee, members reviewed the description of the Executive Director’s role from the bylaws, the ED’s current job description, and a draft evaluation template. Members agreed that the job description is too detailed and task rather than outcomes –oriented, and will need to be revised for the ED’s next contract year of January 1-December 31, 2016. Leitha Pierro agreed to spearhead that effort in fall. In the meantime, the draft evaluation template, which closely relates to the current job description, will be used for evaluation purposes later this year. Members also discussed the process for evaluating the ED. Members agreed that a self-evaluation submitted by the Executive Director will begin the entire evaluation process. Once the self-evaluation is submitted, Board members will review and complete the evaluation form; it is yet to be determined whether that will be all members of the Board or the Executive Committee only. After all of the materials are collected, Claire will meet and discuss the results with the Board President. During this meeting, Claire will have the opportunity to comment on the results and address any concerns she may have.

Results of this lengthy discussion:

1. There are two tracks this evaluation process must take.
2. First, the draft evaluation form will be left as is and be used for this year’s evaluation.
3. The job description and accompanying evaluation tool will be completely revised for the next contract year to reflect a more outcome-based, target-related approach with measurable standards.
4. Claire will send members of the Executive Committee the self-evaluation tool the agency currently uses. Members will review and suggest any changes.
5. Under Leitha’s direction, two or three members will get together later this year to suggest revisions to the job description and evaluation tool.

Things to still be determined:

1. Who conducts the evaluation? If it’s decided that the Full Board should conduct the evaluation, should an Ad Hoc Committee be formed to collect the self-evaluation, discuss any comments or concerns, and then bring to the Full Board for a complete discussion?
2. If agreed that staff should be involved in the evaluation process, who should it be? Also, a separate evaluation form will need to be created for staff as the content of the evaluation will be different.

**Adjournment was at 10:13 a.m.**

The **next meeting** of the Executive Committee will be July 22nd at 9 a.m.

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