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

**Executive Committee**

**Notes from the meeting of May 27, 2015**

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

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

**CALL TO ORDER**: Meeting opened at 9:05 a.m. by President Beth Schuster

The Committee reviewed the minutes from April 22nd and had no concerns.

Beth announced that Karyn Dornemann has agreed to step down from her role as Board Secretary. Karyn understands that her current business hours prevent her from staying for Board meetings in their entirety. The President needs to appoint a member to fulfill the remainder of the Board Secretary’s term, which ends April 2016. A selection needs to be made by the next Board meeting on June 3rd.

**Executive Director’s Report**

The Personnel Committee has completed its work on a number of policies that will be brought to the Board meeting for approval on June 3rd. These include two new policies for the Personnel Manual pertaining to youth and volunteers. Additionally, revisions to Policy 605.8 Insurance Buyout were made to allow all benefits-eligible employees to partake in the buyout on a prorated basis (previously, only full-time employees received the buyout). Finally, revisions to the Personnel Qualifications and Assigned Duties Policy from the Transportation Policy and Procedure Manual will also be brought to the next full Board meeting for approval.

Claire, Lisa Thomas, and Aleshia have been attending the JSEC Trainings that are offered periodically at Columbia-Greene Community College. The team subsequently meets to digest the lessons learned and update their plan of work. The policy portion of that plan of work will inform the business of the Personnel Committee’s next meeting in August.

The Budget and Finance Committee has finalized the agency’s Investment Policy and will bring it to the Board meeting on June 3rd for approval. The Committee will also recommend moving $120,000 from the agency’s operating account and the balance from the agency’s existing investment account into a new investment account at the Bank of Greene County under the advisement of Tim Bartholomew, an Investment Manager with the Bank of Greene County.

Pattison, Koskey, Howe and Bucci (PKHB) has completed the annual audit and provided the draft financial statements, required communication letter and management letter. A review of the audit will be given by Matt Vanderbeck at the next Board meeting highlighting key points and any recommendations.

Claire is currently negotiating a subcontract with the Office for the Aging for the NYConnects Expansion and Enhancement Program. She anticipates that the contract will be in the amount of approximately $270,000 for the period of April 1, 2014 to December 31, 2016. Claire will prepare a budget to submit to OFA by June 12th.

Claire reminded Committee Members that the Greene County Chamber of Commerce’s 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. The Consortium was selected as the 2015 Not-For-Profit of the Year and there will be a number of staff attending the event with Claire.

**New Business**

Claire provided the Committee with a report on her research pertaining to evaluating an Executive Director. She found that there are a number of things that should be in place before the Evaluation Process can begin:

1. Clear and appropriate bylaws which define the role of the Executive Director in relation to the Board
2. A strategic plan, which reviews the organization’s internal strengths and weaknesses, evaluates the opportunities and threats apparent in the environment in which it works, and establishes general goals and specific objectives for the organization over the next several years
3. An annual plan, which reviews and updates the strategic plan as needed, specifies objectives for the coming year, identifies timelines for accomplishing them, and delegates responsibility.
4. A job description, which establishes the general areas of duty and responsibility.

Steps in the Evaluation Process should include:

1. Develop performance standards
2. Determine who should conduct the evaluation
3. Gather information for the annual review
4. Review and tabulate the responses
5. Prepare and present the evaluation summary
6. Seek approval of the evaluation by the Entire Board

The Committee understands that following these steps would be impossible for this year considering there isn’t a formal annual plan or strategic plan in place. However, the group agreed to do the best it can to improve the tools and process with the resources currently available. Claire will provide a sample template for the evaluation at the next Executive Committee meeting as well as present the current job description and bylaws for members to review.

The Committee discussed launching the strategic planning process at the next Board Retreat which will take place in the fall. Beth will ask for volunteers at the next Board meeting to form a Retreat Planning Committee to begin the process.

There was a brief discussion about dispositioning the old minibus. It was agreed that the bus will be sold in the usual way via on-line auction.

**Adjournment was at 10:09 a.m.**

The **next meeting** of the Executive Committee will be June 24th at 9 a.m.

*Notes respectfully prepared and submitted by Aleshia Boyle on May 28, 2015*