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

**Executive Committee**

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

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

**Absent:** Theresa Lux, Tam Mustapha, Linda Tripp

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

**Executive Director’s Report**

An *ad hoc* Audit Proposal Review Committee consisting of Jim Campion, Kary Jablonka, and Theresa Lux met with Claire and Fiscal Manager, John Ray, on October 6th to review the proposals submitted by auditing firms. Of the four proposals submitted, two were quickly eliminated and the remaining two were considered serious options. This was reported to the Entire Board on October 7th, where Claire was directed to interview the two candidates and report back to the Executive Committee. The Entire Board also charged the Executive Committee with making the final selection. Claire reported that she and John Ray subsequently interviewed Victor Churchill from Sickler, Torchia, Allen & Churchill and Carol Hausamann from Marvin and Company.

Following a discussion of the two candidates, including their proposals and interviews, the Executive Committee determined that Marvin and Company should perform the annual external audit.

**Beth Schuster made a motion to select Marvin and Company pending a reference check. Ken Stall seconded the motion. All approved and the motion carried.**

The forms to transfer the TrustCo account to the Bank of Greene County were received. Included was a Corporate Resolution Form which requires the attention of the Entire Board. This will be part of business at the next Board meeting in December.

Jeff Gabriels, a Financial Advisor from AXA with whom Claire has been speaking about retirement options, has agreed to attend the Budget and Finance meeting on November 17th to discuss adding a retirement plan to the agency’s offering of personnel benefits. The Executive Committee will meet the following day to discuss implementing a retirement plan during this year’s open enrollment period, which starts on or around December 1st.

**Next Steps**

The Committee agrees that a gift should be given to Mary Gail Biebel for facilitating the retreat on October 22nd. Aleshia and Claire will accomplish this.

Robin Andrews will reach out to the six Board members that were unable to attend the retreat to familiarize them with the process and outcomes of the retreat.

A brief overview of the retreat will be given at the next Board meeting on December 2nd. The Committee also decided to provide the Entire Board with handouts listing key findings from the retreat. Finally, the Committee determined that the complete data set from the Board Assessment Survey should also be made available to all Board Members

An updated Governance Calendar will be handed out at the next Full Board meeting. A timeline will also be added to Board meeting agendas.

Robin announced to the Committee that she has been appointed the Chair of the Bylaws/Nominating/Membership Committee. Beth will announce this to the Entire Board at its next meeting

The ED Evaluation Tool and Job Description Committee will meet again in late November or early December to continue their work.

**Adjournment was at 10:15 a.m.**

The next Executive Committee meeting is scheduled for **November 18th, 2015.**

*Notes respectfully prepared and submitted by Aleshia Boyle on November 3, 2015*