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

**Executive Committee**

**Notes from the meeting of September 30, 2015**

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

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

**CALL TO ORDER**: Meeting opened at 9:05 a.m. by Secretary Linda Tripp

**Executive Director’s Report**

An ad hoc committee consisting of Leitha, Beth, and Tam has been formed to revise the Executive Director Evaluation Tool and Job Description that will be used in 2016. The Committee is scheduled to meet on October 15th to begin this process. Claire will not be participating, but Aleshia will attend to record minutes.

The Retreat Planning Committee is scheduled to meet with Mary Gail Biebel on October 5th. The Board Assessment Tool was mailed out on September 18th to each Board member with instructions to mail the completed form to Mary Gail’s attention by October 2nd. Aleshia will send out reminders to members.

Of the seventeen firms that were sent the Request for Proposals, four firms submitted proposals. Claire is scheduled to meet with an ad hoc committee consisting of Jim Campion, Theresa Lux, and Kary Jablonka to review the proposals that were received from these auditing firms. If the Committee is unable to recommend an auditing firm to the Full Board when it meets on October 7th, a request will be made to the Board to imbue the Executive Committee with the authority to engage a firm at a later time.

OFA’s term on the CCCHC Board of Directors expired in April 2015, when Michelle Ublacker left her position as Interim Administrator, and has remained vacant while a new Administrator was sought. In late summer, Kevin McDonald was appointed as OFA’s Administrator. Claire suggests electing Kevin to the Board at the October 7th Board Meeting with a two-year term starting April 2015. The Committee agreed with this suggestion.

When Karyn Dornemann exited the Board in July, she also vacated her role as the Chair for the Bylaws/Membership/Nominating Committee. Current members of the committee are unable to fill the role, so it remains vacant. A suggestion was made to make this Committee ad hoc to eliminate the obligation for the Chair to attend the monthly Executive Committee meetings. Claire indicated that this would require a revision to the bylaws. This will be discussed at the next Board meeting.

Last year Claire started a conversation with the Budget and Finance Committee about adding a retirement plan to the Consortium’s benefits. The Committee was uncomfortable with the plan that was recommended at that time, so Claire has subsequently revisited the many options and now recommends a non-ERISA type 403(b) retirement plan. In order to make this benefit available when the agency’s open enrollment period begins on or around December 1st, securing approval to proceed in a timely way will be critical. Claire will meet the Budget and Finance Committee on November 17th, hopefully accompanied by the Financial Advisor with whom she has consulted. The Executive Committee agreed to meet the following day, on November 18th, in lieu of its regularly scheduled meeting one week later, in order to act on the Finance Committee’s recommendation, should there be one.

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

The next Executive Committee meeting is scheduled for **October 28th, 2015.**

*Notes respectfully prepared and submitted by Aleshia Boyle on October 2, 2015*