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

**Executive Committee**

**Notes from the meeting of January 6, 2021**

*Note: This meeting was held virtually on the Zoom web platform.*

**Attending Committee Members:** Robin Andrews,Art Proper, Chelly Hegan, Jack Mabb, Linda Tripp

**Staff Members:** Claire Parde, Lisa Thomas, Ashling Kelly

**Call to Order:** The meeting was called to order at 9:09 a.m.

**New York Paid Sick Leave Policy Update**

Claire introduced the draft of the Consortium’s New York Paid Sick Leave (NYPSL) Policy, as well as proposed revisions to a number of existing policies that would also be impacted. Claire acknowledged that while the new and revised policies could certainly be approved “as is,” she recommended that the process be delayed while we wait for further guidance from the State regarding the carryover allowance, as approval to cap carryover would significantly change our approach and, by extension, the policy proposals. Claire assured the Committee that there has been no delay in compliance with the new law or communication with staff. In fact, a memo was distributed to staff notifying them that, in accordance with the law, NYPSL accrual began on September 30, 2020, and that accrued time is now available for use.

Robin Andrews stated that, because the agency is in compliance, there is not a rush to approve a policy, and expressed appreciation for the efforts made to be in compliance, and for the update to the Committee.

**Executive Director Evaluation and Contracting Process**

Robin reported to the Committee that the Executive Director’s contract was executed based on the Board meeting discussion of 12/2/2020. Robin reported that the Board’s evaluation of the Executive Director was uniformly positive. She will create a summary of the evaluation, which will be shared with the Executive Committee and then with Claire.

**Committee and Calendar Update**

Robin asked if there was any need for changes to the committees; no changes were requested. The 2021 Meetings and Governance calendars will be distributed following the meeting.

Governance Chair Linda Tripp reported that there will be new members for Board consideration, representing Columbia Memorial Hospital and, possibly, Columbia Opportunities.

**Executive Director’s Report**

**Program Updates**

Transportation

There has been a loss of approximately $90,000 in Medicaid revenue, most of which is related to reduced ridership from Medicaid enrollees engaged in PROS. Although the 2021 RHN contract amount is for $141,000, 20% of this amount must be put into a restricted non-billable line, leaving $112,000 of the budget which is actually expendable. This has exacerbated the challenge of covering administrative and general expenses.

Tobacco Free Action

The agency has been notified that, after much delay, the Tobacco program will soon be invited to submit a 2021 budget and work plan. A 20% reduction in the contract amount is expected.

Navigator

The Navigator Program is financially healthy. There is an open position at this time, but only one application, which was incomplete, has been received. One of the Navigators, Rachel Cole, has just been promoted to Consumer Assistance Program Assistant. In addition to continuing to work as a Navigator, Rachel will work alongside Lynda Scheer in the Financial Assistance, Prescription Access and Referral, and NY Connects programs. This promotion recognizes this individual’s dedication to the agency and her clients, and also supports Lynda Scheer in her role.

 Financial Update

Claire reported that the Foundation for Community Health granted the agency $15,000 in general operating support.

Claire reported that new federal legislation has created another round for the Paycheck Protection Program, but the Consortium is not eligible to apply as it did not fully expend the allocation from the first round. However, the same legislation also expanded allowable expenses from the first round. This will allow us to include additional expenses that were incurred during the covered period, though it will not have a significant impact on the overall portion of the loan amount that will be forgiven. The agency will not immediately apply for forgiveness. Some monies were put aside to allow for PPP consultation with our auditing firm.

COVID Update

Due to the current rise in COVID-19 cases in Columbia and Greene Counties, we are reducing the number of in-office staff and ceasing outreach efforts, while still continuing offsite service delivery. We consistently reevaluate conditions and remain flexible.

**Discussion**

The Committee discussed the Strategic Plan in relation to fundraising, and the possibility of engaging a professional fundraiser, potentially utilizing monies from the fund balance, as was discussed in the Strategic Plan. It was agreed that Chelly Hegan would arrange a meeting with Claire and her agency’s fundraiser.

The meeting was adjourned at 9:59 a.m.

**Next meeting**

The next meeting of the Executive Committee meeting will be on **March 3, 2021.**