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

**Executive Committee**

**Notes from the meeting of January 8, 2020**

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

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

**CALL TO ORDER**

*The meeting was called to order at 9:02 a.m.*

**Personnel Manual Changes**

The Committee reviewed proposed changes to Personnel Policy 103, which references the now-defunct Personnel Committee. Following the recommendation of Claire and Robin Andrews, Linda Tripp made a motion to strike the Personnel Committee reference in Section 103.1 and completely remove section 103.3; Jack Mabb seconded the motion, and it was unanimously approved.

The Committee reviewed Policy 1011: Problem Resolution, which stated:

*If an issue or incident involves the Executive Director, then the staff member should report the problem to the Chair of the Personnel Committee of the Board.*

The group discussed whether the policy language should be changed to refer staff to the Chair of the Board, and whether staff would feel comfortable enough or be likely to bring an issue directly to the Chair. Claire suggested that the language be revised as follows to parallel that of the harassment policy, which would provide more reporting options:

*If an issue or incident involves the Executive Director, then the staff member should report the problem to the appropriate management representative including the supervisor, Office Manager, or the Corporate Compliance Officer; the problem may also be reported to the Chair of the Board.*

Jack Mabb made a motion to revise the policy as recommended by Claire; Linda Tripp seconded, and it was unanimously approved.

An acknowledgement memo addressing these policy changes will be circulated to all staff.

**Executive Director’s Report**

**Rural Health Network Program Update**

Claire reported that the modified Year One budget was approved and fully expensed; Year Two has also been approved.

A legislative appropriation for extra funding to the Rural Health Networks for the period starting April 1st, 2019 through March 31st, 2020 was granted to NYSARH. Claire submitted a work plan and budget to NYSARH, which has been approved. Funds can be allocated to items already expensed; as a result, several Transportation Program expenses from 2019 will be covered by these funds. Additionally the money will fund a compensation study to be conducted in early 2020

**Transportation Program Update**

The Consortium was able to purchase its third vehicle for 2019, which brings the fleet size to thirteen, the largest it has ever been. Two new drivers were hired in the fourth quarter; we are still looking for another.

**Community Health Improvement Planning Update**

Claire will submit a proposal to Columbia Memorial Health to contract for collaborative community health improvement planning services for two more years. She plans to propose a fee of $15,000-$20,000 per year. It was noted that this fee would be less expensive for the hospital than hiring staff to do this work; additionally, Claire provides extra value to the project because she serves on the CMH Board and thus knows the hospital.

**Cancer Fund**

After reporting on the generous Cancer Fund donations from the Columbia County Sheriff’s Office and the Sheriff’s Benevolent Association for No Shave November, Claire told the group she is considering retiring the Greene County Cancer fund due to a lack of requests. She plans to contact the Greene County Women’s League, which provides Greene County cancer patients with financial assistance, and suggest a referral arrangement. It may be that when the Consortium’s Greene County Cancer funds are exhausted, we would simply refer people to the Women’s League.

**NIDA/HEALing Communities Project**

Claire updated the group on the NIDA HEALing (**H**elping to **E**nd **A**ddiction **L**ong-Term) Communities Project, which will study how tools for preventing and treating opioid misuse and opioid use disorder are most effective at the local level. The Consortium has partnered with Columbia County DOH to serve as the employer of record for HEALing Communities Study (HCS) Project Manager, Lori Torgersen. Funded by Columbia University, there are sixteen participating communities in New York; Columbia and Greene Counties comprise one of those communities. In Columbia County, DOH houses the study while in Greene County, DCS is contracting with Mental Health. The two counties will share an epidemiologist. The HCS will examine interventions and report data. There is a regimen to follow; some of the work is duplicative but the funding will allow for enhancing the work currently being done.

A committee member suggested that some of the work address the stigma of abuse. This is a four-year study and affords some flexibility; the steering committee will meet each year to assess whether goals have been achieved. The intention is to study whether and how coalitions work. Claire pointed out that while interventions are already in place locally, the high incidence of opioid abuse is the reason the Twin Counties were selected to participate.

**Personnel Updates**

Claire reported that she has approved a six-week unpaid leave for the Consortium’s Youth Engagement Coordinator, who is using the time to study for and take law school exams. She remarked that we are here to advance people, which can mean advancing them out of the Consortium.

Claire has tuned up the salary for the Community and Youth Engagement Coordinators. She has also promoted Jim Funk to the position of Program Director and provided a commensurate salary increase. She views these changes as advancing one of the objectives in the Strategic Plan.

Claire updated the group on the Strategic Plan goal of hiring a Director of Program Development. She hopes to begin advertising for the position by the end of the month. The position is budgeted for 25 hours a week. Initially, the Director will work with Transportation and eventually move into other areas. While the Director could be someone already working as a consultant, the individual has to be local, and may possibly be someone who comes through the Network.

**Upcoming Events**

Claire reported that she will be attending a full day of Advocacy with NYSARH on February 4th, and will attend the Rural Health Policy Institute in Washington, DC the following week. After attending these events, she will draft a proposal for legislative priorities to present to the Executive Committee and full Board.

Robin Andrews requested that Claire change the Executive Director’s report headings to more closely reflect the Strategic Plan. Claire indicated that she is working on a reporting format for strategic objectives, which she will share next time the committee meets.

**Meeting adjourned at 10:04 a.m.**

**The next Executive Committee meeting is Wednesday, March 4th at 9:00 a.m.**

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**Executive Director’s Report to the Executive Committee**

**January 8, 2020**

**Current Program Updates**

**Rural Health Network Program Update**

The RHN Year 1 Budget Modification is now approved. The modification allowed us to commit unspent funds to Transportation Program expenses. The RHN Year 2 budget and plan of work are also now approved.

Through a contract with the New York State Association for Rural Health, additional funds in the amount of $18,886 have been made available to the RHN Program for the period of April 1, 2019 through March 31, 2020. Funds may be expended on any Other Than Personnel Services (OTPS) expenses that are consistent with the RHN Work Plan objectives. We submitted a budget that proposed to expense the funds on Transportation Program expenses, as well as an agency-wide compensation study. Our plan was approved and we may start to voucher for these expenses.

**Transportation Program Update**

With the approval of the B&F Committee, another vehicle was purchased, the third in 2019 and the thirteenth in our fleet. This is the largest our fleet has ever been. Jim Funk has hired two new drivers in the 4th quarter of 2019, bringing our total number of drivers to 13 as well.

Effective January 1, 2020, we expanded our Circulation service delivery to Greene County (remember that Circulation is a DSRIP-funded initiative that provides non-medical transportation services to Medicaid enrollees). There has been no activity as yet.

Brian Stewart, of CMH’s Psychiatric Unit, has indicated an interest in renewing our contracts for transportation services for its patients. Claire will draft and send a proposal this week.

We received our annual commitment of $25,000 from the Foundation for Community Health for transportation services to the Towns of Copake and Ancram.

**Community Health Improvement Planning Update**

Columbia Memorial Health has invited us to submit a proposal for a contract to continue representing the Hospital in collaborative Community Health Improvement Planning activities. I will draft and send a proposal for the 2020 and 2021 calendar years this week.

**ICAN Program Update**

Our contract with the Healthy Capital District Initiative for ICAN services has now been fully executed and the first voucher has been submitted.

**Program/Resource Development**

**Columbia County Sheriff’s Office Donation**

We received an additional $1,825 from the Columbia County Sheriff’s Benevolent Association as a contribution to No Shave November, bringing the total contribution amount to $8,175!

**Community Foundations of the Hudson Valley Donation**

We were delighted to receive an unsolicited donation in the amount of $5,500 from the Community Foundations of the Hudson Valley. The donation is designated for the support of general operations.

**NIDA/HEALing Communities Project**

The Consortium has now entered into a contract with the Columbia County Department of Health to provide staffing to the HEALing Communities Project. For an administrative fee, the Consortium will hire, orient, supply benefits to and run payroll for the staff, while CCDOH will provide workspace, guidance and supervision. Lori Torgersen, who previously directed the Greener Pathways Project for Twin County Recovery Services, will serve as the Project Director. She begins work on Monday, Jan. 13th.

**Personnel Updates**

We did not come to terms with the individual who was offered the position of Community Engagement Coordinator for the Tobacco Free Action Program, so we have decided to re-advertise the position.

This month, I will be working on further fleshing out the position of Director of Program Development, including developing a written job description and advertisement. My goal is to have the position widely advertised by the end of the month.

**Board and Community Relations**

* On December 5th, I participated in the fourth and final meeting of the Public Reporting on Primary Care Quality Stakeholder Workgroup.
* Also on December 5th, I attended the Greene County Chamber of Commerce Holiday Party in Leeds
* On December 10th, I met with the staff of the Transitions of Care Project
* Also on December 10th, the agency participated in the Salvation Army’s bell-ringing
* On December 11th, I attended the Bank of Greene County’s holiday party to receive the donation
* On January 6th, I attended the full-day ACES training at CGCC sponsored by the CCDOH

**Upcoming Events**

* On January 16th, I will attend Assemblymember Didi Barrett’s Human Services Advisory Council
* On February 4th, I will participate in NYSARH’s Albany Advocacy Day
* From Monday, February 10th through Thursday, February 13th, I will attend the Rural Health Policy Institute hosted by the National Rural Health Association in Washington, DC.

**Key Board Dates**

* The Governance Committee will have its regular meeting on **Tuesday, January 28th at 3:00 p.m.**
* The next meeting of the Entire Board will be on **Wednesday, February 5th at 2:30 p.m**