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

**Executive Committee**

**Notes from the meeting of November 4, 2020**

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

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

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

*Committee members Chelly Hegan and Jack Mabb were excused.*

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

**Executive Director’s Report**

**COVID-19 Update**

Claire reported on the current impacts of COVID-19 on the Healthcare Consortium. An increase in positive cases at several congregate facilities resulted in multiple exposures to Transportation staff; all exposed staff subsequently tested negative. The agency worked closely with the Department of Health for contact tracing. The drivers wore masks at all times and the transports were of short duration (five minutes or less). As essential workers, the exposed drivers were able to continue working but were required to quarantine when not working. At this time, the agency is not transporting COVID-positive clients.

A staff person who works in the office at 325 Columbia tested positive for COVID-19. Due to the individual’s remote work schedule, planned time off, and the timing of symptom onset, the Department of Health determined there was no exposure to anyone at 325 Columbia, and no action was required by the agency. In an effort to be transparent and forthcoming, Claire communicated to staff that a coworker had tested positive, while being very careful to maintain the individual’s privacy and not offer details that could allow for identification.

The agency is staying prepared and managing COVID-related situations as they arise.

**New York Paid Sick Leave**

Claire asked staff member Ashling Kelly to report on New York Paid Sick Leave (NYPSL). Ashling updated the Committee on what we currently know about NYPSL, what remains unknown, the steps the agency has taken and the things it must still do. Claire pointed out that a challenge of implementing NYPSL is managing its interaction with the Consortium’s existing Paid Time Off Policy. While we anticipate creating a new personnel policy pertaining to NYPSL and likely updating one or more others, we have been advised not to do so as yet because the State has not provided guidance on several significant issues. Consequently, the necessary updates to the personnel manual will not occur by the time the program takes effect; we’ll be playing some “catch up” to reconcile the written policies with practice. Nevertheless, we began accruing paid sick leave for employees on 9/30/2020 and will be prepared to distribute those accruals, as needed, by the time it takes effect on 1/1/20.

**Benefits Enrollment**

Claire noted that the benefits election period for staff begins shortly. Health, dental, and vision plans will be selected in the next week, and presented at the November all-staff meeting. TJ Pellitteri, the agency’s financial advisor, will speak about the 401(k) plan at the December all-staff meeting.

**Executive Director Evaluation**

Robin reported to the Committee that the Executive Director’s annual evaluation is due to be sent out to the Board members for completion. Last year the Committee reviewed and modified the form. Robin will email the form to the Board members, with a November 13th deadline, and will send a reminder on November 12th. Claire will complete her written self-evaluation, which will include personal and developmental goals as well as organizational ones, and submit it by November 16th.

**Executive Session**

Robin Andrews requested an Executive Session with Claire to discuss staff development. Staff members Lisa Thomas and Ashling Kelly left the meeting.

**A motion to enter Executive Session was made by Linda Tripp and seconded by Art Proper.**

**A motion to exit the Executive Session was made by Linda Tripp and seconded by Art Proper.**

**Next meeting**

The next meeting of the Executive Committee meeting will be on **January 6, 2021.**