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

**Executive Committee**

**Notes from the meeting of November 6, 2019**

**Attending Committee Members:** Beth Schuster,Jack Mabb, Linda Tripp, Robin Andrews

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

**CALL TO ORDER**

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

**Executive Director’s Report**

**Program Updates and Resource Development**

Claire reported that the RHN budget modification will need to be resubmitted after the Year Two budget and work plan are submitted. This is the first year that budget modifications are required to be submitted through the Grants Gateway.

Claire reported that new Transportation Program funding from the Rip Van Winkle Foundation will be used to purchase the fleet’s thirteenth vehicle, as well as invest in support technology in the form of smart phones which integrate with Routing Box. Claire also talked about the need to hire additional drivers. She asked the Board to consider their personal and professional contacts as part of the search. Drivers currently start at minimum wage, but work is being done to improve that. They are classified as temporary casual employees and are not benefits eligible. Although there isn’t a fixed schedule, they average 25-30 hours per week. The drivers love what they do and connect strongly to the Consortium’s mission. The need for drivers is the limiting factor on growth of the program at this time.

Built into the RHN Year Two Budget is $19,000 for a new position, Director of Program Development. As part of the Transportation Team, the Director of Program Development would focus on growing the program, and would report directly to Claire; Jim Funk, who manages the day to day operations of the program, would continue to report directly to Claire as well. The person in this role would also eventually assist Claire in developing new other new programs at the Consortium.

Claire, Lisa Thomas and Kelly McGiffert met with care managers at the Columbia County Mental Health Clinic to provide information about the Helpers for Health Project. While it’s uncertain whether it will generate recommendations for the Helpers, there was discussion about care managers making referrals to Navigators; the discussion seemed to bring some clarity and it is hoped that the Navigators will see more referrals from them. Additional outreach about the Helpers is upcoming, with a presentation to the care management program at MHA planned for mid-November.

**Discussion**

Discussion arose about the CARTS’ fleet. When Claire began there were probably no more than nine vehicles; the number is about to be thirteen. During that time several vehicles have been decommissioned and replaced. Claire is considering a shift to leasing vehicles in the future; Jim Funk is investigating this option. The anticipated 5310 funding application could have provided an opportunity to purchase a new vehicle but as of now, the state has not opened issued the Request for Applications.

**Review of Executive Director Evaluation Tool**

Robin Andrews reported that there was a limited response to the Executive Director evaluation; she regards this as a sign there is nothing concerning Board members. Robin noted that Board members may not know the daily ins and outs of Claire’s work, making it more challenging to complete the evaluation. She proposed convening a group to work on revising the evaluation tool, and other members agreed. Revision would include examining the parameters of the evaluation. As an example, should management of and interaction with staff be included on the evaluation; should the Strategic Plan be an aspect of the tool? While the process may be as simple as reworking the existing evaluation by adding or removing questions, it was suggested that asking more open-ended questions may generate more in-depth responses.

Claire encouraged the group to refine the evaluation to more closely connect to the Executive Director’s job description, noting that her ED report headings tie with the description.

It was noted that historically the evaluation tool has been tied to the Executive Director’s contract. Although counsel has been received that indicates the tool should be appended to the contract, Claire will not insist on that in order to provide the Committee with more time to make their revisions to the tool.

The group agreed that the committee will meet specifically to work on revising the evaluation tool. While Claire will not participate in the meeting, it was suggested that she be available should the group need to seek her input. The group set **Tuesday, December 10th at 9:00** **a.m.** for the meeting; the small conference room will be reserved.

**Review Executive Director’s Self-Evaluation and Compensation Request**

At this time, Robin Andrews requested a motion to enter into executive session. Beth Schuster so motioned, Linda Tripp seconded. Claire Parde and Ashling Kelly left the room and the group entered executive session at 9:45 a.m.

The group exited executive session at 10:25 a.m., following a motion made by Jack Mabb and seconded by Beth Schuster. Claire and Ashling re-entered.

**Robin Andrews made a motion to recommend the terms of the Executive Director’s contract to the Entire Board; the motion was seconded by Beth Schuster and unanimously approved.**

**ADJOURNMENT**

The meeting was adjourned at 10:27 a.m.

**The next Executive Committee meeting is scheduled for January 8, 2019**

*Notes respectfully prepared and submitted by Ashling Kelly on 11/14/2019*

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

**Executive Director’s Report to the Executive Committee, November 6, 2019**

**Program Updates**

**Rural Health Network Program**

John Ray and I prepared and submitted a budget modification request to reallocate unspent funds in the current contract year (Jan 1 to Dec 31), which was tentatively approved; final approval will occur after it is entered in the Gateway. However, this cannot occur until the budget and work plan for Year Two are entered and approved; this is the work of this week.

**Transportation Program Update**

With the approval of Budget and Finance, two new vehicles have been purchased, bringing our current fleet size to twelve.

**Program and Resource Development**

**Rip Van Winkle Foundation**

I am delighted to report that the Rip Van Winkle Foundation invited me to submit an application for funding in the amount of $30,000 to support the purchase of an additional vehicle for the Transportation Program. This grant was awarded and we will procure the vehicle shortly, bringing the total fleet size up to thirteen. Remaining funds will be used to secure smart phones, including protection, security and service, to interface with our transportation software program, Routing Box.

**SUNY RF**

Dr. Annis Golden from UAlbany, who previously administered the SUNY Women’s Health Project, approached me in October about partnering on a grant application to the NIH. This project would utilize Community Health Workers (called “Lay Health Advocates”) to deliver education about Blood Lead Levels in the African American and Bengali Communities in Hudson. I proposed that the Helpers for Health Project team implement this program, with Kelly McGiffert serving as the Field Coordinator and the two existing Helpers, Jackie and Maria, serving the African American community. Should the project be funded, we would also hire two Bengali Community Health Workers. Annis and I are feverishly working on assembling the components of the application by November 8th. If funded, the Consortium would receive roughly $268,000 over 5 years, starting on July 1, 2020.

**Personnel Updates**

We have conducted second interviews with two candidates for the position of Community Engagement Coordinator with Tobacco Free Action. We extended an offer of employment to one candidate and are currently negotiating wages. If we fail to come to an agreement, it is unlikely that we would attempt to hire again until next year.

**Board and Community Relations**

* On Thursday, October 3rd, the Transportation Program team attended a meeting organized by the Foundation for Community Health of all its transportation grantees. The meeting took place at Geer Village in CT.
* On Saturday, October 5th, the Healthcare Consortium was well-represented at the Annual Golden Gathering.
* On Saturday, October 19th, I presented on Long Term Care at the Hillsdale Safe at Home meeting. Lynda Scheer, Information and Assistance Specialist, was also in attendance.
* On Friday, November 1st, I attended a full-day ACES training presented by the Catskill Hudson Area Health Education Center at the FDR Library in Hyde Park.

**Upcoming Events**

* On Tuesday, November 12th, I will attend a meeting of the Community Advisory Committee for the NYS Health Foundation
* On Thursday, November 14th, Lisa Thomas, Kelly McGiffert and I will be meeting with the care management program at MHA about the Helpers for Health Project. We previously met with the care managers at the CC Mental Health Clinic, as recommended at the last meeting of the Entire Board.

**Key Board Dates**

* The next Board of Directors Meeting will be on **Wednesday, December 4th at 2:30 p.m.** At this meeting, we will have a presentation on the scope of the annual audit by the Bonadio Group, as well as a presentation by Dorothy Cucinelli, the CEO of the Capital Behavioral Health Network (CBHN), the Behavioral Health Care Collaborative (BHCC) serving Columbia and Greene Counties. We will also have light refreshments to celebrate the holidays ahead.