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

**Executive Committee**

**Notes from the meeting of September 4, 2019**

**Attending Committee Members:** Art Proper, 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.*

*Robin Andrews arrived at 9:07 a.m.*

**Executive Director’s Report**

**Program Updates**

Claire reported that all closeout reports for the Navigator five year contract and extension have been turned in. She noted that Fiscal manager John Ray’s vouchers are very detailed and are often used as examples of good vouchering by NYSDOH; however, NYSDOH has become far more exacting, resulting in a great deal more back and forth communication to complete the reimbursement process.

**Resource Development**

 *County Budget Request*

The Consortium has submitted its 2020 County budget request to the Board of Supervisors in the amount of $52,000, a 2% ($1,000) increase over last year. Claire will find out the final 2020 amount when the budget is released in December.

 *Foundation for Community Health Application*

The Transportation Program’s annual application for funding from the Foundation for Community Health is nearly complete, and will be ready for submission on or before its deadline of September 15. The amount requested is $25,000, which is used to support transportation services delivered to the residents of Ancram and Copake.

 *Subcontract with Healthy Capital District Initiative*

Claire reported that the HCDI has submitted an application to the Community Service Society (CSS) for Independent Consumer Advisory Network (ICAN) funding to serve a six-county region, and has asked the Consortium to subcontract with them to serve Columbia and Greene Counties. If awarded, the subcontract would be in the amount of $15,000 for a period of seven months. ICAN services are most closely aligned with NY Connects, so our two Information and Assistance Specialists would each work under this contract one day (or .2FTE) a week.

 This opportunity is very consistent with a strategy identified in the Strategic Planning process—namely, to contract with urban partners to deliver services locally.

 Claire remarked on the great letters of support provided by Michael Cole, Bob Gibson, and Kevin McDonald.

**Update on Committee Work**

At the August Budget and Finance Committee meeting, Investment Advisor Tim Bartholomew provided another lackluster report. As this is but one frustration with this individual, the committee will be seeking a new advisor. While beginning that process, Claire reached out to the advisor who works with COARC, Derrik Nolan, and learned that many investment firms won’t work with such small investment accounts (the current value of our investment account is approximately $175,000). Claire indicated that she may issue a Request for Proposals for Investment Services, with the hope that only those who are willing to manage small accounts will bother to reply. This idea will be discussed with the Budget and Finance Committee at its September Meeting.

 The Budget and Finance Committee asked John and Claire to review the investment policy to determine whether Board approval is required to add funds to the investment fund. Claire will pull this information together for the September committee meeting.

**Discussion**

Claire spoke briefly about her efforts to inform the community about the Consortium’s Columbia and Greene Counties’ Community Cancer Funds. She will be writing September’s For Your Health newspaper column about the funds, and will also be interviewed by Eric Martin for 98.5’s show, *What’s Going On*. Finally, she will issue a press release about the Bank of Greene County’s recent donation of $2,000 to the Greene County Community Cancer Fund.

 Recently Claire offered a grant writing workshop attended by 18 people from 9 organizations; it was well-received and another will be offered in six months or so.

Claire reported that she recently met with Assembly member Didi Barrett to discuss the community impact of the recent changes to the obstetrical program at CMH. The group discussed the challenges facing rural hospitals, both nationally and in NY State, particularly attracting medical providers. NY is particularly at a disadvantage because of high taxes and settlement rates.

 Dorothy Cucinelli, CEO of Capital Behavioral Health Network (CBHN), will be speaking at the December Board meeting. CBHN is mentioned frequently in Board and committee meetings; two of our Board members are affiliated with the two IPAs that form the core of CBHN: Jeff Rovitz/MHA of Columbia and Greene Counties is part of Hudson Valley Providers IPA, and Beth Schuster/Twin County Recovery Services is part of Polaris IPA. The Consortium is a C-level member of CBHN, and one of only a few social determinants providers that are involved.

 Claire shared that she and John Ray are preparing an RHN Budget Modification. One possibility being considered is using some of the funds for Transportation program operating expenses; another is to purchase web-based Harassment Training. Additionally, Claire would like to commission an agency-wide salary survey, as was discussed during Strategic Planning. Competitive Compensation contributes to staff retention. She reported that Lisa Heintz, Community Engagement Coordinator for the Tobacco-Free Action Program, recently left the Consortium to accept the same position in a different service area because it offered greater compensation. Claire emphasized that she is most concerned about the least well-compensated positions at the agency, and is seeking to raise the compensation “floor.” The principle of equity has guided her approach to compensation.

**ADJOURNMENT**

The meeting was adjourned at 10:00 a.m.

The next Executive Committee meeting is scheduled for **November 6, 2019**

*Notes respectfully prepared and submitted by Ashling Kelly on 09/13/2019*

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

**Executive Director’s Report to the Executive Committee, September 4, 2019**

**Program Updates**

**Navigator Program**

Last week, we submitted all ‘closeout’ documents for the Navigator contract that ended July 31, 2019.

**Resource Development**

**County Budget Request**

On August 20th, we submitted our annual request to the Columbia County Board of Supervisors for support from the 2020 County Budget.

**Annual application to FCH**

On or before September 15th, we will submit our annual request to the Foundation for Community Health (Sharon, CT) for funds to support the Transportation Program. Our typical request is $25,000.

**Subcontract with HCDI for ICAN**

We have been invited by the Healthy Capital District Initiative (HCDI) to subcontract with them on their application to the Community Service Society (CSS) for Independent Consumer Advisory Network, or ICAN, funding. The application will be submitted on September 6th, and would provide for wage and fringe support to “buy time” from our two Information and Assistance Specialists to do this outreach, education, and direct service work in Columbia and Greene Counties. This is exactly aligned with one of our strategic objectives—contracting with larger, urban partners to conduct work in our rural community.

**Update on Committee Work**

The Budget and Finance Committee has tasked staff with identifying a new Investment Advisor. We quickly discovered that one of the challenges is that many firms will not work with clients with accounts less than $1M (for some, this number is $5M). Therefore, we think it necessary to issue an RFP for services. We will draft the RFP for the Committee’s review at its meeting in September.

**Board and Community Relations**

* On August 8th, I met with the new President of CGCC, Dr. Carlee Drummer
* On August 8th, I received a $2,000 donation from the Bank of Greene County Charitable Foundation to the Greene County Community Cancer Fund
* On August 14th, I provided a workshop on grant writing from 12-3. The workshop was attended by 18 people from 9 different organizations
* On August 21st, I met with Assemblymember Didi Barrett, at her request, to discuss the impact to the community of the recent changes to the obstetrical program at CMH

**Upcoming Events**

* The agency will have its annual Summer Potluck on Friday, September 6th
* On Tuesday, September 10th, I will record a segment on Eric Martin’s radio show about the Community Cancer Funds. We will also be focusing our September For Your Health column on the Funds.
* Friday, September 13th through Sunday, September 15th, I will attend the Healthcare Trustees of NYS Conference in Saratoga Springs
* On Monday, September 16th, I will attend the third of four total meetings of the Primary Care Quality Rating Stakeholder Workgroup in-person in NYC
* September 26-27, I will attend the annual conference of the New York State Association for Rural Health in Niagara Falls

**Key Board Dates**

* The Strategic Planning Committee will meet on September 23rd at 10:00 a.m.
* The Board of Directors will meet on October 2nd at 2:30 p.m. Dr. Carlee Drummer will address the group and we will also have a presentation from Lisa Thomas on the Helpers for Health Project.