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

**Executive Committee**

**Notes from the meeting of May 4, 2022**

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

**Attendance**

Committee Members: Scott Thomas, Art Proper, Chelly Hegan, Robin Andrews

Staff Members:Claire Parde, Lisa Thomas, Ashling Kelly

**Call to Order**

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

**Personnel Policy 806: Internet and Technology Use Revision**

Claire reported to the Committee that in November 2021 Gov. Hochul signed a bill amending New York’s Civil Rights Law by adding a new section that requires employers to give written and posted notice that any and all  telephone conversations or  transmissions, electronic mail or transmissions, or internet access or usage by any employee by any electronic device or system, including, but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems may be subject to monitoring at any and all times and by any lawful means.  This law  goes into effect on May 7, 2022.

Claire noted that staff participates in weekly webinars presented by labor law firm Bond, Schoeneck, and King, and in a recent one on this topic, were guided to use the exact language of the amendment in personnel policies. Consequently, this prompted a revision to the Consortium’s existing **Personnel Policy 806: Internet and Technology Use** to mimic the language of the legislation.

A comment was made that the updated language in the amendment is much clearer. Claire remarked that the modification provides an opportunity to remind staff that this policy is already in the Personnel handbook; in other words, she will emphasize that this is a language change rather than a change in policy or practice. A member observed that careful messaging regarding this policy change is important, as it might give staff the idea that they are being continually monitored; Claire acknowledged this risk and will approach the topic with care, both in written communications and at a subsequent staff meeting. In response to a question regarding staff orientation, Claire explained that new staff meet with the office manager on their first day of employment; although not every policy is reviewed at that meeting, they are given time to read the Personnel Policy manual, as well as several policies that require written acknowledgments. New staff meet with all of the program teams to gain familiarity with the program portfolio and jumpstart relationships. They then meet with Claire who pulls all of the information together. That process is typically repeated after 3-6 months.

**Scott Thomas requested a motion to approve revised Personnel Policy 806: Internet and Technology Use.**

**Motion made by Robin Andrews, seconded by Art Proper, and unanimously approved.**

**Executive Director’s Report**

Claire reported that the New York State contracts are all moving smoothly, and all budgets have been approved. Most of the submitted vouchers have been paid; there has been an unusual delay in payment of the February Navigator program voucher. Unlike other NYSDOH contract budgets, the Tobacco Program’s budget is quite complex, which makes it difficult to fully expense. This problem is made more acute by the requirement that any budget modifications are made within 60 days of the end of the budget period.

The Navigator and RHN budgets are easier to deal with. The MWBE process, which requires a commitment to direct a certain portion of eligible expenses to minority and/or women –owned businesses, can be problematic; we usually have to apply for a waiver, providing proof that searches were done to find MWBE businesses. During the worst of the COVID pandemic the State didn’t pursue the issue, but they are clearly trying to catch up now. Consequently, John Ray is currently preparing a waiver for the 2013-2018 contract period, to be followed by the 2018-2023 period.

The NYConnects contract expired March 31st; the new one began April 1st. Typically, the Columbia County Office for the Aging (CCOFA) doesn’t receive a request from NYSOFA for the program budget until May or June, and doesn’t receive approval until July or later. In the past, that meant the Consortium didn’t receive payment until that approval. However, for the past few years, the CCOFA has been good enough to submit a resolution and execute a contract with the Consortium based on historical contract amounts and spending patterns, which enables the Consortium to submit vouchers for reimbursement. Claire expressed her appreciation for the friendly partnership model this represents.

The Consortium has drafted a contract with Greene County for transportation services. The contract is being reviewed by the County attorney, and the agency has been asked to provide a certificate of insurance; this will likely go before the Greene County Legislature in June. At this time, transportation would only be provided for Greene County Department of Human Services (GCDHS) clients, which would have to be pre-authorized for transport by that agency. Before initiating the process, CART and DHS staff will meet to discuss the mechanics of working together.

Claire reported that she applied in April to the State Office for Rural Health for a roughly $10k technical assistance grant related to workplan objectives. Approval happens in May and the money must be expensed in June. The CARTS program is going through a strategic design process; the grant, if approved, will be used to offset some of the expense associated with that process.

Claire updated the group on the Strategic Design. The work group has completed the six meetings and six more have been scheduled. The meetings have helped create focus and intentionality, and staff have reported that it feels beneficial. Robin, a member of the work group, remarked that it is a very thoughtful process with long-lasting benefits.

Claire and CARTS Program Director Jim Funk are involved in the Columbia County Transportation Coordination Plan, which is being reviewed and revised.

The agency will be holding a staff retreat on Friday, May 27th, which will include a house tour at Olana, followed by a potluck meal; after the meal, staff will be allowed to go home early, while on the clock. Claire noted that, while the agency usually has a staff picnic in September, she felt everyone needed something fun sooner.

Claire reported that she met with Julie Pitts, Director of the Rural Health Service Corp. The Rural Health Network of South Central New York received funding to run the Public Health Americorps Member Program. There may be an opportunity for the Consortium to get two part-time Americorps members in September. Committee members noted the need for more people to be involved in public health and suggested that a schedule be created to provide the Americorps members an opportunity to meet with different organizations such as the Mental Health Association to get a sense of how dire the current public health situation is, as well as to gain understanding that ‘public health’ includes mental health and what rural mental health looks like.

**Discussion**

The group discussed adding a segment back into the Board of Directors meeting agenda as ‘Strategic Discussion,’ which will be scheduled for the final ten minutes of the meeting. The discussion topic will be announced in the meeting reminder to provide members the opportunity to consider it. President Scott Thomas will introduce the concept of the Strategic Discussion at the June meeting and advise members on how they will learn about the discussion topic in advance of each Board meeting.

**Adjournment**

The meeting was adjourned at 10:01 a.m.

**Next meeting**

The next meeting of the Executive Committee will be on **July 6, 2022 at 9:00 a.m.**