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

**Minutes of the Governance Committee meeting of January 20, 2021**

**Attending**:

Board Members: Linda Tripp (Chair), Jeff Rovitz, and Scott Thomas

Staff: Claire Parde

**Discussion Summary**:

**Review of current board member terms and expirations**

The Committee reviewed the list of current board members and their term expirations. Of the fifteen (15) voting members, seven (7) have terms that will expire in April 2021. These are

Bob Gibson, PJ Keeler, Jack Mabb, Kevin McDonald, Jeff Rovitz, Scott Thomas, and Linda Tripp. Letters advising the members of the term expirations and requesting their recommitment to board service will be sent shortly.

**Review of current board member attendance at board and committee meetings**

The Committee reviewed the record of board member attendance for board and committee meetings. The group identified only one (1) member with a particularly spotty attendance record. Linda will speak with this member prior to the next board meeting to determine if there are any barriers to participation (e.g. challenges receiving meeting notifications via email, scheduling conflicts, etc.) that the Committee might help address.

At the February Board meeting, the Governance Chair will remind members that the Committee periodically reviews the attendance of members at board and committee meetings. Members will also be reminded that excused absences are viewed more favorably than unexcused ones.

**Update on potential Board member candidates**

Claire reported that the committee had been pursuing representation from three organizations: Hudson River Healthcare, Columbia Opportunities, and Columbia Memorial Health. After several attempts to contact a prospect at Hudson River Healthcare (now Sun River Health), it became clear that she is not interested or able to pursue board membership at this time. However, the prospective board candidate at Columbia Opportunities, Raina Cashdollar, was responsive and eager. Linda and Claire met with her in early January and reported that they were enthusiastic about her candidacy. Similarly, they met with Dorothy Urschel, Chief Operating Officer at CMH, who was similarly responsive and eager about joining the board. Follow up activities with both candidates are underway in preparation for their nomination and election at the Annual Meeting in April.

The Committee discussed who might be assigned as Board Mentors to these two new candidates once elected. It was decided that Scott Thomas would serve as the Mentor to Raina Cashdollar and Jeff Rovitz would serve as the Mentor to Dorothy Urschel. A New Board Member Orientation Meeting to include the new Members, their Mentors, the Board President and ED will be arranged by Claire for the month of May. Claire will outline the content for a two-hour orientation session by the March meeting for the Committee to review and revise.

**Preliminary preparation for Annual Meeting**

The Committee discussed the format for the Annual Meeting in April. As usual, it will begin with a business meeting headlined by the review of the annual audit of the organization’s financial statements. Thereafter, the annual meeting will commence with the nomination and election of new board members; as officers of the board are in the midst of a two-year term, there will be no election of officers at this time. The meeting will conclude with an annual training on the Conflict of Interest Policy and completion of the Disclosure of Financial Interests Form.

The Committee agreed that the agency’s in-person Annual Recognition Event cannot be held in April, though it may be scheduled for a later time in the calendar year. The Committee also lamented that Beth Schuster, who is soon to retire, could not be properly recognized as a recipient of the 2020 Friend of the Consortium award. The Committee tasked Claire with issuing a press release to ensure that there is public recognition of the award.

**Next Meeting: March 24, 2021 at 1:00 p.m.**