**COLUMBIA COUNTY COMMUNITY HEALTHCARE CONSORTIUM. INC.**

**MEETING NOTES**

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| **Committee: Budget and Finance** | | **Date: March 15, 2016** |
| **Board Members Attending: Ken Stall, Jim Campion, PJ Keeler and Lisa Evans**  **Board Members Absent: Chelly Hegan** | | **Guests: None.** |
| **Staff Members Attending: Claire Parde and John Ray** |
| **TOPIC** | **SUMMARY OF TOPIC DISCUSSED** | |
| Update on the Retirement Plan | Claire reported that at the last meeting of the Executive Committee, she shared cost projections for the retirement plan as requested. The Executive Committee voted to add the retirement benefit as proposed and proceed with plan design. | |
| Update on the Investment Account | Claire reported that the monies from the Trustco investment account were, after considerable delay, finally transferred, as cash rather than assets, to the new account at the Bank of Greene County on February 18th. As of March 15, 2016, the account value is $31,036 and remains 100% in cash. Tim Bartholomew of TBOGC is currently reviewing the agency's investment policy before allocating to other investments, expected within the next couple of days. Claire or an Officer needs to approve purchase by signing TBOGC documentation.  The Committee inquired about the excess cash in the operating account approved for investment ($120,000), and recommended that it be moved and invested at the earliest opportunity. Claire inquired about the degree of involvement the Committee expects to have in determining the amounts and pace for investing these dollars. The Committee clarified this will be up to Management. | |
| Update on the Audit | The Committee inquired about the annual audit. Claire reported that the field work is complete and draft financials are expected at any time. John reported that the experience was not substantively different than in years’ past. Claire commended John for his exceptional audit preparation. | |
| Highlights from the Financial Reports | The Committee inspected the Organization’s Financial Reports, including the Accounts Receivable Aging Summary, the Statement of Financial Position (Balance Sheet), Statement of Activities (Income Statement) for the agency and transportation program, respectively, and the Statement of Revenues, Supports and Expenses, all of which are current to February 29, 2016. John offered the following highlights and explanations:  RE: Revenue, Support & Expenses   * **Rural Health Network Program (04/2016 to 03/2017)**. Renewal documentation for the new contract year starting April 1st has been received and will be completed/submitted shortly. Budget remains the same at $240,000. During the month of May'16, we plan to submit a voucher for $60,000 advance payment. * **Cancer Screening Program (04/2016 to 03/2017).** Submitted renewal documentation to the contract manager for approval. Budget remains the same at $140,000. Submitted a voucher for a $35,000 advance payment. * **Prescription Access and Referral Program (01/2015 to 12/2016).** Dyson's two year Rx budget is $50,000. In January 2016, we received the second $25,000 installment. The Foundation for Community Health’s new 2016 Rx Access grant agreement is in the amount of $14,250, of which we received 50% or $7,125, That brings the total amount available from FCH for 2016 Rx Access to $17,818 ($10,693 remaining from 2015 grant plus $7,125 from 2016 grant). The remaining 50% of 2016 Rx Access grant is still available should we need it. * **The Foundation for Community Health’s support for Transportation (01/2016 to 12/2016)**. As in the previous year, the new 2016 Transportation grant agreement is in the amount of $25,000. Funds received on February 5th. FCH previously indicated that 2016 year may be the last year for this grant. * **Office of the Aging support for Transportation (01/2016 to 12/2016).** Similar to previous years' agreements, new 2016 County agreement in the amount of $40,000 or $3,333.33/month. Last year's agreement was in the amount of $36,000. Funds for January 2016 voucher in the amount of $3,333.33 received on February 23rd. * **Columbia County Government’s support of Transportation (1/2016-12/2016).** Columbia County's 2016 budget contains contributions totaling $68,000 for CARTS & lobby receptionist. To date we have received everything except for $24,500, which we expect during the second half of the year (typically we receive during the month of August) * **The Galvan Foundation grant for the Bengali Youth Health Worker Project**- As of December 2015, Operation Unite has submitted vouchers totaling $11,890 of which $4,299 of the $5,000 previously issued advance was recouped ($701 advance balance remaining). * NY Connects Expansion & Enhancement Program - NYSOFA approved $118,589 budget and work plan. NYCEEP Program Manager has been hired and her first date of employment is March 21, 2016.   RE: Grants Receivable   * **Cancer Services Program.** On the Infrastructure Contract, outstanding vouchers go back to the month of September 2015. On February 5th, we received payment for August voucher and contract manager indicates that receipt for other vouchers will follow shortly. On the Patient Services (NYS & Federal), we are current thru December 2015 as of February 11th. As of January 1st, NYS is converting to new software for patient services. New system won’t be functional until April 1st, so we do not expect to start reimbursing medical providers until June 2016. Providers have been notified. As of February 29, 2016, we have accrued $4,500 for Patient Services (NYS $2,250 & HRI $2,250). * **Navigator Program (10/2015 to 9/2016).** On March 4th, we received payment in the amount of $26,632 for December's voucher and January's voucher in the amount of $22,211 is pending on NYS SFS website and expect payment shortly. * **Tobacco Program (07/2015 to 06/2016)**. On March 4th, we received payment in the amount of $19,011 for December's voucher and on March 11th, we received payment in the amount of $16,881.13 for January's voucher. * **Office of Aging: NY Connects Year 10 (10/2015 to 09/2016)** Agreement with County in progress. We have received payment for four monthly vouchers from October'15 thru January'16. * **Medicaid Transportation Claims -** As of December 31, 2015, we have recorded as a receivable in the amount of $3,300 for retroactive repayment of previously withheld 2% across-the-board Medicaid reduction.   RE: Statement of Financial Position   * **Cash** - At 1/1/2016 cash in operating was $316K; today at $408K. Low on 1/14 was $270K & the high on 3/4 was $424K. | |
| Adjournment & next mtng | The meeting adjourned at 3:45 p.m. The next meeting is scheduled for January 19 at 3:00 p.m. | |