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

**MEETING NOTES**

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| **Committee: Budget and Finance** | | **Date: May 17, 2016** |
| **Board Members Attending: Robin Andrews, Ken Stall, Jim Campion, Lisa Evans, Chelly Hegan**  **Board Members Absent: PJ Keeler** | | **Guests: None.** |
| **Staff Members Attending: Claire Parde and John Ray** |
| **TOPIC** | **SUMMARY OF TOPIC DISCUSSED** | |
| 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 April 30, 2016. John Ray offered his “Fiscal Highlights” (see attached). The group briefly discussed the status of the Bengali Community Health Worker Project with Operation Unite, Home and Community Based Service (HCBS) delivery to HARP eligibles, and the administrative contracts with Greene County DSS.  Also discussed were the outstanding vouchers to the Cancer Services Program Infrastructure Contract. Staff believe the delay can be attributed to the contract manager, Tammy Nazarko. The group agreed that Claire should personally contact Tammy if reimbursement is not received in the very near future. | |
| Update on the Investment Account | Claire reported that Tim Bartholomew has begun to convert cash, with approximately half devoted to a 6-month cd and the remaining funds invested in mutual funds on a dollar cost average basis (e.g. $10,000/mo. over 6 months). Concern at the length of time our investment dollars have remained in cash was expressed. Also mentioned was the length of time it will take to achieve the asset mix outlined in the investment policy. However, it was also noted that this slow and cautious approach is a reasonable response, on the part of both Claire and Tim, to the concern that has been expressed regarding the investment account by the Board at various times.  The Committee confirmed its responsibility to both monitor the investments and the performance of the investment advisor by, among other things, reviewing quarterly reports. | |
| Update on the Audit | Claire reported that the annual audit is nearly complete, with last drafts of the financials anticipated shortly, and the 990 and CHAR 500 expected anytime. Carol Hausamann will present to the Entire Board at its meeting on June 1st. | |
| Financial reporting to the Entire Board | Robin suggested that the Entire Board receive a brief summary financial report that could be pulled from the existing detailed reports at its bi-monthly meetings. Features could include ratios, such as cash and reserve. Claire and John will start to develop a draft for the Committee to consider. Chelly offered to share UHPP’s as an example. | |
| Adjournment & next mtng | The meeting adjourned at 4:20 p.m. The next meeting is scheduled for July 19, 2016 at 3:00 p.m. | |

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| **Finance & Budget Committee Meeting** | | | | | | | | |
| **Fiscal Highlights** | | | | | | | | |
| **Tuesday, May 17, 2016** | | | | | | | | |
| Revenue, Support & Expenses | | | | | | | | |
|  **Rural Health Network Program** (04/2016 to 03/2017). Renewal documentation for new contract 16/17 year has been submitted but is not yet approved. Budget remains the same at $240,000. | | | | | | | | |
|  **Cancer Services Program** (04/2016 to 03/2017) Submitted renewal documentation to the contract manager for approval. Budget remains the same at $140,000. During the month of May'16, received $35,000 grant advance payment. | | | | | | | | |
|  **Galvan Foundation** - CCCHC and Operation Unite of NY have signed a MOU in the amount of $19,450 with the goal to train up to six Bengali Youths as Community Health Workers & for the six to work as Community Health Workers within the Bengali community. As of April 2016, Operations Unite has submitted vouchers totaling $13,381 of which $4,683 of the $5,000 previously issued advance was recouped ($317 advance balance remaining). | | | | | | | | |
|  **Columbia County -CARTS** - Columbia County's 2016 budget contains contributions totaling $68,000 for CARTS & lobby receptionist. To date we have received everything all contributions. | | | | | | | | |
|  **Columbia County - Office of the Aging: MIPPA** (02/2016 to 09/2016) Received signed agreement in the amount of $2,710 | | | | | | | | |
|  **Office of Mental Health (OMH) & Office of Alcoholism & Substance Abuse Services (OASAS)** (04/2016 to 12/2016) provided one time funding in the amount of $49,850 for Home & Community Based Services (HCBS) providers for the Health & Recovery Plan (HARP) program. The funding is intended to help providers with general startup cost to preparing to provide HCBS. | | | | | | | | |
|  **Greene County DSS** (04/2016 to 10/2016) new $27,293 agreement to provide two per-diem employees. | | | | | | | | |
| Grant Receivables | | | | | | | | |
|  **Grant Receivable -**  As of April 30, 2016 our Grant Receivable is $292,441. Expectation is that we will collect on all receivables. Not aware of any issues. Summary as follows: | | | | | | | | |
|  |  | |  | Amount $ | |  |  |  |
|  |  | Rural Health Network Program | | | $45,996 |  |  |  |
|  |  | Navigator Health Exchange Program | | | 47,449 |  |  |  |
|  |  | Tobacco-Free Program | | | 28,325 |  |  |  |
|  |  | Cancer Services Program | | | 95,901 |  |  |  |
|  |  | Transportation-Medicaid | | | 27,782 |  |  |  |
|  |  | Columbia County 2016 CARTS | | | 24,500 |  |  |  |
|  |  | Other Columbia County Programs | | | 19,273 |  |  |  |
|  |  | Greene County DSS | | | 3,215 |  |  |  |
|  | Total Grant Receivable | |  | $292,441 | |  |  |  |
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|  **Cancer Services Program-Infrastructure** Outstanding vouchers goes 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. CSP - Clinical Services (NYS & Federal) paid thru December 2015. | | | | | | | | |
|  **CSP - Patient Services**. As of January 1st, NYS is converting to new software for patient services. New system to be functional around April 1st, do not expect to start reimbursing medical providers until June 2016. Providers have been notified. As of April 30, 2016, we have accrued $11,529 for Patient Services and waiting payment from NYSDOH. | | | | | | | | |
|  **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. During May'16, we will receive our second receipt in the amount of $43.55. | | | | | | | | |
| Statement of Financial Position | | | | | | | | |
|  **Cash** - Cash balance in the operating checking account started the year off with $316K and today's balance is $300K. Low balance on April 14th was $262K & the high balance on March 18th was $468K. Transferred $120,000 to Essex Investment on March 18th. | | | | | | | | |
|  **Investment - Essex National Securities** - As of April 30, 2016, account value is $151,036 and remains 100% in cash. On May 16, 2016, $10,000 invested in five different mutual funds at $2,000/fund. | | | | | | | | |
|  **Equipment, Furniture & Vehicles** - No purchases or sale of capital equipment. | | | | | | | | |
| **Accounts Payable -** At April 30, 2016, accounts payable lability is $32,254 and all AP liability is being paid timely within 28 days except CSP Clincial Services which gets paid once NYS pays CCCHC. The following is a list of vendors who's liability exceed $1,000. | | | | | | | | |
|  |  | iHeart Media | | $ 6,202 | | Advertising-Tobacco | |  |
|  |  | Columbia County | | 3,281 | | Vehicle Fuel, Lease Paymt & Repairs | |  |
|  |  | Pandora | | 1,730 | | Radio Streaming-Tobacco | |  |
|  |  | The Golub Corp - Price Chopper | | 1,018 | | Prescription Rx assistance | |  |
|  |  | Various Medical Providers | | 11,529 | | CSP Clincial Serices-March & April | |  |
|  |  | Total AP from Above | | $ 23,759 | |  |  |  |
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| **Accrued Expenses -** As of April 30, 2016, we have $2,000 in accrued expenses which consist of $2,000 for Claire's pension contribution per agreement. |

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|  **Advance Funding Payable** - Activity for the four months ending April 30, 2016, | | | | | | | |
|  | **Fund Name** | | **Beginning Balance at January 1st** | **+ Contributions** | **<Distributions>** | **Ending Balance at April 30, 2016** |  |
|  | **Foundation for Community Health** | | - |  |  |  |  |
|  | Prescription Access | | 10,445 | 7,125 | (2,348) | 15,222 |  |
|  | Transportation | | - | 25,000 | (8,061) | 16,939 |  |
|  | Children's Mental Health Project | | 20,238 |  | (529) | 19,709 |  |
|  | **Dyson Foundation** | |  |  |  |  |  |
|  | Prescription Access | | - | 25,000 | (9,792) | 15,208 |  |
|  | **NYS Grant Advances** | |  |  |  |  |  |
|  | Cancer Services | | 5,060 |  | (5,060) | - |  |
|  | Tobacco Free | | 40,565 |  | (25,132) | 15,433 |  |
|  | HCBS - HARP | |  | 49,850 |  | 49,850 |  |
|  | **Total Advance Funding Payable** | | $76,308 | $106,975 | $(50,922) | $132,361 |  |
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|  **Temporary Restricted Funds** - Activity for the four months ending April 30, 2016, | | | | | | | |
|  | **Fund Name** | | **Beginning Balance at January 1st** | **+ Contributions** | **<Distributions>** | **Ending Balance at April 30, 2016** |  |
|  | Columbia County -CARTS & Receptionist | | - | 49,000 | (16,333) | 32,667 |  |
|  | Columbia County Depts-CARTS | | - | 19,000 | (6,333) | 12,667 |  |
|  | Columbia County Cancer Fund | | 11,831 | 320 | (4,031) | 8,120 |  |
|  | Greene County Cancer Fund | | 8,690 | 50 | (1,164) | 7,577 |  |
|  | Complementary Therapies | | 6,955 |  | (750) | 6,205 |  |
|  | Jan Koweek Fund | | 901 |  |  | 901 |  |
|  | Galvan Foundation-Bengali Project | | 10,470 |  | (1,490) | 8,980 |  |
|  | Totals of Temporary Restricted Funds | | $38,847 | $68,370 | $(30,102) | $77,115 |  |
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