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

**Executive Committee**

**Notes from the meeting of April 27, 2016**

**Attending Members:** Beth Schuster, Robin Andrews, Theresa Lux, Linda Tripp, Tam Mustapha, Art Proper, Leitha Pierro

**Absent Members:** None

**Staff Members:** John Ray and Aleshia Boyle

**Absent Staff Members:** Claire Parde

**CALL TO ORDER**

Meeting was called to order at 9:00 a.m. by President Beth Schuster.

Members agreed that the Annual Dinner on April 6th at Club Helsinki went well, and they particularly liked the Q&A session with Claire and Beth. However, members thought the food this year was terrible and were disappointed considering the amount of money the agency pays.

Fiscal Highlights

John Ray presented the Fiscal Highlights report (see attached).

*Following the delivery of the Fiscal Highlights report, John Ray exited the meeting.*

Executive Director’s Report

Members reviewed Claire’s written Executive Director’s report (see attached).

A discussion on the investment proposal led members to suggest that it would be best to seek guidance from a source with knowledge in investment banking as there are currently no Board Members with expertise in this field. One suggestion made was to have the agency’s external auditor, Marvin and Company, review the proposal. Robin Andrews offered to have a personal friend in the investment field review the proposal. Members had no concerns with this.

Finally, the committee agrees with Claire’s plan to promote Lisa Thomas and reconfigure the staffing plan.

**ADJOURNMENT**

The meeting adjourned at 9:35 a.m.

The next Executive Committee meeting is scheduled for **May 25, 2016.**

*Notes respectfully prepared and submitted by Aleshia Boyle on April 28, 2016*

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| **Executive Committee Meeting** |
|  **Fiscal Highlights** |
| **Wednesday, April 27, 2016** |
| Statement of Financial Position |
|  **Cash** - Cash balance in the operating checking account started the year off with $316K, March 31st balance at $309K and April 27th balance is $317K. On March 21, 2016, we transferred $120K from checking account to Investment-Essex National Securities. |
|  **Grant Receivable -**  At March 31st, 2016, Grant Receivable is $253,801. Expectation is that we will collect on all receivables. Not aware of any issues. Summary as follows: |
|  |  | **March-16** | **February-16** | **Older** | **Total** |  |
|  | Rural Health Network Program |  28,325  |  |  |  28,325  |  |
|  | Navigator Health Exchange Program |  23,996  |  22,249  |  |  46,246  |  |
|  | Tobacco-Free Program |  10,020  |  13,682  |  |  23,702  |  |
|  | Cancer Services Program |  20,358  |  24,883  |  34,402  |  79,643  |  |
|  | Transportation-Medicaid |  18,420  |  11,949  |  3,397  |  33,766  |  |
|  | Columbia County 2016 CARTS |  24,500  |  |  |  24,500  |  |
|  | Other Columbia County Programs |  12,196  |  3,585  |  |  15,781  |  |
|  | Greene County DSS |  1,838  |  |  |  1,838  |  |
|  | **Total Grant Receivable** |  **139,654**  |  **76,348**  |  **37,799**  |  **253,801**  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |
|  **Investment - Essex National Securities** - As of April 27, 2016, account value is $151,036 ($31,036 from Trustco + $120,000 from TBOGC Operating Account) and remains 100% in cash. Claire had meeting with Tim Bartholomew on Tuesday, March 29th to review investment suggestions, and Claire & Tim continue to discuss investment options & how they relate to Agency's investment policy. |
|  **Prepaid Expenses** - At March 31, 2016, total prepaid expenses totaled $8,238 which consisted of General Insurance, Disability Insurance, Offsite Back-up Storage, Gift Cards, Deposits, Postage. |
|  **Equipment, Furniture & Vehicles** - No purchases or sale of capital equipment. Jim Funk, Transportation Coordinator, looking on NYS contract with hopes of purchasing a new van to replace existing 2010 Dodge Caravan with 130K miles. |
| **Accounts Payable -** At March 31, 2016, accounts payable lability is $25,644 and all AP liability is being paid timely within 28 days. The following is a list of vendors whose liability exceed $1,000.  |
|  |  | Columbia County  |  $ 2,658  | Monthly Vehicle Lease, Fuel & Repairs |
|  |  | Johnson Newspaper Corp |  2,550  | Advertising-Tobacco & CSP Programs |  |
|  |  | WRIP FM 97.9 Radio |  2,354  | Radio Advertising- RHN & Tobacco |  |
|  |  | Marvin & Company |  1,676  | 2015 - Audit progress billing |  |
|  |  | The Golub Corp - Price Chopper |  1,131  | Prescription Rx Assistance |  |
|  |  | Melissa Scheriff |  543  | Subcontractor Services |  |
|  |  | TBOGC Credit Card |  204  |  |  |
|  |  | Cancer Screening Providers |  6,004  | Various Medical Providers |  |
|  |  |  Total AP from Above  |  $ 17,120  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Accrued Expenses -** As of March 31, 2016, we have $2,700 in accrued expenses which consist of $2,000 for Claire's pension contribution per agreement and an estimate of $700 for CC Dept. of Human Services work on FCH: Children Mental Health Program at Taconic Hills |
|  **Advance Funding Payable** - Activity for the three months ending March 31, 2016, |
|  | **Fund Name** | **Beginning Balance at January 1st**  | **+ Contributions** | **<Distributions>** | **Ending Balance at March 31, 2016**  |  |
|  | **Foundation for Community Health** |  -  |  |  |  |  |
|  | Prescription Rx Access |  10,445  |  7,125  |  (2,045) |  15,525  |  |
|  | Transportation: Ancram/Copake |  -  |  25,000  |  (5,456) |  19,544  |  |
|  | Children's Mental Health Project |  20,238  |  |  (811) |  19,428  |  |
|  | **Dyson Foundation** |  |  |  |  |  |
|  | Prescription Rx Access |  -  |  25,000  |  (7,570) |  17,430  |  |
|  | **NYS Grant Advances** |  |  |  |  |  |
|  | Cancer Services Program |  5,060  |  |  (5,060) |  -  |  |
|  | Tobacco Free Program |  40,565  |  |  (14,973) |  25,592  |  |
|  | **Total Advance Funding Payable** |  $ 76,308  |  $ 57,125  |  $ (35,914) |  $ 97,519  |  |
|  **Temporary Restricted Funds** - Activity for the three months ending March 31, 2016, |
|  | **Fund Name** | **Beginning Balance at January 1st**  | **+ Contributions** | **<Distributions>** | **Ending Balance at March 31, 2016**  |  |
|  | Columbia County -CARTS & Receptionist |  -  |  49,000  |  (12,250) |  36,750  |  |
|  | Columbia County Depts.-CARTS |  -  |  19,000  |  (4,750) |  14,250  |  |
|  | Columbia County Cancer Fund |  11,831  |  320  |  (2,574) |  9,577  |  |
|  | Greene County Cancer Fund |  8,690  |  50  |  (1,163) |  7,577  |  |
|  | Complementary Therapies |  6,955  |  |  (700) |  6,255  |  |
|  | Jan Koweek Fund |  901  |  |  |  901  |  |
|  | Galvan Foundation-Bengali Community |  10,470  |  |  (392) |  10,078  |  |
|  | **Totals of Temporary Restricted Funds** |  $ 38,847  |  $ 68,370  |  $ (21,829) |  $ 85,388  |  |
|  |  |  |  |  |  |  |  |
|  **Change in Unrestricted Net Assets** - For the three months ending March 31, 2016, increase of $1,313 (or Total Revenue of $393,467 less Total Expenses of $392,154). |
|  |  |  |  |  |  |  |  |
| Statement of Activities |
| **Revenue and Support** |  |  | March 31, 2016 | March 31, 2015 |  |
|  | Grants - New York State |  |  |  $ 253,060  |  $ 266,440  |  |
|  | Grants - Federal (HRI) |  |  |  3,172  |  6,010  |  |
|  | Transportation - Medicaid  |  |  |  49,866  |  41,419  |  |
|  | Greene County DSS |  |  |  10,101  |  12,476  |  |
|  | Columbia County Departments: |  |  |  |  |  |
|  | OFA: NY Connects, Senior Transportation |  |  23,569  |  19,531  |  |
|  | Dept. of Human Services |  |  |  2,526  |  1,625  |  |
|  | Donations - Transportation |  |  |  2,237  |  1,630  |  |
|  | Interest - Bank Accounts |  |  |  308  |  326  |  |
|  | Foundation Revenue-FCH & Dyson |  |  15,145  |  17,483  |  |
|  | Miscellaneous Revenue - NYS Interest & Others |  |  11  |  485  |  |
|  | In-Kind Rent - Columbia County |  |  |  11,644  |  11,644  |  |
|  |  | **Total Revenue and Support** |  |  371,638  |  379,068  |  |
|  | **Assets Released from Temporary Restrictions** |  |  21,829  |  22,759  |  |
|  |  | **Total Revenue and Other Support** |  393,467  |  401,827  |  |
|  |  |  |  |  |  |  |  |
| **Other Expenses** |  |  |  |  |  |  |
|  | **Professional Fees** | Agency paid $1,800 to Heller Pension Associates for Design, Draft & Install a 401(k) plan |  |
|  | **Annual Meeting** | Net cost of the Annual Meeting at Club Helsinki on April 6th was $3,268 |  |
| **Other Items** |  |  |  |  |  |  |
|  | **Greene County DSS** | Agency & Greene County DSS signed a new agreement in the amount of $27,293 to provide two per-diem employees from April 11 – October 21.2016. |  |
|  | **Audit** | Marvin provided "Draft" copies of Financial Statement & Management Letter. Corrections noted and waiting for updated “Draft” copies. |  |

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

**Meeting of the Executive Committee**

**April 27, 2016**

**Executive Director’s Report**

**Board and Community Relations**

* Robin and I had an orientation meeting with Nancy Benz of Camphill Ghent on April 1st and were pleased that she was able to join us for the Annual Dinner on April 6th. Linda Tripp has kindly agreed to serve as Nancy’s Board Mentor.
* The Annual Dinner Meeting on April 6th was attended by 75 people: 22 staff members, 15 board members, 6 elected officials or their representatives, 5 vendors, 16 partners, and 11 guests. As usual, the venue was nice and the service was great, but we thought the food was awful. We complained, and were more or less told to poke a sharp stick in our eye, so we will definitely rethink the location next year.

**Strategy & Program Planning**

* On Monday, March 21st, we facilitated a focused group discussion of providers of care coordination/management in Columbia and Greene Counties, at the request of AMCH DSRIP PPS and their partners at Accenture. It was well intended and informative.
* Also on Monday, March 21st, Columbia and Greene County Behavioral Health Providers met to discuss creating a comprehensive Community Crisis Stabilization plan to submit to the AMC DSRIP PPS. Michael Cole and Maggie Graham have assumed leadership for this effort. Another meeting has not been scheduled as yet.
* I have joined the Behavioral Health Community Crisis Stabilization Subcommittee of the AMCH DSRIP PPS and met with that group for the first time on March 31st. I also continue to participate in the Consumer and Community Affairs Subcommittee.
* We continue to explore the possibility of using the Bengali Youth Health Workers to both administer the Patient Activation Measure (PAM) in the Bengali Community, as well as conduct outreach for the Columbia County Department of Health on immunizations. The DSRIP Year Two contract for Patient Activation for the period starting April 1, 2016 and ending March 31, 2017, has just become available and will be executed shortly.
* Based on our application to be a provider of Home and Community Based Services (HCBS) to HARP eligible clients that we submitted last summer, we received just shy of $50,000 of “start-up” funds. How to properly expend these funds is not yet clear, and we are currently seeking guidance from OMH.

**Resource Development**

* The subcontract with CCOFA, with funding in the amount of $2,710, for work on MIPPA (Medicare Improvements for Patients and Providers Act) is now fully executed.
* We just executed an additional contract with Greene County DSS for 1.6 FTE temporary casual employees to do Medicaid and SNAP recertification. This contract is in the amount of $27,292.69, on which we will earn $2,924.22 in administrative service fees.

**Fiscal Management**

* On March 29th, John Ray and I met with Tim Bartholomew from the Bank of Greene County to consider his proposal for investing funds. The approach is fairly conservative, and eases us into investments generally and higher stock allocations specifically, over time.
* We have received and are currently reviewing the plan document for the 401(k). We are awaiting a proposal from the investment advisor regarding the investment platform.

**Program Management**

* The Rural Health Network Contract concluded its third in a five-year grant cycle on March 31, 2016. The work plan, budget and budget narrative for the next contract year have been submitted and are currently under review.

**Personnel Management**

* Separations:

It’s been a weird month, with THREE separations, as follows:

1. The first was Barbara Herrera. Barbara Herrera started work as the NY Connects Program Coordinator on Monday, March 21st and resigned on Tuesday, March 29th, citing a “poor fit.” Her departure has given me the opportunity to reconfigure the staffing plan. My plan is to promote Lisa Thomas to Director for Consumer Assistance Programs, with oversight for the Navigator Program, the Prescription Access and Referral Program, and NY Connects (including the NY Connects Expansion and Enhancement Program). Lynda Scheer, who will continue to be the Program Coordinator for the Prescription Access and Referral Program (20% time) and a NY Connects Information and Assistance Specialist (80%), will report directly to Lisa Thomas. The remaining two Information and Assistance Specialists (to be hired) will also report directly to Lisa Thomas. This approach has the benefit of putting complementary programs under Lisa’s leadership. It also has the benefit of elevating Lisa Thomas, consistent with the discussion we had at the last Executive Committee meeting about making her senior position within the organization very clear. Lastly, it will allow us to promote one of the Navigators to a Program Coordinator level position, which she deserves. To affect this change, modifications to the budgets of three separate contracts need to be submitted and approved. I have already submitted two of the three and am awaiting approval. The third is currently being prepared, but will not be submitted until such time as the first two are approved. In the interim, please do NOT discuss these changes directly with staff, as they are not yet general knowledge.
2. Jabin Ahmed started work as a Community Educator April 4th and resigned on Friday, April 15th, also citing a “poor fit.” Her position was partially funded by the Navigator contract, and partially funded by a subcontract with the Columbia County Department of Health, through its Healthy Homes Project. Jack Mabb and I are discussing now how to proceed.
3. Peter Rice, the most recent addition to the driver pool, separated on Friday, April 15th.
* Pending Hires:

The Tobacco Free Action Program solicited applications for a new Youth Engagement Coordinator to replace Michelle Kline. There were very few applicants (7) and fewer who were even felt worth of an interview (2). Happily, one of the two was a very strong candidate. He was extended and accepted an offer of employment, and will start in June.