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

**Executive Committee**

**Notes from the meeting of May 25, 2016**

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

**Absent Members:** Linda Tripp

**Staff Members:** Claire Parde, John Ray, and Aleshia Boyle

**CALL TO ORDER**

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

Fiscal Highlights

John Ray presented the Fiscal Highlights report (see attached), which included new reporting on the transportation program and investment account, as well as new graphics, all of which were well-received. The Committee asked to see information about trip destinations, which John will include in the next report.

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

Action Item pertaining to the Retirement Plan

Members reviewed a resolution to appoint Heller Pension Associates, Inc. as the Third Party Administrator. With no questions or concerns, Beth requested a motion.

**Robin Andrews made a motion to appoint Heller Pension Associates, Inc. as the Third Party Administrator for the 401(k) Profit Sharing Plan. Leitha Pierro seconded the motion, all approved and the motion carried.**

Discussion on required CEO Compensation Policy

Claire reported that a CEO Compensation Policy will soon be required by the NYS Grants Gateway in order for the agency to maintain its prequalification status. She suggested that developing this policy should be undertaken by the Executive Committee as it is already tasked with establishing the Executive Director’s compensation and contract, as well as managing the evaluation process. Claire offered to draft a CEO Compensation Policy, relying on both past practice and examples from the Gateway, for the next meeting of the Executive Committee.

Discussion about strategic planning

Members discussed how to approach the task of strategic planning. Rather than forming a separate ad hoc Strategic Planning Committee with 3-4 members from the Entire Board as originally discussed, the Committee decided to take responsibility for this task themselves, while still inviting other interested members to participate. The Committee agreed to solicit participation at the next meeting of the Entire Board in June. It was also agreed that the initial meeting will be one to two hours in length during which the goals of strategic planning and best practices that were discussed at the Board Retreat last October would be discussed. Thereafter, the group anticipates having one or two longer meetings, possibly facilitated by Mary Gail Biebel, after which the group will report back to the Entire Board. The Executive Committee plans to maintain strategic planning as an agenda item at its monthly meetings in order to ensure ongoing attention to and implementation of the plan.

Executive Director’s Report

At this time, Claire presented her Executive Director’s Report (see attached).

The question was raised whether any of the mutual funds in which the Consortium is now invested include investments in foreign countries that are sanctioned. This question will be referred to the Investment Advisor.

**ADJOURNMENT**

The meeting adjourned at 10:10 a.m.

The next Executive Committee meeting is scheduled for **June 22, 2016.**

*Notes respectfully prepared and submitted by Aleshia Boyle on May 25, 2016.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Executive Committee Meeting** | | | | | | | | |
| **Fiscal Highlights** | | | | | | | | |
| **Wednesday, May 25, 2016** | | | | | | | | |
| Statement of Financial Position | | | | | | | | |
|  **Cash** - Cash balance in the operating checking account started the year off with $316K, April 30th balance at $321K and May 25th balance is $330K. On March 21, 2016, we transferred $120K from checking account to Investment-Essex National Securities. | | | | | | | | |
|  | | | | | | | | |
|  **Grant Receivable -**  At April 30, 2016, Grant Receivable is $294,070. Expectation is that we will collect on all receivables. Not aware of any issues. Summary as follows: | | | | | | | | |
|  | **Program** | | **April-16** | **March-16** | **Older** | **Total** |  |  |
|  | Rural Health Network Program | | 17,796 | 28,325 |  | 46,121 |  |  |
|  | Navigator Health Exchange Program | | 23,745 | 23,704 |  | 47,449 |  |  |
|  | Tobacco-Free Program | | 20,371 | 9,458 |  | 29,829 |  |  |
|  | Cancer Services Program | | 16,258 | 29,638 | 50,005 | 95,901 |  |  |
|  | Transportation-Medicaid | | 17,224 | 7,258 | 3,300 | 27,782 |  |  |
|  | Columbia County 2016 CARTS | | 24,500 |  |  | 24,500 |  |  |
|  | Other Columbia County Programs | | 10,363 | 8,910 |  | 19,273 |  |  |
|  | Greene County DSS | | 3,215 |  |  | 3,215 |  |  |
|  | **Total Grant Receivable** | | **$ 133,471** | **$ 107,294** | **$ 53,305** | **$ 294,070** |  |  |
|  |  |  |  |  |  |  |  |  |
|  | | | | | | | | |
|  **Investment - Essex National Securities** - As of April 30, 2016, account value is $151,036 ($31,036 from Trustco + $120,000 from TBOGC Operating Account) and remains 100% in cash. On May 16th, $12,000 was invested in six different mutual funds and $75,000 was invested in two CDs maturing on August 25, 2016 and November 23, 2016. | | | | | | | | |
|  |  | **Investment Description** | | **Number of** |  |  |  |  |
|  | **Security** | **Shares** | **Cost** | **Cost per** |  |  |
|  | **ID** | **Purchased** |  | **Share** |  |  |
|  | **TEGBX** | Templeton Global Bond Fund Class C | | 176.211 | $2,000 | $11.35 |  |  |
|  | **FSGCX** | Franklin Templeton Strategic Income Fund | | 214.592 | $2,000 | $9.31 |  |  |
|  | **FCSCX** | Franklin Adjustable US Govt Securities Fund | | 237.812 | $2,000 | $8.41 |  |  |
|  | **FRGSX** | Franklin Growth Fund Class C | | 29.231 | $2,000 | $68.42 |  |  |
|  | **FRUGX** | Franklin US Government Securties | | 315.956 | $2,000 | $6.33 |  |  |
|  | **FCISX** | Franklin Income Fund Class C | | 921.659 | $2,000 | $2.17 |  |  |
|  |  | Frederick County Bancorp CD-Mat. 11/23/16 | |  | $38,000 |  |  |  |
|  |  | People's United Bank CD-Mat. 08/25/16 | |  | $37,000 |  |  |  |
|  |  | Cash | |  | $64,041 |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  | Totals |  | $151,041 |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **TEGBX**-Templeton Global Bond Fund Class C - Strategy: The Fund seeks current income with capital appreciation and growth of income by investing at least 80% of its net assets in "bonds." In addition, the Fund's assets will be invested in issuers located in at least three countries including the U.S. | | | | | | |  |
|  | **FSGCX**-Franklin Templeton Strategic Income Fund Class C - Strategy: The Fund seeks to earn a high level of current income. Its secondary goal is capital appreciation over the long term. The Fund invests at least 65% of its assets in U.S. and foreign debt securities. | | | | | | |  |
|  | **FCSCX**-Franklin Adjustable US Government Securities Fund Class C- Strategy: The Fund seeks a high level of current income while providing lower volatility of principal than a fund that invests in fixed-rate securities. The Fund invests at least 80% of its net assets in adjustable-rate U.S. government mortgage securities. | | | | | | |  |
|  | **FRGSX**-Franklin Growth Series Class C- Strategy: The Fund seeks capital appreciation. The Fund primarily invests in equity securities that are leaders in their industries. | | | | | | |  |
|  | **FRUGX**-Franklin US Government Securties Series Class C- Strategy: The Fund seeks income. Under normal market conditions, the Fund invests at least 80% of its net assets in U.S. government securities. The Fund presently invests substantially all of its assets in Government National Mortgage Association obligations (Ginnie Maes). | | | | | | |  |
|  | **FCISX**-Franklin Income Series Class C- Strategy: The Fund seeks to maximize income while maintaining prospects for capital appreciation. The Fund will achieve this by investing in a diversified portfolio of debt and equity securities. | | | | | | |  |
|  |  |  |  |  |  |  |  |  |
|  **Prepaid Expenses** - At April 30, 2016, total prepaid expenses totaled $8,355 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 April 30, 2016, accounts payable lability is $37,651 and all AP liability is being paid timely within 28 days except for 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 | | | 4,179 | Vehicle Fuel, Lease Paymentt & Repairs | | | |  |
| The Chazen Companies | | | 2,400 | Tobacco-Cessation Mapping | | | |  |
| Pandora | | | 1,730 | Radio Streaming-Tobacco | | | |  |
| The Golub Corp - Price Chopper | | | 1,018 | Prescription Rx assistance | | | |  |
| TBOGC Visa Credit Card | | | 1,509 |  |  | |  |  |
| Cancer Screening Providers | | | 11,529 | CSP Clincial Serices-March & April | | | |  |
|  |  |  | |  |  | |  |  |
|  | Total AP from Above | | $ 28,567 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  **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 Rx Access | | 10,445 | 7,125 | (2,348) | 15,222 |  |  |
|  | Transportation: Acram/Copake | | - | 25,000 | (8,061) | 16,939 |  |  |
|  | Children's Mental Health Project | | 20,238 |  | (529) | 19,709 |  |  |
|  | **Dyson Foundation** | |  |  |  |  |  |  |
|  | Prescription Rx Access | | - | 25,000 | (9,792) | 15,208 |  |  |
|  | **NYS Grant Advances** | |  |  |  |  |  |  |
|  | Cancer Services Program | | 5,060 |  | (5,060) | - |  |  |
|  | Tobacco Free Program | | 40,565 |  | (25,132) | 15,433 |  |  |
|  | Health & Recovery Plan (HCBS-HARP) | |  | 49,850 |  | 49,850 |  |  |
|  | **Total Advance Funding Payable** | | $ 76,308 | $ 106,975 | $ (50,922) | $ 132,361 |  |  |
|  **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) | 7,576 |  |  |
|  | Complementary Therapies | | 6,955 |  | (750) | 6,205 |  |  |
|  | Jan Koweek Fund | | 901 |  |  | 901 |  |  |
|  | Galvan Foundation-Bengali Community | | 10,470 |  | (1,490) | 8,980 |  |  |
|  | **Totals of Temporary Restricted Funds** | | $ 38,847 | $ 68,370 | $ (30,101) | $ 77,115 |  |  |
|  |  |  |  |  |  |  |  |  |
|  **Change in Unrestricted Net Assets** - For the four months ending April 30, 2016, increase of $10,072 (or Total Revenue of $539,495 less Total Expenses of $529,423). | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| Statement of Activities | | | | | | | |  |
| **Revenue and Support** | | |  |  | April 30, 2016 | April 30, 2015 | |  |
|  | Grants - New York State | | |  | $ 340,298 | $362,662 | |  |
|  | Grants - Federal (HRI) | |  |  | 5,034 | 7,920 | |  |
|  | Transportation - Medicaid | | |  | 67,187 | 60,827 | |  |
|  | Greene County DSS | |  |  | 15,208 | 16,419 | |  |
|  | Columbia County Departments | | |  |  |  |  |  |
|  | OFA: NY Connects, Senior Transportation | | | | 32,655 | 26,672 | |  |
|  | Dept. of Human Services | | |  | 3,341 | 2,303 | |  |
|  | Dept. of Health | |  |  | 461 |  |  |  |
|  | Donations - Transportation | | |  | 2,834 | 2,195 | |  |
|  | Interest - Bank Accounts | | |  | 407 | 500 | |  |
|  | Investment Income | |  |  | 365 | 70 | |  |
|  | Unrealized Gain (Loss) on Investment | |  |  |  | 249 | |  |
|  | Foundation Revenue-FCH & Dyson | | |  | 19,994 | 74,132 | |  |
|  | Miscellaneous Revenue - NYS Interest & Others | | | | 6,085 | 476 | |  |
|  | In-Kind Rent - Columbia County | | |  | 15,525 | 15,525 | |  |
|  |  | **Total Revenue and Support** | | | 509,394 | 569,950 | |  |
|  | **Assets Released from Temporary Restrictions** | | | | 30,101 | 31,533 | |  |
|  |  | **Total Revenue and Other Support** | | | 539,495 | 601,483 | |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **Transportation- Number of Rides Completed During the Month of April'16** | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  | **Town/City** | **Number of Registered Clients by Town/City** | **Number of Active Clients in the Month of April** | **Number of Rides Provided in April** | **Medicaid Rides Provided in April** | **Non-Medicaid Rides Provided in April** | **Senior Citizen Rides Provided Clients >60** | |
|  | **Hudson** | 120 | 65 | 460 | 197 | 263 | 241 | |
|  | **Ancramdale** | 7 | 6 | 191 | 191 | 0 | 96 | |
|  | **Philmont** | 20 | 14 | 186 | 170 | 16 | 49 | |
|  | **Copake Falls** | 8 | 5 | 104 | 104 | 0 | 14 | |
|  | **Ghent** | 42 | 17 | 61 | 50 | 11 | 57 | |
|  | **Chatham** | 20 | 8 | 57 | 0 | 57 | 57 | |
|  | **Germantown** | 10 | 5 | 42 | 0 | 42 | 42 | |
|  | **Elizaville** | 6 | 4 | 28 | 0 | 28 | 28 | |
|  | **Stuyvesant** | 3 | 3 | 26 | 0 | 26 | 26 | |
|  | **Valatie** | 10 | 3 | 24 | 20 | 4 | 4 | |
|  | **Stuyvesant Falls** | 1 | 1 | 16 | 0 | 16 | 16 | |
|  | **Kinderhook** | 7 | 4 | 13 | 6 | 7 | 7 | |
|  | **Hillsdale** | 3 | 3 | 12 | 2 | 10 | 10 | |
|  | **Claverack** | 1 | 1 | 12 | 0 | 12 | 0 | |
|  | **Stottville** | 1 | 1 | 5 | 0 | 5 | 5 | |
|  | **Niverville** | 3 | 1 | 4 | 0 | 4 | 4 | |
|  | **Austerlitz** | 1 | 1 | 4 | 0 | 4 | 4 | |
|  | **Ancram** | 3 | 1 | 2 | 0 | 2 | 2 | |
|  | **East Chatham** | 2 | 1 | 2 | 0 | 2 | 2 | |
|  | **Nassau** | 1 | 1 | 2 | 0 | 2 | 2 | |
|  | **New Lebanon** | 1 | 1 | 2 | 0 | 2 | 0 | |
|  | **Old Chatham** | 1 | 1 | 2 | 0 | 2 | 2 | |
|  | **Copake** | 5 | 0 | 0 | 0 | 0 | 0 | |
|  | **Craryville** | 1 | 0 | 0 | 0 | 0 | 0 | |
|  | **Livingston** | 1 | 0 | 0 | 0 | 0 | 0 | |
|  | **Malden Bridge** | 1 | 0 | 0 | 0 | 0 | 0 | |
|  | **Mellenville** | 1 | 0 | 0 | 0 | 0 | 0 | |
|  | **Spencertown** | 1 | 0 | 0 | 0 | 0 | 0 | |
|  | **Totals** | **281** | **147** | **1,255** | **740** | **515** | **668** | |
|  |  |  |  |  | 59.0% | 41.0% | 53.2% | |
|  |  |  |  |  |  |  |  |  |
|  | **Cancer Screening Procedures for the 2016 Year** | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **Breast Cancer Screeing Procedures** | | | **# of Procedures** | **Amount $** |  |  |  |
|  | Clinical Breast Exams | | | 21 | $981 |  |  |  |
|  | Screening Mammograms | | | 18 | 1,405 |  |  |  |
|  | Diagnostic Breast Ultrasound | | | 8 | 934 |  |  |  |
|  | Unilateral Diagnostic Mammogram | | | 1 | 96 |  |  |  |
|  | Bilateral Diagnostic Mammogram | | | 1 | 123 |  |  |  |
|  | Bilateral Diagnostic Breast Ultrasound | | | 3 | 370 |  |  |  |
|  | Breast Surgical Consult - 1st Opinion | | | 2 | 232 |  |  |  |
|  | Breast Surgical Consult - 2nd Opinion | | | 3 | 348 |  |  |  |
|  | Core Needle Biopsy | | | 1 | 167 |  |  |  |
|  | Stereotactic Biopsy | | | 1 | 722 |  |  |  |
|  | Histology - Breast Tissue from Biopsy | | | 2 | 154 |  |  |  |
|  | Columbia Memorial Hospital Article 28 Facility Fee | | | 2 | 1,444 |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **Cervical Cancer Screening Procedures** | | | |  |  |  |  |
|  | PAP Smear Exam-Pelvic Exam | | | 7 | $326 |  |  |  |
|  | High Risk HPV | | | 7 | 334 |  |  |  |
|  | Human Papillomavirus | | | 7 | 193 |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **Colon Cancer Screening Procedures** | | | |  |  |  |  |
|  | FIT Test - Non Invasive Colon Screening | | | 2 | $43 |  |  |  |
|  | Colonoscopy | | | 1 | 413 |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | Totals | | 87 | $8,285 |  |  |  |

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

**Meeting of the Executive Committee**

**May 25, 2016**

**Executive Director’s Report**

**Board and Community Relations**

* On May 17th, Claire met with Dan Kent of the Galvan Foundation to discuss healthcare reform efforts and how they might impact the community in and around Hudson. She subsequently sent Dan additional information about the DSRIP projects selected by the AMCH PPS.
* Also on May 17th, Claire participated in a community conversation in Chatham about drug addiction and recovery that was convened by the Superintendent of Chatham Schools. The members of the Chatham Drug Awareness Group with whom she has been working since last September were present, as were Board members Beth Schuster and Michael Cole. Following the forum, Claire committed the Consortium to developing the resource manual and navigation guide that were requested by multiple community members at the forum.

**Strategy & Program Planning**

* The Community Crisis Stabilization Project Planning Team, comprised of behavioral health providers in Columbia and Greene Counties, is scheduled to visit the Community Crisis Stabilization Center in Poughkeepsie in late June. This “road trip” is a follow up to our planning meetings, during which the need for a crisis center was discussed at length.
* Claire participated in the second meeting of the Behavioral Health Community Crisis Stabilization Subcommittee of the AMCH DSRIP PPS. She also continues to participate in the Consumer and Community Affairs Subcommittee, which met on May 24th in Saratoga Springs.
* We continue to explore the possibility of contracting for Patient Activation work through AMCH’s DSRIP project. However, we just learned that there will be another contract forthcoming for Patient Navigators in June which is even more appealing, and therefore may wait for it to materialize before making this commitment.
* We continue to explore opportunities for collaboration with Dr. Annis Golden from the SUNY Research Foundation. At a minimum, we will co-fund another training for Community Health Workers in Hudson this summer.
* 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. We are in discussions with OMH about the intention for and proper expenditure of these funds. We are also exploring becoming a provider with Optum Health (United Healthcare).

**Resource Development**

* We are awaiting approval of our budget modification request to the Navigator Program (expected tomorrow, Thursday, May 26th). Among other things, this modification allows for Lisa Thomas to reduce her percent time allocated to the contract, and for the promotion of Doreen Rodriguez.
* Lastly, we are awaiting approval of our budget modification request to NYSOFA. Because it’s NYSOFA, there is absolutely no telling when that will be received.

**Fiscal Management**

* At last, Tim Bartholomew has begun to invest some of our cash. He did not produce the trade tickets for approval prior to doing so as expected so John Ray has followed up.

**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 reviewed. Although it has been communicated to us verbally that it’s been approved, we have not received any written notification of approval as yet.
* The Children’s Mental Health Services Project at Taconic Hills is in its last year. The Consortium has subcontracted with the Mentor Foundation to conduct additional prevention programming with approximately 60 summer students, as well as the Youth Ambassadors.
* The activities associated with the Bengali Community Health Worker project will conclude by the end of June.

**Personnel Management**

* New Hires:

Christian Harris will become the Youth Engagement Coordinator with the Tobacco Free Action Program. His first day will be June 27th.

* Promotions:

Assuming we receive approval of our Navigator and NYConnects Expansion and Enhancement Program budget modification requests, Lisa Thomas will be promoted to the Director of Consumer Assistance Programs effective June 1st. On Tuesday, May 31st, Lisa and I will extend an offer of promotion to Doreen Rodriquez to the position of Navigator Program Coordinator.

* Open Positions:

Shortly, we will advertise for two full-time Information and Assistance Specialists to join the NYConnects Program. One will share an office with Lynda Scheer, while another will be out-stationed at DSS.

* We have received and have reviewed the Summary Plan Document for the 401(k). We have also received and reviewed the proposal from Vicki Haak at Ameriprise Financial for an investment platform with Nationwide. We are very comfortable with their proposals and with them individually and as a team. Assuming approval of the plan by the Entire Board at its meeting of June 1st, both Vicki and Todd are scheduled to present the plan and investment options to staff at the staff meeting on June 15th.
* The Consortium has engaged an associate from Bond, Schoeneck and King to train the staff on harassment, discrimination, retaliation and problem resolution. This will occur on July 15th, prior to the annual summer picnic.