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

**Executive Committee**

**Notes from the meeting of February 24, 2016**

**Attending Members:** Beth Schuster, Robin Andrews, Theresa Lux, Linda Tripp, Tam Mustapha

**Absent Members:** Art Proper, Ken Stall, Leitha Pierro

**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.

Beth reported that a financial report, in the form of a “Fiscal Highlights” document prepared monthly by Fiscal Manager John Ray, will be provided at each Executive Committee meeting. More detailed financial reports will be made available to any member who would like them.

Fiscal Highlights

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

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

Discussion on the Retirement Plan

As requested at the last joint meeting of the Executive and Budget and Finance Committees, Claire presented a cost projection for the 401(k) plan as previously proposed. The projection included a one-time plan design fee of $1,800, contributions at a rate of 2% of gross earnings, annual plan administration fees, and per participant fees. Assuming full participation of all eligible employees, the cost to the agency would be approximately $20,000.

**Linda Tripp made a motion to add a retirement plan benefit and proceed with the plan design. Robin Andrews seconded. A discussion about vesting followed. It was agreed that the vesting schedule could be revisited at a later time. All approved and the motion carried.**

Executive Director’s Report

Claire presented her Executive Director’s report (see attached).

At this time, the committee discussed the revised Executive Director’s Job description and Evaluation Tool. Instead of submitting a self-evaluation based on her strengths and weaknesses, which she regards as fairly static, Claire proposes to submit an evaluation focused on performance achieving goals and deliverables, with a discussion of key accomplishments and failures. The Committee was amenable to this. Claire also noted that her review of the ED Job Description and Evaluation Tool, only just received, revealed that the Strategic Planning sections of both were yet to be completed. The Committee agreed that Claire would meet with two of the three ED Evaluation Tool and Job Description ad hoc committee members, Tam and Beth, immediately after the Executive meeting, to work out these details with Claire.

Finally, members discussed the candidates for this year’s Friend of the Consortium Award to be given at the Annual Dinner. Members agreed that former Board member and long-time volunteer, Karyn Dornemann should receive the honor.

**ADJOURNMENT**

The meeting adjourned at 10:05 a.m.

The next Executive Committee meeting is scheduled for **March 23, 2016.**

*Notes respectfully prepared and submitted by Aleshia Boyle on February 29, 2016*

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| **Executive Committee Meeting** | | | | | | | |
| **Fiscal Highlights** | | | | | | | |
| **Wednesday, February 24, 2016** | | | | | | | |
| Revenue, Support & Expenses | | | | | | | |
|  **Rural Health Network Program** (04/2016 to 03/2017). Renewal documentation for new contract 16/17 year have been received and to be completed shortly. Budget remains the same at $240,000. | | | | | | | |
|  **Cancer Screening Program** (04/2016 to 03/2017) Submitted renewal documentation to the contract manager for approval. Budget remains the same at $140,000. In the next few days, we will ubmit a voucher for a $35,000 advance payment. | | | | | | | |
|  **Dyson Foundation - Prescription Rx Access** (01/2015 to 12/2016) Dyson's two year Rx budget is $50,000. In January 2016, we received the second $25,000 installment. | | | | | | | |
|  **Foundation of Community Health** - **Prescription Rx Access** (01/2016 to 12/2016). New 2016 Rx Access grant agreement in the amount of $7,125 brings total amount available for 2016 Rx Access to $17,818 ($10,693 remaining from 2015 grant plus $7,125 from 2016 grant). | | | | | | | |
|  **Foundation of Community Health** -**Transportation-** (01/2016 to 12/2016). Same as previous year, new 2016 Transportation grant agreement in the amount of $25,000 was signed. Funds received on February 5th. Foundation previously indicated that 2016 year may be the last year for this grant. | | | | | | | |
|  **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 December 2015, Operations Unite has submitted vouchers totaling $11,890 of which $4,162 of the $5,000 previously issued advance was recouped ($838 advance balance remaining). | | | | | | | |
|  **Office of the Aging** -**Senior 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 -CARTS** - Columbia County's 2016 budget contains $68,000 for CARTS & lobby receptionist. To date we have received everything except for $28,000 ($3,500 from OFA and $24,500 from Columbia County that normally gets paid during the second half of the year during the month of August) | | | | | | | |
|  |  |  |  |  |  |  |  |
| Grant Receivable | | | | | | | |
|  **Grant Receivable -**  At January 31, 2016, Grant Receivable is $360, 078. Expectation is that we will collect on all receivables. Not aware of any issues. Summary as follows: | | | | | | | |
|  |  | | January-16 | December-15 | Older | Total |  |
|  | Rural Health Network Program | | 21,235 | 25,101 |  | 46,336 |  |
|  | Navigator Health Exchange Program | | 21,560 | 26,632 | 46,718 | 94,910 |  |
|  | Tobacco-Free Program | | 9,080 | 43,672 |  | 52,751 |  |
|  | Cancer Services Program | | 14,129 | 13,225 | 28,020 | 55,374 |  |
|  | Transportation-Medicaid | | 15,770 | 11,748 |  | 27,519 |  |
|  | Columbia County 2016 CARTS | | 56,000 |  |  | 56,000 |  |
|  | Other Columbia County Programs | | 7,744 | 8,896 | 5,321 | 21,961 |  |
|  | Greene County DSS | | 2,786 | 2,441 |  | 5,228 |  |
|  | Total Grant Receivable | | 148,304 | 131,715 | 80,059 | 360,078 |  |
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|  | | | | | | | |
|  **Cancer Services Program** Outstanding vouchers goes back to the month of August 2015. On February 5th, we received payment for August voucher and contract manager indicates that receipt for other vouchers will follow shortly. CSP - Patient Services (NYS & Federal) paid thru December 2015 as of February 11th. | | | | | | | |
| **Navigator Program** (10/2015 to 9/2016) -On February 2nd, we received payment in the amount of $46,718 for October's & November's vouchers. | | | | | | | |
|  **Office of Aging: NY Connects**  (10/2015 to 09/2016) Agreement with County in progress and vouchers for the first three months were submitted to OFA on February 10th. | | | | | | | |
|  **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. | | | | | | | |
| Statement of Financial Position | | | | | | | |
|  **Cash** - Cash balance in the operating checking account started the year off with $316K and today's balance is $351K. Low balance on January 14th was $270K & the high balance on February 5th was $367K. | | | | | | | |
|  **Trustco Bank Investment** - As of December 31, 2015, Trustco Bank investment was stated at $30,671. On February 18th, an amount of $31,036 (increase of $365) was transferred to the Essex National Securities account. Waiting for March 31, 2016 quarterly investment statement for final accounting of investment. | | | | | | | |
|  **Investment - Essex National Securities** - As of February 23, 2016, account value is $30,671 and remains 100% in cash. Tim Bartholomew of TBOGC reviewing agency's investment policy before allocating to other investments. | | | | | | | |
|  **Equipment, Furniture & Vehicles** - No purchases or sale of capital equipment. | | | | | | | |
| **Accounts Payable -** At January 31, 2016, accounts payable lability is $24,171 and all AP liability is being paid timely within 28 days. The following is a list of vendors whose liability exceed $1,000. | | | | | | | |
|  |  | Columbia Memorial Hospital | | 4,293 | Cancer Screening Procedures | |  |
|  |  | Marvin & Company | | 2,538 | 2015 - Audit progress billing | |  |
|  |  | Columbia County | | 2,067 | Vehicle fuel & monthly lease | |  |
|  |  | The Golub Corp - Price Chopper | | 1,463 | Prescription Rx assistance | |  |
|  |  | Club Helsinki, LLC | | 1,350 | RHN & Tobacco event deposits | |  |
|  |  | The Chazen Companies | | 1,200 | Tobacco - GIS mapping-progress billing | |  |
|  |  | TBOGC - VISA Credit Card | | 864 | RoutingBox $500 Deposit | |  |
|  |  |  |  |  |  |  |  |
|  **Temporary Restricted Funds** - Activity for the one month ending January 31, 2016, | | | | | | | |
|  | **Fund Name** | | **Beginning Balance at January 1st** | **+ Contributions** | **<Distributions>** | **Ending Balance at January 31st** |  |
|  | Columbia County -CARTS & Receptionist | | - | 49,000 | (4,083) | 44,917 |  |
|  | Columbia County Depts-CARTS | | - | 19,000 | (1,583) | 17,417 |  |
|  | Columbia County Cancer Fund | | 11,831 | 275 | (10) | 12,096 |  |
|  | Greene County Cancer Fund | | 8,690 | - | (221) | 8,469 |  |
|  | Complementary Therapies | | 6,955 |  |  | 6,955 |  |
|  | Jan Koweek Fund | | 901 |  |  | 901 |  |
|  | Galvan Foundation-Bengali Community | | 10,470 |  | (392) | 10,078 |  |
|  | Totals of Temporary Restricted Funds | | $ 38,847 | $ 68,275 | $ (6,290) | $ 100,832 |  |
|  |  |  |  |  |  |  |  |
| Statement of Activities | | | | | | | |
|  **Insurance Policies**. For the twelve month policy term starting February 1st, renewed insurance coverage with Philadelphia Insurance. Payment plans: 25% down & 9 installments. Comparison of this year's and last year's premiums. | | | | | | | |
|  |  |  |  | **February 2016-2017** | **February 2015-2016** |  |  |
|  |  | **Automobile-10 Vehicles** | | $ 13,615 | $ 14,222 |  |  |
|  |  | **Commercial General Liability** | | 5,172 | 5,429 |  |  |
|  |  | **Umbrella-$2M** | | 2,339 | 2,359 |  |  |
|  |  | **Professional Liability** | | 1,698 | 1,464 |  |  |
|  |  | **D&O Liability -$1M** | | 2,559 | 2,528 |  |  |
|  |  | **Other Coverage** | | 580 | 631 |  |  |
|  |  |  | Totals | $ 25,963 | $ 26,633 |  |  |
|  **Tobacco Site Visit**. Richard. Crawford, our Contract Manager for the Tobacco-Free Program, conducted a site visit on November 11, 2015. During his visit, he examined various fiscal documentation with no significant findings. | | | | | | | |
|  **Transportation** - Agency signed a twelve month "software as a service" agreement with Buffalo Intelligent Tech for a software package named RoutingBox. RoutingBox is a cloud-based transportation system design to manage all aspects of our transportation scheduling & reporting needs. RoutingBox to replace our current Access software. Monthly cost of software is a base rate of $250 plus $1/trip on the most active day during the month. Estimated monthly cost is $350 ($250 + $1/trip for 100 trips). Training commenced on January 26, 2016 and go-live date was February 16, 2016. The 2016 cost of RoutingBox to be paid by Foundation of Community Health. | | | | | | | |
|  **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. | | | | | | | |

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

**Meeting of the Executive Committee**

**February 24, 2016**

**Executive Director’s Report**

**Community and Public Relations**

* On February 6th, I attended CMH’s Winter Blast for the first time. While there, I reconnected with Mary Gail Biebel, President of the CMH Board who was being honored that night, and who indicated an interest in continued involvement with the Consortium (you’ll remember that she facilitated our Board Retreat). I also followed up with Assemblymember Didi Barrett on the idea of pursuing a meeting with Greg Olsen from NYSOFA. The Winter Blast provided a valuable networking opportunity and it’s my sense that the Consortium must be represented there from this point onward.
* The meeting of the Consumer and Community Affairs Subcommittee of the Albany Medical Center DSRIP Project Advisory Committee on Tuesday, February 9, 2016 at CGCC was very successful. Sixty-one people attended, which exceeded my expectations and even my hope, with robust representation from a number of key providers and CBOs. Consortium Board members identified themselves as such during introductions, giving our partners from Albany Med a very good sense of the agency’s position and influence in the community.
* The following week, I was invited by Evan Brooksby, Deputy Director of the Albany Med DSRIP, to be AMC’s guest at the All-PPS meeting in NYC on Wednesday, February 17th. I did attend, and travelled there with Evan and Bob Cawley, Director of Health System Transformation at the Adirondack Health Institute (another PPS lead operating in the Capital District). As usual, the informal, “off-line” conversation on the train was as valuable, if not more so, than the content of the meeting (though that was instructive, too).
* Later today, I will be meeting with Dr. Annis Golden, Director of the Women’s Health Project, UAlbany. As you may remember, Annis submitted a grant proposal to the NIH that included a role for the Consortium. Unfortunately, it did not get funded, but Annis I will meet to figure out what other opportunities there may be for collaboration.
* Later this week, I will be meeting with the Program Manager for the Mobile Crisis Assessment Team, Aimee Richards, to discuss our programs/services and encourage appropriate referrals.
* We have just designed a billboard that will be displayed in the month of March in six locations: New Lebanon, Chatham, Canaan, Catskill, Cairo and Durham. Please look for them.

**Board Relations**

* Since my last report, I have supported the Bylaws/Nominating/Membership Committee’s efforts to secure recommitments from current board members and identify officers for the next term. All existing members have indicated their intent to serve another term. Three current officers have also indicated their interest in continuing in that capacity. We are currently seeking a person interested in being Treasurer.
* Camphill Ghent is excited to join the Network and has offered Nancy Benz, the Communications Director, as a representative. Robin and I will be following up with her shortly.
* We welcomed Nancy Watrous to the Personnel Committee, who attended her first meeting on February 12th.
* Robin Andrews and I are scheduled to meet with new member, Jack Mabb, on February 29th to provide an orientation to Board service. Jeff Rovitz has graciously agreed to serve as Jack’s Board Member Mentor.
* John Thompson has volunteered to serve on the newly formed Governance Committee.

**Strategy & Planning**

* We organized a meeting of key staff from the AMC DSRIP team and local organizations including CMH to discuss the emergency diversion and crisis stabilization projects. This will occur on February 29th.

**Resource Development**

* Routing Box, the new transportation software, has been implemented, and had a “Go Live” date of February 15th.
* On February 23rd, we were informed by NYSOFA that our revised plan of work and budget, submitted through the CCOFA, was approved. The budget amount is $118,589 for a contract period ending December 31, 2016.
* We continue to await approval from NYSOFA of the NYConnects Year 10 subcontract with CCOFA in the amount of $43,987 for the period starting October 1, 2015 and ending September 30, 2016. However, CCOFA has invited us submit vouchers for reimbursement of expenditures on the contract in the interim.
* On February 24th, we will submit subcontractor budgets to CCOFA to conduct work on MIPPA (Medicare Improvements for Patients and Providers Act) for SHIP (State Health Insurance Assistance Program) funding in the amount of $2,140 and ADRC (Aging and Disability Resource Center) funding in the amount of $2,710, for a total of $4,850. The work entails education and outreach conducted by Lynda Scheer.
* The Foundation for Community Health has provide $7,250 for the Prescription Access and Referral Program to support operations in 2016.
* The County has dispersed one half of the annual allocation, or an amount of $24,500.

**Fiscal Management**

* The external auditors completed their field work in the week of February 8th. As usual, John Ray’s audit preparation was exemplary, and I know the auditors found the Fiscal staff to be helpful and accommodating. We anticipate drafts of their reports shortly.

**Program Management**

* The following program reports were made by January 31, 2016:
* To the Foundation for Community Health:
* Children’s Mental Health Services Project
* Prescription Access and Referral Program
* CARTS
* To Dyson
* Prescription Access and Referral Program
* To the NYSDOH Office for Rural Health
* Rural Health Network Program
* The Program Management Team has already gotten an excellent start on creating Standard Operating Procedures for their programs and positions; this work will continue.

**Personnel Management**

* Pending separations:

Michelle Kline, the Reality Check Coordinator, will be moving on to a position in Academic Counseling for which she is trained and suited. Advertising for her replacement will begin shortly.