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

**Executive Committee**

**Notes from the meeting of March 23, 2016**

**Attending Members:** Beth Schuster, Theresa Lux, Tam Mustapha, Ken Stall, Art Proper, Leitha Pierro

**Absent Members:** Robin Andrews, Linda Tripp

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

**CALL TO ORDER**

Meeting was called to order at 9:02 a.m. by President Beth Schuster.

Fiscal Highlights

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

Discussion on vesting schedule for the Retirement Plan

Claire provided a document summarizing the different vesting options for the proposed plan. A discussion followed.

*Leitha Pierro entered the meeting at 9:24 a.m.*

**Ken Stall made a motion that the retirement plan shall have the following features: eligibility after one year of service, “grandfathering” current employees, and immediate vesting. Art Proper seconded. All approved and the motion carried.**

*John Ray exited the meeting at 9:26 a.m.*

A discussion on board composition followed. Camphill Ghent will join the Network and be represented on the Board by Nancy Benz, its Community Relations Officer. Robin and Claire are scheduled to conduct an orientation with Nancy on April 1st.

Claire reported that it has been a challenge finding a volunteer to fill the position of Treasurer that is being vacated in April. Robin is willing to fill the role, provided there are no concerns with this; the Committee expressed none. This option will also be presented to the Bylaws/Nominating/Membership Committee when it meets on March 29th.

Claire indicated that revisions to the Executive Director Job Description, evaluation tools and contract were now complete The revisions to the evaluation tools were made by Tam, Beth, and Claire when they met directly after the last Executive Committee meeting. Subsequently, a section was added to the contract that outlines the schedule for evaluating and contracting with the Executive Director. The contract was executed at this time by President Beth Schuster, on behalf of the Board, and Claire, as ED.

*Beth exited the meeting at 9:45 a.m.*

Executive Director’s Report

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

Claire reported that Jabin Ahmed has accepted the Community Educator position for the Navigator Program. Her start date is April 4th.

Finally, the committee discussed both succession and contingency planning. Regarding succession, Claire offered her opinion that the Board will need to conduct a search for a new Executive Director should she separate from the agency, as there is not an appropriate and/or interested member of the senior staff at this time. Regarding contingency planning, Claire advised the Committee that she would have full faith and confidence in Lisa Thomas acting as Interim Executive Director should Claire be unable to perform her duties, whether due to an extended absence or permanent separation. Claire will include this recommendation in a written contingency plan for the Committee’s review.

**ADJOURNMENT**

The meeting adjourned at 9:54 a.m.

The next Executive Committee meeting is scheduled for **April 27, 2016.**

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

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| **Executive Committee Meeting** |
|  **Fiscal Highlights** |
| **Tuesday, March 15, 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. 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. |
|  **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 $14,250 or which we received 50% or $7,125 which brings total amount available 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. |
|  **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 $4,299 of the $5,000 previously issued advance was recouped ($701 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 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) |
|  **NY Connects Expansion & Enhancement Program**  - NYSOFA approves $118,589 budget and workplan. NYCEEP Program Manager has been hired and her first date of employment is March 21, 2016. |
| Grants Receivable |
|  **Grant Receivable -**  As of February 29, 2016 our Grant Receivable is $298,875. Expectation is that we will collect on all receivables. Not aware of any issues. Summary as follows: |
|  |  |  | Amount $ |  |  |  |
|  |  | Rural Health Network Program | $45,363  |  |  |  |
|  |  | Navigator Health Exchange Program | 71,092 |  |  |  |
|  |  | Tobacco-Free Program | 49,652 |  |  |  |
|  |  | Cancer Services Program | 63,781 |  |  |  |
|  |  | Transportation-Medicaid | 30,557 |  |  |  |
|  |  | Columbia County 2016 CARTS | 24,500 |  |  |  |
|  |  | Other Columbia County Programs | 12,188 |  |  |  |
|  |  | Greene County DSS | 1,742 |  |  |  |
|  | Total Grant Receivable |  | $298,875  |  |  |  |
|  |  |  |  |  |  |  |  |
|  **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 - Patient Services (NYS & Federal) paid thru December 2015 as of February 11th.  |
|  **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 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**  (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.  |
| Statement of Financial Position |
|  **Cash** - Cash balance in the operating checking account started the year off with $316K and today's balance is $408K. Low balance on January 14th was $270K & the high balance on March 4th was $424K.  |
|  **Trustor Bank Investment** - As of December 31, 2015, Trustor 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. Tim Bartholomew expected the assets to be transferred by Trustor to Essex, instead Trustor liquated assets. |
|  **Investment - Essex National Securities** - As of March 15, 2016, account value is $31,036 and remains 100% in cash. Tim Bartholomew of TBOGC reviewing agency's investment policy before allocating to other investments. Reallocation expected within the next couple of days. Claire or Officer needs to approve purchase by signing TBOGC documentation.  |
|  **Equipment, Furniture & Vehicles** - No purchases or sale of capital equipment. |
| **Accounts Payable -** At February 29, 2016, accounts payable lability is $28,121 and all AP liability is being paid timely within 28 days. The following is a list of vendors whose liability exceed $1,000.  |
|  |  | Johnson Newspaper Corp |  $ 5,701  | Advertising-Tobacco & CSP |  |
|  |  | Marvin & Company |  4,998  | 2015 - Audit progress billing |  |
|  |  | Lamar Companies |  4,585  | Billboard for RHN & CSP |  |
|  |  | Columbia County  |  1,165  | Monthly Vehicle Fuel |  |
|  |  | The Golub Corp - Price Chopper |  1,564  | Prescription Rx assistance |  |
|  |  | Hudson Valley Lymphedema Solutions |  700  | Medical Supplies |  |
|  |  | Matt's Signs |  672  | Tobacco - No Smoking Signs |  |
|  |  |  |  |  |  |
|  |  |  Total AP from Above  |  $ 19,385  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Accrued Expenses -** As of January 1st, NYS is converting to new software for CSP 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 February 29, 2016, we have accrued $4,500 for Patient Services (NYS $2,250 & HRI $2,250). |
|  **Temporary Restricted Funds** - Activity for the two months ending February 29, 2016, |
|  | **Fund Name** | **Beginning Balance at January 1st**  | **+ Contributions** | **<Distributions>** | **Ending Balance at Feb. 29, 2016** |  |
|  | Columbia County -CARTS & Receptionist |  -  |  49,000  |  (8,167) |  40,833  |  |
|  | Columbia County Depts-CARTS |  -  |  19,000  |  (3,167) |  15,833  |  |
|  | Columbia County Cancer Fund |  11,831  |  320  |  (1,353) |  10,798  |  |
|  | Greene County Cancer Fund |  8,690  |  50  |  (223) |  8,517  |  |
|  | Complementary Therapies |  6,955  |  |  (700) |  6,255  |  |
|  | Jan Koweek Fund |  901  |  |  |  901  |  |
|  | Galvan Foundation-Bengali Project |  10,470  |  |  (392) |  10,078  |  |
|  | Totals of Temporary Restricted Funds |  $ 38,847  |  $ 68,370  |  $ (14,001) |  $ 93,215  |  |
|  |  |  |  |  |  |  |  |
| 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. |

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

**Meeting of the Executive Committee**

**March 23, 2016**

**Executive Director’s Report**

**Community and Public Relations**

* On February 25th, I met with Aimee Richards, the Program Manager for the Mobile Crisis Assessment Team, to discuss our programs/services and encourage appropriate referrals. Aimee was thrilled to hear about what we can do and offer and will educate her staff about them. Subsequently, Aimee called regarding a client who we were able to help by funding house cleaning services following a traumatic event.
* On March 3, I met 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 and I continue to discuss what other opportunities there may be for collaboration, and are now focused on advanced training for the Community Health Workers (called “Peer Leaders”) already working on her project, which I believe I can fund through next year’s RHN contract. I also participated in the meeting of the Women’s Health Project Annis conducted at Bliss Towers on March 9th.
* The billboard we designed is now on display in six locations: New Lebanon, Chatham, Canaan, Catskill, Cairo and Durham. We reiterated the key message in radio advertising on heavy rotation on WRIP.

**Board Relations**

* I met with new Board 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 and established first contact.
* As reported at our last meeting, Camphill Ghent is excited to join the Network and has offered Nancy Benz, the Communications Director, as a representative. Robin and I are now scheduled for an orientation meeting with Nancy.
* Corporate Compliance has reviewed all of the Disclosure of Financial Interest Forms that were submitted and is awaiting just a few stragglers. There was a clear improvement in the way these were completed from last year to the current.
* We have “built out” the password-protected board page on our website with meeting minutes, detailed financial reports, corporate documents and other board resources.

**Strategy & Program Planning**

* On February 29th, we organized and facilitated a meeting of key staff from the AMC DSRIP PPS, including members of the leadership team, and local organizations including CMH to discuss the behavioral health, ED care triage and health home at risk projects. This group will now meet regularly to develop a comprehensive proposal that aligns with multiple projects. The next meeting will focus on Community Crisis Stabilization and occur on Monday, March 21st.
* Also on Monday, March 21st, we will facilitate a focused group discussion of providers of care coordination/management in Columbia and Greene Counties, which we were asked to identify and convene the providers by the AMCH DSRIP PPS and their partners at Accenture. Feel, at this point, that we have become a “go to” for AMC.
* I have met twice with John Lyons, Coordinator of the Health Home Care Management Program at the Columbia County Mental Health Clinic, about care coordination. We are talking about the Consortium becoming a contracted agency to provide care coordination services with an emphasis on chronic disease.
* We are exploring 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.

**Resource Development**

* NYSOFA has now approved 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 and the contract with CCOFA for this work is now fully executed.
* The subcontractor budgets submitted to CCOFA on February 24th for work on MIPPA (Medicare Improvements for Patients and Providers Act) did not survive NYSOFA review and we have decided to decline the portion dedicated to SHIP (State Health Insurance Assistance Program) funding in the amount of $2,140. That retains the portion from the ADRC (Aging and Disability Resource Center) funding in the amount of $2,710. This portion will fund education and outreach conducted by Lynda Scheer.

**Fiscal Management**

* Detailed fiscal reports are now posted on the Board page on the Consortium website to ensure timely and comprehensive reporting to board members.

**Program/Personnel Management**

* Separations:

Michelle Kline, the Reality Check Coordinator, separated on March 4th. Advertising for her replacement has begun, but few decent candidates have applied. We’re not rushed to hire, and will take our time to find the right person.

* New Hires:

Barbara Herrera started work as the NY Connects Program Coordinator on Monday, March 21st. Her duties entail management of the NY Connects Expansion and Enhancement Program, ensuring all contract deliverables are met, including staff training and supervision, coordination and facilitation of the Long Term Care Council and the No Wrong Door Implementation Team. She will also work as an Information and Assistance Specialist.

Soon (Aprilish), we will also seek to hire another Information and Referral Specialist that will be out-stationed at DSS. This represents an expansion of the program team from one to three and a reshuffling of duties (Lynda Scheer previously had responsibility for program management).

* Pending Hires:

Last Friday, we extended an offer of employment to Jabin Ahmed to fill a vacant Community Educator position. This position would be funded by the Navigator Program at .6 FTE and by the Columbia County Department of Health, through its Healthy Homes Project, at the rate of .4FTE. Should Jabin decline, we would likely NOT fill this position.

* Pending Separations:

Lynn Sanders, the Data Manager in the Cancer Services Program, will soon separate from service. Originally slated to retire in the spring, Lynn has agreed to work three days per week through the end of the summer to help the team transition to the new database to be launched in April. Thereafter, it is likely the duties will be assumed by a coworker, so the team size will be reduced from three to two.