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

**Executive Committee**

**Notes from the meeting of June 22, 2016**

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

**Absent Members:** Linda Tripp, Theresa Lux

**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).

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

Executive Director’s Report

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

Claire reported that the agency’s Fiscal Clerk has been out since early May to help her ailing husband. The employee will have exhausted all of her paid time off next week, and Claire has granted her a 90 day unpaid leave of absence. In the meantime, Claire will explore how best to manage her absence, which may include temporary staffing.

The agency recently advertised for two open positions, one of which has already been filled. Interviews are currently underway to hire a full-time Information and Assistance Specialist with the NYConnects Program. The Community Educator position with the Navigator Program has been filled internally after a current Navigator expressed interest. This employee has many years of experience doing outreach and her skills are a perfect match for what the position entails. Now that the Community Educator position has been filled, the agency will be hiring for a part-time Navigator.

Finally, members were reminded about the Board Fellowship Event on Friday, July 15th at 3 p.m. at the Homitzky residence in Athens. Invites will be sent shortly.

Discussion on Draft CEO Compensation Policy

At this time, members discussed a Draft CEO Compensation Policy and recommended some minor revisions .The Policy will be updated and sent back to the Committee for one last look. If all looks well, it will be brought to the next Board meeting on August 3rd.

**ADJOURNMENT**

The meeting adjourned at 9:53 a.m.

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

*Notes respectfully prepared and submitted by Aleshia Boyle on June 23, 2016.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Executive Committee Meeting** | | | | | | | | | | |
| **Fiscal Highlights** | | | | | | | | | | |
| **Wednesday, June 22, 2016** | | | | | | | | | | |
| **Statement of Financial Position** | | | | | | | | | | |
|  **Cash** - Cash balance in the operating checking account started the year off with $316K, May 31st balance at $313K and June 22nd balance is $255K. On March 21, 2016, we transferred $120K from checking account to Investment-Essex National Securities. | | | | | | | | | | |
|  | |  | |  |  |  | |  |  |  |
|  **Grant Receivable -**  Grants receivable represents billed and unbilled amounts related to CCCHC's cost reimbursable and fee based government contracts. Amounts recorded are current in nature and represent eligible reimbursements under related contracts. At May 31, 2016, Grant Receivable is $322,797. Expectation is that we will collect on all receivables and no allowance for doubtful amounts has been recorded. Not aware of any issues on collectability. | | | | | | | | | | |
|  | | **Program** | | | **May-16** | **April-16** | | **Older** | **Total** |  |
|  | Rural Health Network Program | | | | 35,352 |  | |  | 35,352 |  |
|  | Navigator Health Exchange Program | | | | 21,508 | | 23,726 | 23,704 | 68,938 |  |
|  | Tobacco-Free Program | | | | 52,380 | | 21,070 |  | 73,450 |  |
|  | Cancer Services Program | | | | 9,620 | | 13,038 | 72,774 | 95,432 |  |
|  | Transportation-Medicaid | | | | 15,456 | | 8,338 | 3,256 | 27,051 |  |
|  | Other Columbia County Programs | | | | 13,028 | | 6,322 |  | 19,350 |  |
|  | Greene County DSS | | | | 3,224 | |  |  | 3,224 |  |
|  | **Total Grant Receivable** | | | | **$ 150,568** | | **$ 72,494** | **$ 99,734** | **$ 322,797** |  |
|  | |  | |  |  |  | |  |  |  |
|  | |  | | | | | | | |  |
|  **Investment - Essex National Securities** - As of May 31, 2016, account value is $151,087 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 |  |  |
|  | |  | |  |  |  | |  |  |  |
|  | | **Date** | | **Transaction** | | | | **Cash Transaction** | **Cash Balance** |  |
|  | | 5/25/2016 | | Cash Available |  |  | |  | 64,041 |  |
|  | | 6/27/2016 | | Investment in Mutual Funds | |  | | (10,000) | 54,041 |  |
|  | | 7/25/2016 | | Investment in Mutual Funds | |  | | (10,000) | 44,041 |  |
|  | | 8/25/2016 | | Maturity of People's United Bank- CD | | | | 37,250 | 81,291 |  |
|  | | 8/25/2016 | | Investment in Mutual Funds | |  | | (10,000) | 71,291 |  |
|  | | 9/26/2016 | | Investment in Mutual Funds | |  | | (10,000) | 61,291 |  |
|  | | 10/25/2016 | | Investment in Mutual Funds | |  | | (10,000) | 51,291 |  |
|  | | 11/23/2016 | | Maturity of Federick County Bancorp - CD | | | | 38,400 | 89,691 |  |
|  | | 11/25/2016 | | Investment in Mutual Funds | |  | | (10,000) | 79,691 |  |
|  | | 12/26/2016 | | Investment in Mutual Funds | |  | | (10,000) | 69,691 |  |
|  | | 1/25/2017 | | Investment in Mutual Funds | |  | | (10,000) | 59,691 |  |
|  | | 2/27/2017 | | Investment in Mutual Funds | |  | | (10,000) | 49,691 |  |
|  | | 3/27/2017 | | Investment in Mutual Funds | |  | | (10,000) | 39,691 |  |
|  | | 4/25/2017 | | Investment in Mutual Funds | |  | | (10,000) | 29,691 |  |
|  | | 5/25/2017 | | Investment in Mutual Funds | |  | | (10,000) | 19,691 |  |
|  | | 6/25/2017 | | Investment in Mutual Funds | |  | | (10,000) | 9,691 |  |
|  | | 7/25/2017 | | Investment in Mutual Funds | |  | | (9,691) | - |  |
|  | |  | |  |  |  | |  |  |  |
|  **Prepaid Expenses** - At May 31, 2016, total prepaid expenses totaled $8,853 which consisted of General Insurance, Disability Insurance, Offsite Back-up Storage, Gift Cards, Deposits, Postage. | | | | | | | | | |  |
|  **Equipment, Furniture & Vehicles** -Agency purchased the following capital equipment. Also, Jim Funk, Transportation Coordinator, looking on NYS contract with hopes of purchasing a new van to replace existing 2010 Dodge Caravan with 130K miles. | | | | | | | | | |  |
|  | | **Month in Service** | **Funding Source** | | **Supplier** | **Description** | | | **Cost** |  |
|  | | Apr-16 | OFA: NY Connects | | Intelligent Tech Solutions | Dell Optiplex 9030 Computer | | | 1,343 |  |
|  | | Apr-16 | OFA: NYC - EEP | | Intelligent Tech Solutions | Dell Optiplex 9030 Computer | | | 1,210 |  |
|  | | Jul-16 | OFA: NYC - EEP | | Standard Commercial Interiors | Workstation/Desk | | | 1,319 |  |
|  | |  |  | |  |  | | Total | 3,872 |  |
| **Accounts Payable -** At May 31, 2016, accounts payable lability is $80,777 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. | | | | | | | | | |  |
|  | |  | | American Lung Assoc. | | $ 43,000 | | Advertising-Tobacco | |  |
|  | |  | | iHeart Media | | 6,636 | | Advertising-Tobacco | |  |
|  | |  | | Columbia County | | 1,717 | | Vehicle Fuel, Lease Paymt & Repairs | |  |
|  | |  | | The Chazen Companies | | 2,400 | | Tobacco-Cessation Mapping | |  |
|  | |  | | Pandora | | 1,724 | | Radio Streaming-Tobacco | |  |
|  | |  | | WRIP FM 97.9 Radio | | 2,656 | | Advertising-Tobacco | |  |
|  | |  | | TBOGC Visa Credit Card | | 981 | | Various Credit Card Purchases | |  |
|  | |  | | Cancer Screening Providers | | 13,454 | | Clincial Serices-March, April & May | |  |
|  | |  | |  | |  | |  | |  |
|  | |  | | Total AP from Above | | $ 72,568 | |  |  |  |
|  | |  | |  |  |  | |  |  |  |
|  **Advance Funding Payable** - When the Agency receives a deposit for work to be done in the future, it recognizes it by debiting (increasing) cash and crediting (increasing) a deferred revenue account or "Advance Funding Payable"(a liability account). This transaction doesn't affect the income statement -- the deferred revenue is not really a revenue per se. The deferred account functions like a holding place, until services are provided. The entire transaction affects only balance sheet accounts. Once the service is provided, a "real" revenue is recognized with an entry that debits (decreases) the deferred account and credits (increases) the revenue account. Program income received in advance consist of the following as of May 31, 2016, | | | | | | | | | |  |
|  | | **Program Name** | | | **Beginning Balance at January 1st** | **+ Contributions** | | **<Recognize Revenue>** | **Ending Balance at May 31, 2016** |  |
|  | | **Foundation for Community Health** | | | - |  | |  |  |  |
|  | | Prescription Rx Access | | | 10,445 | 7,125 | | (2,354) | 15,216 |  |
|  | | Transportation: Acram/Copake | | | - | 25,000 | | (10,259) | 14,741 |  |
|  | | Children's Mental Health Project | | | 20,238 |  | | (533) | 19,705 |  |
|  | | **Dyson Foundation** | | |  |  | |  |  |  |
|  | | Prescription Rx Access | | | - | 25,000 | | (10,966) | 14,034 |  |
|  | | **NYS Grant Advances** | | |  |  | |  |  |  |
|  | | Cancer Services Program | | | 5,060 | 35,000 | | (11,492) | 28,568 |  |
|  | | Tobacco Free Program | | | 40,565 |  | | (40,565) | - |  |
|  | | Health & Recovery Plan (HCBS-HARP) | | |  | 49,850 | |  | 49,850 |  |
|  | | **Total Advance Funding Payable** | | | $ 76,308 | $ 141,975 | | $ (76,170) | $ 142,113 |  |
|  **Temporary Restricted Net Assets** - Temporarily restricted net assets are donated contributions that have only a one-sided economic benefit and are restricted to a specific period of time or set of conditions. To decrease this revenue employ another account named Net Assets Released From Restrictions, which reports revenue. Below temporarily restricted net assets represents donations to be used for the following specific program purpose as of May 31, 2016: | | | | | | | | | |  |
|  | | **Program Name** | | | **Beginning Balance at January 1st** | **+ Contributions** | | **<Assets Released from Temporary Restrictions>** | **Ending Balance at May 31, 2016** |  |
|  | | Columbia County -CARTS & Receptionist | | | - | 49,000 | | (20,417) | 28,583 |  |
|  | | Columbia County Depts.-CARTS | | | - | 19,000 | | (7,917) | 11,083 |  |
|  | | Columbia County Cancer Fund | | | 11,831 | 520 | | (4,881) | 7,470 |  |
|  | | Greene County Cancer Fund | | | 8,690 | 50 | | (1,507) | 7,233 |  |
|  | | 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 | $ 68,570 | | $ (36,961) | $ 70,455 |  |
|  | |  | |  |  |  | |  |  |  |
|  **Change in Unrestricted Net Assets** - For the five months ending May 31, 2016, increase of $13,966 (or Total Revenue of $704,111 less Total Expenses of $690,145). | | | | | | | | | |  |
| Statement of Activities | | | | | | | | | | |
| **Revenue and Support** | | | | |  |  | | May 31, 2016 | May 31, 2015 |  |
|  | | Grants - New York State | | |  |  | | $ 458,783 | $ 443,804 |  |
|  | | Grants - Federal (HRI) | | |  |  | | 6,540 | 9,564 |  |
|  | | Transportation - Medicaid | | |  |  | | 82,643 | 77,110 |  |
|  | | Greene County DSS | | |  |  | | 18,432 | 18,337 |  |
|  | | Columbia County Departments | | |  |  | |  |  |  |
|  | | OFA: NY Connects, Senior Transportation | | | |  | | 42,292 | 33,557 |  |
|  | | Dept. of Human Services | | |  |  | | 4,541 | 2,953 |  |
|  | | Dept. of Health | | |  |  | | 461 |  |  |
|  | | Donations - Transportation | | |  |  | | 3,530 | 3,030 |  |
|  | | Donations - Others | | |  |  | | 150 | 20 |  |
|  | | Interest - Bank Accounts | | |  |  | | 493 | 633 |  |
|  | | Investment Income | | |  |  | | 371 | 70 |  |
|  | | Unrealized Gain (Loss) on Investment | | |  |  | | 46 | 248 |  |
|  | | Foundation Revenue-FCH & Dyson | | | |  | | 23,376 | 79,759 |  |
|  | | Miscellaneous Revenue - NYS Interest & Others | | | |  | | 6,085 | 496 |  |
|  | | In-Kind Rent - Columbia County | | |  |  | | 19,406 | 19,406 |  |
|  | |  | | **Total Revenue and Support** | |  | | 667,150 | 688,987 |  |
|  | | **Assets Released from Temporary Restrictions** | | | |  | | 36,961 | 38,663 |  |
|  | |  | | **Total Revenue and Other Support** | | | | 704,111 | 727,650 |  |

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

**Meeting of the Executive Committee**

**June 21, 2016**

**Executive Director’s Report**

**Board and Community Relations**

* On June 2nd, I attended the VA Clinic Ribbon Cutting at the Greene Medical Arts Facility.
* On June 9th, I attended the Greene County Chamber of Commerce’s Annual Recognition Gala in Windham.

**Strategy & Program Planning**

* On June 10th, I attended the Behavioral Health Consumer Forum and the Regional Planning Consortium Kickoff Meeting, both at Empire State Plaza in Albany and both extremely helpful to me as I try to learn about the transition to manage care and especially HARP and HCBS. The following week, I attended the third meeting of the Behavioral Health Community Crisis Stabilization Subcommittee of the AMCH DSRIP PPS, where Bob Holtz, of CDPHP, presented on the transition to Medicaid Managed Care, HARP and HCBS. Finally, I participated in a meeting in Hudson jointly hosted by CDPHP and Community Cares Behavioral Health Organization regarded Managed Care, HARP and HCBS. At this point, I feel “up to speed.” I also learned that, as a provider of non-medical transportation services only, we do NOT need to contract with each plan, nor will our process for dispatch and claiming payment look any different than it currently does for Medicaid medical transportation.
* Update on HCBS “start up” funds: After discussion with OMH about the intention for and proper expenditure of these funds, it does not appear that we will be able to utilize most, if any, of them.
* On June 16th, I attended a dinner hosted by the NYSHealth Foundation in Beacon, NY where I met, for the first time, David Sandman, the Foundation’s new President and CEO, as well as Andrea Reynolds, President and CEO of the Dyson Foundation (a funder).

**Resource Development**

* Update on our budget modification request to NYSDOH for the Navigator contract: this was approved timely. We continue to await approval of our request to NYSOFA.

**Fiscal Management**

* Final copies of the financial statements have been received, as well as the IRS 990 and NYS CHAR 500. Both will be fully executed today, mailed, scanned and uploaded to the Grants Gateway as part of a more comprehensive update.

**Program Management**

* We received written confirmation that our work plan and budget for the Rural Health Network contract starting April 1, 2016 has been approved.

**Personnel Management**

* Vicki Haak of Ameriprise Financial and Todd Heller of Heller Pension Associates presented to the staff at their regularly scheduled meeting on June 15th. Enrollment meetings will occur with Vicki and a representative from Nationwide on June 30th.