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

**Minutes of the Governance Committee meeting of June 30, 2016**

**Attending:** Robin Andrews (Chair), Scott Thomas, Art Koweek, Jeff Rovitz, John Thompson, Claire Parde

**Discussion:**

*Update on the status of the board inventory*

Claire reported that all board members have completed and returned the Current Board Member Questionnaire. The Committee discussed the purpose of conducting a board inventory. It was determined that the purpose is to both assess the knowledge, skills, interests and affiliations of the current board membership, as well as identify those affiliations and other qualities that are currently absent from the board. The Committee requested that Claire and Aleshia compile the survey responses in a manner that can be easily digested by the Committee members. This will be completed prior to the next meeting of the Committee.

*Recruiting and Orienting new board members*

The Committee discussed the process of attracting new members to the Board. Robin offered an outline of the steps for the Committee to review. The following steps will be retained for future reference:

* The Chair of the Governance Committee, or his/her designee, shall contact a prospective member to ascertain his/her interest in board service
* If the person is interested in board service, interview/meet with the prospective member to educate him/her about the Healthcare Consortium, including its history, structure, function and governance model, and to discuss the role and expectations of board members
* If the candidate continues to be interested in board service, ask him/her to complete the Application for Board Membership, Disclosure of Financial Interests Form, and Medicaid Exclusion Checklist Form.
* Once all the information is collected, it shall be reviewed by the Governance Committee, which shall make a determination about whether the candidate shall be nominated to the Board
* If approved for nomination by Governance, move to elect the candidate at a meeting of the Entire Board
* Once elected, conduct a new board member orientation meeting, supported by printed materials sent to the new member in advance
* Assign the new member a Board Mentor
* Advise the Board President of the new member’s interest in Committee assignment(s) for appointment

*Filling the vacant ReEntry seat*

The Committee considered inviting the new Executive Director of ReEntry Columbia to join the Consortium’s Board of Directors. The Committee was unanimous in its interest in pursuing this. Scott Thomas graciously agreed to approach Laurie Scott.

*Board member job description*

The Committee reviewed a board member job description compiled by Robin using several existing versions. The Committee recommended several modifications that Claire will make and send to the Committee for review and comment.

*Notes prepared and respectfully submitted by Claire Parde, July 11, 2016*