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

**Executive Committee**

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

**Attending Members:** Beth Schuster, Tam Mustapha, Art Proper, Leitha Pierro, Linda Tripp, Theresa Lux

**Absent Members:** Robin Andrews

**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).

At this time, the committee discussed a draft of a one-page fiscal report that would be used to provide regular and routine reporting on the agency’s financials at every Board meeting. The Committee’s response to the draft was very favorable. It will next be shared with the Budget and Finance Committee at their meeting in September.

*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).

Discussion on Draft Executive Succession Plan

Members discussed a Draft Executive Succession Plan and recommended some minor revisions. The recommended revisions will be made and sent back to the Committee for another look. If all looks well, it will be brought to the next Board meeting on October 5th.

Members also reviewed two draft documents from the Governance Committee. These documents were created to help members understand their role and responsibilities on the Consortium’s Board of Directors, as well as understand the role of Board Members in the Rural Health Network. The committee was asked to review these two documents and reach out to Robin if they had any comments.

Executive Session to discuss senior staff evaluation of the ED

At 9:53 a.m. Claire Parde and Aleshia Boyle exited for an Executive Session about the senior staff’s evaluation of the Executive Director.

**ADJOURNMENT**

After the Executive Sessions, the meeting adjourned.

The next Executive Committee meeting is scheduled for **September 28th, 2016.**

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

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|  **Fiscal Highlights** |
| **Wednesday, August 24, 2016** |
| Statement of Financial Position |
|  **Cash** - Cash balance in the operating checking account started the year off with $316K, July 31st balance at $367K and Aug 23rd balance is $370K. Annual average balance is $320K. 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 July 31, 2016, Grant Receivable is $285,264. Expectation is that we will collect on all receivables and no allowance for doubtful amounts has been recorded. Not aware of any issues on collectability. |
|  | **Program** | **July-16** | **June-16** | **Older** | **Total** |
|  | Rural Health Network Program |  19,624  |  52,635  |  |  72,258  |
|  | Navigator Health Exchange Program |  22,306  |  19,854  |  |  42,161  |
|  | Tobacco-Free Program |  17,170  |  32,730  |  |  49,899  |
|  | Cancer Services Program |  13,119  |  9,530  |  16,080  |  38,729  |
|  | Transportation-Medicaid |  16,130  |  16,716  |  23,869  |  56,716  |
|  | Other Columbia County Programs |  14,450  |  9,683  |  |  24,133  |
|  | Greene County DSS |  1,368  |  |  |  1,368  |
|  | **Total Grant Receivable** |  **$ 104,167**  |  **$ 141,148**  |  **$ 39,950**  |  **$ 285,264**  |
|  |  |  |  |  |  |  |
|  |  |
|  **Investment - Infinex Financial Group** - As of July 31, 2016, account value is $151,611 with YTD Investment Income of $85 and Unrealized Gain of $481 |
|  |  | **Investment Description** | **Number of** |  |  |
|  | **Security** | **Shares** | **Market**  | **Cost Basis** |
|  | **ID** | **Purchased** | **Value** |  **per Share** |
|  | **TEGBX** | Templeton Global Bond Fund Class C | 524.546 | $5,917  | $11.45  |
|  | **FSGCX** | Franklin Templeton Strategic Income Fund  | 639.672 | $6,096  | $9.40  |
|  | **FCSCX** | Franklin Adjustable US Govt Securities Fund | 713.199 | $5,998  | $8.42  |
|  | **FRGSX** | Franklin Growth Fund Class C | 87.614 | $6,309  | $68.48  |
|  | **FRUGX** | Franklin US Government Securities | 949.944 | $5,994  | $6.33  |
|  | **FCISX** | Franklin Income Fund Class C | 2753.079 | $6,222  | $2.19  |
|  |  | Frederick County Bancorp CD-Mat. 11/23/16 |   | $38,006  |   |
|  |   | People's United Bank CD-Mat. 08/25/16 |   | $37,000  |   |
|  |   | Cash |   | $40,070  |   |
|  |  |  |  |  |  |  |
|  |  |  | Totals |  | $151,611  |  |
|  |  |  |  |  |  |  |
|  | **Date** | **Transaction** | **Cash Transaction**  | **Cash Balance** |
|  | 7/31/2016 | Cash Available |   |   |   |  40,070  |
|  | 8/25/2016 | Maturity of People's United Bank- CD (Rate 0.40%) |  37,000  |  77,070  |
|  | 8/25/2016 | Investment in Mutual Funds |   |  (12,000) |  65,070  |
|  | 9/26/2016 | Investment in Mutual Funds |   |  (12,000) |  53,070  |
|  | 10/25/2016 | Investment in Mutual Funds |   |  (12,000) |  41,070  |
|  | 11/23/2016 | Maturity of Federick County Bancorp - CD (Rate 0.45%) |  38,006  |  79,076  |
|  | 11/25/2016 | Investment in Mutual Funds |   |  (12,000) |  67,076  |
|  | 12/26/2016 | Investment in Mutual Funds |   |  (12,000) |  55,076  |
|  | 1/25/2017 | Investment in Mutual Funds |   |  (12,000) |  43,076  |
|  | 2/27/2017 | Investment in Mutual Funds |   |  (12,000) |  31,076  |
|  | 3/27/2017 | Investment in Mutual Funds |   |  (12,000) |  19,076  |
|  | 4/25/2017 | Investment in Mutual Funds |   |  (12,000) |  7,076  |
|  | 5/25/2017 | Investment in Mutual Funds |   |  (7,076) |  -  |
|  |  |  |  |  |  |  |
|  **Prepaid Expenses** - At July 31, 2016, total prepaid expenses totaled $7,349 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 vehicle. |
|  | **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  |
|  | Aug-16 | Cancer Services Program |  Intelligent Tech Solutions  | Dell Optiplex 24 Computer |  1,509  |
|  |  |  |  |  | Total |  $ 5,381  |
| **Accounts Payable -** At July 31, 2016, accounts payable lability is $29,742 and all AP liability is being paid timely within 28 days except for CSP Clinical Services which gets paid once NYS pays CCCHC. The following is a list of vendors who's liability exceed $1,000.  |
|  |  | Mentor Foundation USA |  $ 5,000  | Taconic Hills HS Drug Prevention |
|  |  | Lamar Companies |  3,250  | Advertising-Tobacco |
|  |  | Clear Channel Outdoors, Inc. |  1,695  | Advertising-Tobacco |
|  |  | Columbia County  |  1,531  | Vehicle Fuel, Lease Paymt & Repairs |
|  |  | Albany Broadcasting Company |  1,290  | Advertising-Tobacco |
|  |  | Bond, Schoeneck & King PLLC |  1,250  | Staff Training-Sexual Harassment |
|  |  | Agency Credit Card - VISA |  1,355  | Various Program Expenditures |
|  |  | Cancer Screening Providers |  6,357  | Clinical Services-Months of June & July  |
|  |  |  |  |  |  |  |
|  |  |  Total AP from Above  |  $ 21,728  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  **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 July 31, 2016, |
|  | **Program Name** | **Beginning Balance at January 1st**  | **+ Contributions** | **<Recognize Revenue>** | **Ending Balance at July 31, 2016**  |
|  | **Foundation for Community Health** |  -  |  |  |  |
|  | Prescription Rx Access |  10,445  |  7,125  |  (3,745) |  13,825  |
|  | Transportation: Acram/Copake |  -  |  25,000  |  (13,495) |  11,505  |
|  | Children's Mental Health Project |  20,238  |  |  (6,937) |  13,301  |
|  | **Dyson Foundation** |  |  |  |  |
|  | Prescription Rx Access |  -  |  25,000  |  (14,746) |  10,254  |
|  | **NYS Grant Advances** |  |  |  |  |
|  | Cancer Services Program |  5,060  |  35,000  |  (15,922) |  24,138  |
|  | Tobacco Free Program |  40,565  |  79,750  |  (45,834) |  74,481  |
|  | Health & Recovery Plan (HCBS-HARP) |  |  49,850  |  |  49,850  |
|  | **Total Advance Funding Payable** |  $ 76,308  |  $ 221,725  |  $ (100,678) |  $ 197,355  |
|  **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 July 31, 2016:  |
|  | **Program Name** | **Beginning Balance at January 1st**  | **+ Contributions** | **<Assets Released from Temporary Restrictions>** | **Ending Balance at July 31, 2016**  |
|  | Columbia County -CARTS & Receptionist |  -  |  49,000  |  (28,583) |  20,417  |
|  | Columbia County Depts.-CARTS |  -  |  19,000  |  (11,083) |  7,917  |
|  | Columbia County Cancer Fund |  11,831  |  1,020  |  (6,169) |  6,681  |
|  | Greene County Cancer Fund |  8,690  |  650  |  (2,023) |  7,317  |
|  | Complementary Therapies |  6,955  |  |  (900) |  6,055  |
|  | Jan Koweek Fund |  901  |  |  |  901  |
|  | Galvan Foundation-Bengali Community |  10,470  |  |  (4,509) |  5,961  |
|  | **Totals of Temporary Restricted Funds** |  $ 38,847  |  $ 69,670  |  $ (53,268) |  $ 55,248  |
|  |  |  |  |  |  |  |
|  **Change in Unrestricted Net Assets** - For the seven months ending July 31, 2016, increase of $25,836 (or Total Revenue of $984,983 less Total Expenses of $959,147). |
|  |  |  |  |  |  |  |
| Statement of Activities |
| **Revenue and Support** |  |  | July 31, 2016 | July 31, 2015 |
|  | Grants - New York State |  |  |  $ 627,113  |  $ 607,212  |
|  | Grants - Federal (HRI) |  |  |  8,874  |  11,992  |
|  | Transportation - Medicaid  |  |  |  116,575  |  110,769  |
|  | Greene County DSS |  |  |  24,462  |  21,272  |
|  | Columbia County Departments |  |  |  |  |
|  | OFA: NY Connects, Senior Transportation |  |  69,275  |  48,339  |
|  | Dept. of Human Services |  |  |  5,901  |  4,368  |
|  | Dept. of Health |  |  |  634  |  |
|  | Donations - Transportation |  |  |  5,331  |  5,408  |
|  | Donations - Others |  |  |  150  |  20  |
|  | Interest - Bank Accounts |  |  |  673  |  844  |
|  | Investment Income |  |  |  460  |  157  |
|  | Unrealized Gain (Loss) on Investment |  |  |  481  |  (340) |
|  | Foundation Revenue-FCH & Dyson |  |  38,165  |  91,356  |
|  | Miscellaneous Revenue - NYS Interest & Others |  |  6,452  |  496  |
|  | In-Kind Rent - Columbia County |  |  |  27,169  |  27,169  |
|  |  | **Total Revenue and Support** |  |  931,715  |  929,061  |
|  | **Assets Released from Temporary Restrictions** |  |  53,268  |  55,166  |
|  |  | **Total Revenue and Other Support** |  984,983  |  984,227  |

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

**Meeting of the Executive Committee**

**August 24, 2016**

**Executive Director’s Report**

**Board and Community Relations**

* On Tuesday, August 9th, I attended the AMCH DSRIP PPS meeting of the Consumer and Community Affairs Committee in Albany.
* On Friday, August 12th, I attended the Columbia County Chamber’s event to “meet and greet” the new Chamber Director
* On Friday, August 19th, I facilitated a call of Rural Health Network Directors on the topic of revenue-generation.

**Strategy & Program Planning**

* The Strategic Planning Committee which includes all the members of the Executive Committee as well as Michael Cole, Chelly Hegan, and Tina Sharpe, has now met three times, on June 30th, August 1st and August 22nd. The discussion continues to be thoughtful and productive.

**Resource Development**

* The contract documents (budget, work plan, etc.) for the next contract year (starting October 1, 2016 and ending September 30, 2017) of the Navigator Program are awaiting approval.

**Fiscal Management**

* Fiscal Manager John Ray has produced a draft report for regular financial reporting to the Entire Board.

**Program & Personnel Management**

* Kim Martens, Navigator, has submitted her resignation, effective September 6th. Kim will be going to the Office for the Aging, where she will provide counseling on Medicare enrollment and process HEAP applications. We view it as an advantage to have someone at OFA who so thoroughly understands our programs and services and expect her to continue working closely with Consortium staff, especially in NYConnects.
* Kelly McGiffert, the part-time Navigator, was an internal candidate for the full-time Navigator position vacated by Kim. Kelly will start on a full-time basis on September 7th.
* Taylor Wenk, the Information and Assistance Specialist in the NYConnects Program, was an internal candidate for the part-time position vacated by Kelly. Taylor will start working as a Navigator 3 days per week effective September 5th; she will continue working as an I&A Specialist in the NYConnects Program the remaining 2 days per week. Both she and Kelly go to Navigator training Sept. 7-9.

**Upcoming events**

* On September 4th, I will be attending the annual gala for the Alliance for Positive Health in Germantown. The Alliance is a new partner (the Director, Bill Faragon, is the Chair of one of the DSRIP committees on which I serve) and they are also a major provider of care coordination services in several counties.
* On Friday, September 9th, the second Fellowship Event will be hosted in the garden of Peter and Bette Homitzky, 15 Third Street, Athens, from 3:00-5:00 p.m. (rain date will be September 15th). All Board members and their guests are welcome to attend.
* I will be attending the annual conference of the New York State Association for Rural Health (NYSARH) in Watertown from September 21st through September 23rd
* I will be attending the first meeting of the NYSHealth Foundation’s Community Advisory Board in NYC on October 19th.
* I will be speaking at *Getting There - A Conference on Bridging the Transportation and Health Care Gap,* scheduled for October 26th.
* I will be addressing the NYS Rural Health Council, a statewide rural health policy council convened by the NYS DOH, at its meeting at Empire State Plaza on October 27th.