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

**Board of Directors Meeting**

**February 3, 2016**

**Executive Director’s Report**

**Community and Public Relations**

* I have been working with the Consumer and Community Affairs Subcommittee of the Albany Medical Center DSRIP Project Advisory Committee to arrange the first regional meeting for the purpose of engaging local PPS providers, both real and potential. The Healthcare Consortium is a sort of “quiet host” for this event, which will occur on Tuesday, February 9, 2016 from 1:00 – 3:00 p.m. in Room 612 of the Professional Academic Center at Columbia-Greene Community College and all are encouraged to attend.
* Last week I met with Bill VanSlyke and George Davis of CMH to discuss potential collaboration on various DSRIP projects. It was a very good meeting, and probably the first of several.
* We continue to invite community-based organizations to present at our monthly staff meetings. In the month of January, we hosted the Mobile Crisis Unit. I will be following up with the Program Manager, Aimee Richards, to promote our programs/services and encourage appropriate referrals.

**Board Relations**

* Since my last report, I have lent staff support to the various Committees of the Board:
* Corporate Compliance Committee
* Ad hoc Committee on Caregiver Services and Supports
* Bylaws/Nominating/Membership Committee
* We are beginning to plan the Annual Dinner for April 6, 2016. Location and format will be largely unchanged. There will, however, be the kind of program overview and Q&A session that was requested last year.

**Strategy & Planning**

* As per the discussion at the Board Meeting of December 2015, an ad hoc Committee on Caregiver Services and Supports convened in early January. The group included both Directors and non-members, including Assemblymember Didi Barrett and her Chief of Staff. My own sense is that while the discussion was helpful for identifying issues of concern, there is limited utility in continuing to meet.

**Resource Development**

* In December we successfully applied to the Foundation for Community Health for another grant in the amount of $25,000 to support the Transportation Program. The contract is accompanied by new reporting requirements that have been requested of all transportation program grantees. We had an opportunity to work with the FCH’s Director, Nancy Heaton, to develop and refine the reporting tools. FCH has advised us that this is likely the last year of support for the program, as their funding priorities are changing.

FCH funding will help to pay for the monthly expense associated with a license for transportation program software called Routing Box. Routing Box training begins today, with 4-5 sessions, each 1.5-2 hours in length, occurring over the next few weeks.

* Throughout December, we continued to negotiate with the New York State Office for the Aging (NYSOFA) to pursue the plan of work for the NY Connects Expansion and Enhancement Program first submitted in June 2015. Though we were persistent and persuasive, we had, by the end of December, no clearer sense of when our plan would be approved, if at all. Consequently, I decided, with Kevin McDonald’s approval, to withdraw the original plan of work and submit a revised work plan and budget that we thought NYSOFA would be more likely to approve. That was submitted last week, and we are currently awaiting feedback from NYSOFA. The revised budget request is $118,589 for a contract period ending December 31, 2016; it will be challenging to spend even this amount, should we be approved timely.

**Fiscal Management**

* The annual audit is currently underway.

**Program Management**

* January is a program reporting month. By January 31, 2016, I will have submitted reports as follows:
* 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 been directed to develop Standard Operating Procedure Manuals for their programs and positions. This is also necessary for the Director’s position.
* I am contemplating using the Bengali Community Health Workers to administer the Patient Activation Measure (PAM) to residents of Hudson’s Bengali community. Consortium staff, who have already been trained to administer the tool, can train the CHW’s.

**Personnel Management**

* Recent separations:
* Laura Cullen, Navigator
* Bill Hunt, Driver
* Recent hires:
* Rachel Cole, Navigator
* BJ Wrigley and Peter Rice, Drivers
* Recent leaves of absence and return dates:
* Lynda Scheer, out on November 6, 2015, returned on December 21, 2015
* Aleshia Boyle, out on January 4, 2016, returned on January 25, 2106

Lynda’s absence in particular made me grateful for the short-term disability insurance the agency provides to employees at no cost. It also proved the necessity of cross-training and contingency planning (see note in Program Management).

There are no vacancies at this time.

* Benefits Program

The Executive and Budget and Finance Committees met jointly on January 27, 2016 to further discuss the addition of a retirement plan to the benefits program. The Director invited Todd Heller, of Heller Pension Associates, to present the proposal for a 401(k) plan that they had jointly developed. Some members expressed concerns about cost, and requested the Director to prepare a cost estimate for the plan as proposed, which she will do by the February meeting of the Executive Committee.