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

**Executive Committee**

**Notes from the meeting of October 26, 2016**

**Attending Members:** Robin Andrews, Art Proper, Leitha Pierro, Theresa Lux

**Absent Members:** Linda Tripp, Beth Schuster, Tam Mustapha

**Staff Members:** Lisa Thomas, John Ray, and Aleshia Boyle

**CALL TO ORDER**

Meeting was called to order at 9:00 a.m. by Vice President Theresa Lux.

Fiscal Highlights

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

John briefly reported that Carol Hausamann from Marvin and Company will attend the December 7th Board meeting to present on the scope of the audit. Carol expects to begin the audit in early December and will start the field work in February.

*Following the delivery of the Fiscal Highlights report and update on the auditor, John Ray exited the meeting.*

Executive Director’s Report

At this time, members reviewed the Executive Director’s Report (see attached).

Discussion on ED evaluation and contracting process

Members reviewed and made minor revisions to the ED Evaluation Tool. Once those revisions are made, Aleshia will email and mail the tool out on Monday, October 31st to all members of the CCCHC Board requesting them to send the evaluation back to Art Proper by Monday, November 21st. It was also agreed that Claire should submit her self-evaluation by that date as well.

To make sure the contract is drafted and signed by December 31st, the Committee will have an Executive Session at its next meeting to discuss the evaluations and contract. It was requested that John Ray provide a current total compensation package for this meeting. During this discussion the Committee agreed to move the regularly scheduled Executive Committee meeting in November to be on Wednesday, November 30th.

Before the meeting adjourned, it was suggested to have a little holiday celebration after the Board meeting on December 7th. Robin will discuss this suggestion at the Governance Committee meeting on November 1st.

**ADJOURNMENT**

The meeting adjourned at 9:47 a.m.

The next Executive Committee meeting is scheduled for **November 30, 2016.**

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|  **Fiscal Highlights** |
| **Wednesday, October 26, 2016** |
| Statement of Financial Position |
|  **Cash** - Cash balance in the operating checking account started the year off with $316K, on September 30th checking balance at $397K. High cash balance on Sept 2nd at $479K & low cash balance on July 11th at $200K. Annual average cash balance is $337K. 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 September 30, 2016, Grant Receivable is $229,123. Expectation is that we will collect on all receivables and no allowance for doubtful amounts has been recorded. Not aware of any issues on collectability. |
|  | **Program** | **September-16** | **August-16** | **Older** | **Total** |
|  | Rural Health Network Program |  56,527  |  |  |  56,527  |
|  | Navigator Health Exchange Program |  21,103  |  25,055  |  |  46,158  |
|  | Tobacco-Free Program |  28,194  |  18,445  |  |  46,639  |
|  | Cancer Services Program |  12,166  |  13,258  |  |  25,423  |
|  | Transportation-Medicaid |  12,099  |  6,035  |  3,256  |  21,391  |
|  | Other Columbia County Programs |  15,208  |  15,087  |  |  30,295  |
|  | Greene County DSS |  2,691  |  |  |  2,691  |
|  | **Total Grant Receivable** |  **$ 147,987**  |  **$ 77,880**  |  **$ 3,256**  |  **$ 229,123**  |
|  |  |  |  |  |  |  |
|  |  |
|  **Investment - Infinex Financial Group** - As of September 30, 2016, the value of investments total $151,844 with the orginial investment of $151,036. YTD Investment Income of $367 and Unrealized Gain of $468. |
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| --- | --- | --- | --- | --- | --- |
| **Security ID** | **Investment Description** | **Number of shares Purchased** | **Market Value** | **Cost vs. Market Basis per Share** | **%** |
| **TEGBX** | Templeton Global Bond Fund Class C | 1,430 | $15,982  | $11.33 vs, $11.18 | -1.3% |
| **FSGCX** | Franklin Templeton Strategic Income Fund  | 1,700 | $16,351  | $ 9.54 vs. $ 9.62 | 0.8% |
| **FCSCX** | Franklin Adjustable US Govt Securities Fund | 1,925 | $16,170  | $ 8.40 vs. $8.40 | 0.0% |
| **FRGSX** | Franklin Growth Fund Class C | 228 | $16,574  | $70.81 vs. $72.60 | 2.5% |
| **FRUGX** | Franklin US Government Securities | 2,565 | $16,161  | $ 6.32 vs. $ 6.30 | -0.3% |
| **FCISX** | Franklin Income Fund Class C | 7,260 | $16,480  | $ 2.24 vs. $ 2.27 | 1.3% |
|  | Frederick County Bancorp CD-Mat. 11/23/16 |   | $37,999  |   |   |
|   |   |   |   |   |   |   |
|   | Cash |   |   | $16,126  |   |   |
|  |  |  |  |  |  |  |
|  |  | Totals |  | $151,844  |  |  |

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|  **Prepaid Expenses** - At September 30, 2016, total prepaid expenses totaled $7,438 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 to purchase a new vehicle. |
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| **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 | Navigator Program |  Intelligent Tech Solutions  | Dell 5000 Series Laptop |  1,866  |
| Aug-16 | Cancer Services Program |  Intelligent Tech Solutions  | Dell Optiplex 24 Computer |  1,388  |
|  |  |  |  | Total |  $7,126  |

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| **Accounts Payable -** At September 30, 2016, accounts payable lability is $30,330 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 whose liability exceed $1,000.  |
|  |
|  |  | Mentor Foundation USA |  $ 7,000  | Taconic Hills HS Drug Prevention |
|  |  | Columbia County  |  2,933  | Vehicle Fuel, Lease Paymt & Repairs |
|  |  | Albany Broadcasting Company |  1,290  | Advertising-Tobacco |
|  |  | The Golub Corp (Price Chopper) |  1,020  | Rx Access - Patient Rx |
|  |  | Agency Credit Card - VISA |  757  | Various Program Expenditures |
|  |  | Cancer Screening Providers |  8,313  | Clinical Services-Months of Aug & Sept  |
|  |  |  |  |  |  |  |
|  |  |  Total AP from Above  |  $ 21,313  |  |
|  **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 September 30, 2016, |
|  | **Program Name** | **Beginning Balance at January 1st**  | **+ Contributions** | **<Recognize Revenue>** | **Ending Balance at Sept. 30, 2016**  |
|  | **Foundation for Community Health** |  -  |  |  |  |
|  | Prescription Rx Access |  10,445  |  7,125  |  (4,183) |  13,386  |
|  | Transportation: Ancram/Copake |  -  |  25,000  |  (17,775) |  7,225  |
|  | Children's Mental Health Project |  20,238  |  |  (14,263) |  5,975  |
|  | **Dyson Foundation** |  |  |  |  |
|  | Prescription Rx Access |  -  |  25,000  |  (18,349) |  6,651  |
|  | **NYS Grant Advances** |  |  |  |  |
|  | Cancer Services Program |  5,060  |  35,000  |  (23,456) |  16,604  |
|  | Tobacco Free Program |  40,565  |  79,750  |  (61,478) |  58,837  |
|  | Health & Recovery Plan (HCBS-HARP) |  |  49,850  |  |  49,850  |
|  | **Total Advance Funding Payable** |  $ 76,308  |  $ 221,725  |  $ (139,504) |  $ 158,529  |
|  **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 Sept. 30, 2016:  |
|  | **Program Name** | **Beginning Balance at January 1st**  | **+ Contributions** | **<Assets Released from Temporary Restrictions>** | **Ending Balance at Sept. 30, 2016**  |
|  | Columbia County CARTS & Receptionist |  -  |  49,000  |  (36,750) |  12,250  |
|  | Columbia County Depts.-CARTS |  -  |  19,000  |  (14,250) |  4,750  |
|  | Columbia County Cancer Fund |  11,831  |  1,220  |  (7,893) |  5,158  |
|  | Greene County Cancer Fund |  8,690  |  3,478  |  (2,354) |  9,814  |
|  | Complementary Therapies |  6,955  |  |  (1,100) |  5,855  |
|  | Jan Koweek Fund |  901  |  |  |  901  |
|  | Galvan Foundation-Bengali Community |  10,470  |  |  (6,686) |  3,784  |
|  | **Totals of Temporary Restricted Funds** |  $ 38,847  |  $ 72,698  |  $ (69,033) |  $ 42,512  |
|  **Change in Unrestricted Net Assets** - For the nine months ending September 30, 2016, increase of $30,261 (or Total Revenue of $1,266,047 less Total Expenses of $1,235,786). |
| Statement of Activities |
| **Revenue and Support** |  |  | September 30, 2016 | September 30, 2015 |
|  | Grants - New York State |  |  |  $ 797,719  |  $ 746,769  |
|  | Grants - Federal (HRI) |  |  |  11,628  |  16,095  |
|  | Transportation - Medicaid  |  |  |  146,172  |  141,763  |
|  | Greene County DSS |  |  |  31,757  |  24,611  |
|  | Columbia County Departments |  |  |  |  |
|  | OFA: NY Connects, Senior Transportation |  |  96,387  |  62,264  |
|  | Dept. of Human Services |  |  |  7,481  |  6,828  |
|  | Dept. of Health |  |  |  634  |  |
|  | Albany Medical Center |  |  |  7,125  |  |
|  | Donations - Transportation |  |  |  6,671  |  6,956  |
|  | Donations - Others |  |  |  150  |  20  |
|  | Interest - Bank Accounts |  |  |  918  |  1,099  |
|  | Investment Income |  |  |  706  |  266  |
|  | Unrealized Gain (Loss) on Investment |  |  |  468  |  (385) |
|  | Foundation Revenue-FCH & Dyson |  |  53,834  |  103,420  |
|  | Miscellaneous Revenue - NYS Interest & Others |  |  431  |  556  |
|  | In-Kind Rent - Columbia County |  |  |  34,931  |  34,931  |
|  |  | **Total Revenue and Support** |  |  1,197,012  |  1,145,193  |
|  | **Assets Released from Temporary Restrictions** |  |  69,033  |  78,634  |
|  |  | **Total Revenue and Other Support** |  1,266,045  |  1,223,826  |

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

**Meeting of the Executive Committee**

**October 26, 2016**

**Executive Director’s Report**

**Board and Community Relations**

* On October 5th, we organized a DSRIP Reporting and Billing Training in Hudson with Lauren Ayers, CFO of the AMCH DSRIP PPS and her colleagues. It was very well attended by multiple network members, including the Department of Human Services, the Mental Health Association, the Department of Health, Twin County Recovery Services, Coarc and Upper Hudson Planned Parenthood.
* On October 7th, I attended the Key Partner & Media Debrief hosted at Taconic Hills High School by the Mentor Foundation, followed by their Shatter the Myths youth rally.
* On October 11th, I was part of a group assembled by Chairman Murrell to discuss the opiate addiction crisis in Columbia County. Other network members including the Department of Human Services, the Department of Social Services, and Twin County Recovery Services, were also represented, as was law enforcement (Sheriff’s Office and the Hudson Police Department) and current and former Supervisors. It appears that this working group will continue to meet on a monthly basis. In the meantime, I will participate in a smaller group for the purposes of drafting a set of recommendations to the Board of Supervisors.
* On October 11th, I participated in a meeting of the AMCH DSRIP PPS Community and Consumer Affairs Committee in Albany.
* On October 13th, I participated in a meeting of the AMCH DSRIP PPS Community Crisis Stabilization Project Subcommittee in Albany.
* On October 19th, I attended the first meeting of the NYSHealth Foundation’s Community Advisory Board in NYC. I also attended their 10th anniversary event the following day. Many good connections made on both days.
* On October 25th, I will be speaking to the Age Friendly Berkshires group in Pittsfield, Mass about the Transportation Program.
* On October 26th, I will be speaking at *Getting There - A Conference on Bridging the Transportation and Health Care Gap* about the Transportation Program.
* On October 27th, 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 about the Transportation Program.

**Strategy & Program Planning**

* We have been helpful in convening the stakeholders to consider the latest OASAS RFPs, with particular emphasis on the Community Coalition Building RFP. At the most recent stakeholder meeting, it was agreed that the Consortium would submit an application as the lead agency.

**Resource Development**

* We are preparing an application for ongoing financial support for the Prescription Access and Referral Program to the Dyson Foundation, which will be submitted by the end of this week.
* Unexpectedly, the Foundation for Community Health has indicated that there WILL be funding for transportation available in 2017, and has invited us to submit an application. This will be accomplished by November 7th.

**Fiscal Management**

* Fiscal Manager John Ray has initiated contact with Marvin and Co. to start the conversation and establish target dates for next year’s audit.
* Earlier this month, we issued an RFP for IT services. We have requested a response by November 11th and expect to select a vendor by December 9th.

**Personnel Management**

* We have engaged a temporary casual employee through Manpower to assist us in managing Office Reception.
* The workplace investigation concerning a driver was resolved satisfactorily. The driver was suspended for 1 month and will return to work on or after November 1st. Training about creating and maintaining a harassment-free workplace was provided to the drivers on October 12th.
* On October 28th, we will be meeting with our broker from Brown and Brown to discuss health insurance options for 2017.
* We are sad to report that Transportation Program Driver Donald (“Danny”) Yakman passed away from a heart attack following a lengthy surgery last week.

**Upcoming events**

* Capital Region Planning Consortium meeting, Monday, October 31st in Albany
* Collaboration for Results: The Principles and Practices of Collective Impact, November 3rd in Great Barrington, MA
* Grant writing workshop for Consortium and DHS employees, November 4th, Hudson

*Prepared and respectfully submitted by Claire Parde on Monday, October 24, 2016*