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

**Executive Committee**

**Notes from the meeting of November 30, 2016**

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

**Absent Members:** Linda Tripp

**Staff Members:** Claire Parde, John Ray, and Aleshia Boyle

**CALL TO ORDER**

Meeting was called to order at 9:04 a.m. by President Beth Schuster

Fiscal Highlights

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

John reported that a staff member from Marvin and Company will be coming for two days next week to begin the field work process and will return in February to complete it.

Claire reported that Medical Answering Services (MAS) has requested bids from Medicaid transportation providers for service delivery for the 2017 calendar year in the different zones that they have created for Columbia County. The agency’s Children and Adults Rural Transportation Service (CARTS) has been transporting clients from group homes in Greenport, Philmont, Ancramdale, and Copake Falls to and from Personalized Recovery Oriented Services (PROS) at the Mental Health Association on a daily basis, constituting a large part of our Medicaid service delivery and revenue. After receiving notification that MAS put these out to bid, Claire met with the Transportation Program Coordinator, Jim Funk, and Fiscal Manager, John Ray, to decide which zones the agency will propose to serve and what amount they would bid for each. It was decided that they will not bid on the zone that includes the residences they currently serve in Philmont and Greenport, but they do intend to competitively bid on the zone that includes Ancramdale and Copake Falls.

Should another provider decide to bid on the zone that includes Philmont and Greenport and be selected to deliver that service, CARTS will lose a good portion of its Medicaid revenue. It is also possible that the agency may lose the bid for the residences in Ancramdale and Copake Falls. Finally, it is possible that other providers will not be selected, and service delivery and the accompanying revenue will remain the same. The bid will be submitted by December 5th; we anticipate notification by the end of the calendar year

*Following the delivery of the Fiscal Highlights report and discussion about MAS, John Ray exited the meeting.*

Executive Director’s Report

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

December Board Meeting

Members reviewed a draft Board agenda for the upcoming meeting. A minor adjustment was made to move a piece of business up on the list. Members also reviewed a draft 2017 Governance Calendar with no concerns, but made some corrections to the draft 2017 Meetings Calendar. Both documents will be distributed at the next Board meeting.

Members briefly discussed the holiday party that will occur during the last half hour of the Board meeting. Claire will order refreshments from Cascades. Aleshia will include in the reminder email that members are encouraged to bring a gift or cash donation to go to the Edith Casey Stocking Fund.

Executive Session

Aleshia and Claire were excused from the meeting at 9:50 a.m. while members reviewed the Executive Director evaluations from the Board, Claire’s self-evaluation, and discussed the Executive Director’s contract terms for 2017.

**ADJOURNMENT**

After the Executive Session the meeting was adjourned.

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

*Notes respectfully prepared and submitted by Aleshia Boyle on November 30, 2016.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Fiscal Highlights** | | **Wednesday, November 30, 2016** | | Statement of Financial Position | | | | | | | | |
|  **Cash** - Cash balance in the operating checking account started the year off with $316K, on November 30th checking balance at $329K. High cash balance on Sept 2nd at $479K & low cash balance on July 11th at $200K. Average daily cash balance is $339K. | | | | | | |  |
|  |  |  |  |  |  |  |  |
|  **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 October 31, 2016, Grant Receivable is $246,139. 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 except the $3,256 in Medicaid for recoup of 2% reduction that was booked 12/31/2015. | | | | | | |  |
|  | **Program** | | **October-16** | **September-16** | **Older** | **Total** |  |
|  | Rural Health Network Program | | 15,275 | 54,738 |  | 70,013 |  |
|  | Navigator Health Exchange Program | | 21,544 | 22,319 |  | 43,863 |  |
|  | Tobacco-Free Program | | 34,106 | 18,683 |  | 52,789 |  |
|  | Cancer Services Program | | 17,129 | 8,587 |  | 25,716 |  |
|  | Transportation-Medicaid | | 15,837 | 7,312 | 3,256 | 26,406 |  |
|  | Other Columbia County Programs | | 12,804 | 11,198 |  | 24,003 |  |
|  | Greene County DSS | | 3,349 |  |  | 3,349 |  |
|  | **Total Grant Receivable** | | **$ 120,045** | **$ 122,837** | **$ 3,256** | **$ 246,139** |  |
|  | | | | | | |  |
|  | | | | | | |  |
|  **Investment - Infinex Financial Group** - On October 31, 2016, the value of investments with Infinex Financial totals $152,036 with the orginial investment of $151,036. YTD Investment Income of $504 and Unrealized Gain of $496. | | | | | | |  |
|  |  | **Investment Description** | | **Number of** |  |  |  |
|  | **Security** | **Shares** | **Market** |  |  |
|  | **ID** | **Purchased** | **Value** |  |  |
|  | **TEGBX** | Templeton Global Bond Fund Class C | | 1,602 | $18,628 |  |  |
|  | **FSGCX** | Franklin Templeton Strategic Income Fund | | 1,907 | $18,404 |  |  |
|  | **FCSCX** | Franklin Adjustable US Govt Securities Fund | | 2,165 | $18,184 |  |  |
|  | **FRGSX** | Franklin Growth Fund Class C | | 256 | $18,088 |  |  |
|  | **FRUGX** | Franklin US Government Securities | | 2,888 | $18,136 |  |  |
|  | **FCISX** | Franklin Income Fund Class C | | 8,166 | $18,456 |  |  |
|  |  | Frederick County Bancorp CD-Mat. 11/23/16 | |  | $38,000 |  |  |
|  |  |  | |  |  |  |  |
|  |  | Cash | |  | $4,140 | Percent Increase |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Totals |  | $152,036 | 0.66% |  |
|  **Prepaid Expenses** - At October 31, 2016, total prepaid expenses totaled $7,134 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. | | | | | | |  |
|  | **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 |  |
| **Accounts Payable -** At October 31, 2016, accounts payable lability is $38,043 and all AP liability is being paid timely within 28 days except CSP Clinical Services which gets paid once NYS pays CCCHC. The following is a list of vendors whose liability exceed $1,000. | | | | | | |  |
|  |  | American Lung Association | | $ 7,975 | Statewide Advertising-Tobacco | |  |
|  |  | Johnson Newspaper | | 3,000 | Cancer Awareness Advertising-CSP | |  |
|  |  | Matt's Signs | | 2,972 | No Smoking Signs - Tobacco | |  |
|  |  | Columbia County | | 2,060 | Vehicle Fuel, Lease Paymt & Repairs | |  |
|  |  | Golub Corp/Price Chopper | | 1,207 | Rx Prescriptions | |  |
|  |  | Manpower | | 1,005 | Temporary Worker: Receptionist | |  |
|  |  | Various Medical Providers | | 11,549 | CSP Clinical Serices-Aug-Oct'16 | |  |
|  |  | Total AP from Above | | $ 29,768 |  |  |  |
|  **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 October 31, 2016, | | | | | | |  |
|  | **Program Name** | | **Beginning Balance at January 1st** | **+ Contributions** | **<Recognize Revenue>** | **Ending Balance at Oct. 31, 2016** |  |
|  | **Foundation for Community Health** | | - |  |  |  |  |
|  | Prescription Rx Access | | 10,445 | 7,125 | (4,579) | 12,991 |  |
|  | Transportation: Acram/Copake | | - | 25,000 | (19,880) | 5,120 |  |
|  | Children's Mental Health Project | | 20,238 |  | (17,263) | 2,975 |  |
|  | **Dyson Foundation** | |  |  |  |  |  |
|  | Prescription Rx Access | | - | 25,000 | (21,971) | 3,029 |  |
|  | **NYS Grant Advances** | |  |  |  |  |  |
|  | Cancer Services Program | | 5,060 | 35,000 | (25,924) | 14,136 |  |
|  | Tobacco Free Program | | 40,565 | 79,750 | (64,527) | 55,788 |  |
|  | Health & Recovery Plan (HCBS-HARP) | |  | 49,850 |  | 49,850 |  |
|  | **Total Advance Funding Payable** | | $ 76,308 | $ 221,725 | $ (154,144) | $ 143,889 |  |
|  **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 Oct. 31, 2016: | | | | | | |  |
|  | **Program Name** | | **Beginning Balance at January 1st** | **+ Contributions** | **<Assets Released from Temporary Restrictions>** | **Ending Balance at Oct. 31, 2016** |  |
|  | Columbia County -CARTS & Receptionist | | - | 49,000 | (40,833) | 8,167 |  |
|  | Columbia County Depts.-CARTS | | - | 19,000 | (15,833) | 3,167 |  |
|  | Columbia County Cancer Fund | | 11,831 | 3,681 | (9,473) | 6,039 |  |
|  | Greene County Cancer Fund | | 8,690 | 3,478 | (3,077) | 9,091 |  |
|  | 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 | $ 75,159 | $ (77,002) | $ 37,004 |  |
|  |  |  |  |  |  |  |  |
|  **Change in Unrestricted Net Assets** - For the ten months ending October 31, 2016, increase of $37,440 with Total Revenue of $1,405,483 and Total Expenses of $1,368,043. | | | | | | |  |
| Statement of Activities | | | | | | |  |
| **Revenue and Support** | | |  |  | October 31, 2016 | October 31, 2015 |  |
|  | Grants - New York State | |  |  | $ 878,012 | $ 839,153 |  |
|  | Grants - Federal (HRI) | |  |  | 12,397 | 17,136 |  |
|  | Transportation - Medicaid | |  |  | 165,813 | 156,116 |  |
|  | Greene County DSS | |  |  | 35,106 | 29,953 |  |
|  | Columbia County Departments: | |  |  |  |  |  |
|  | OFA: NY Connects, Senior Transportation | | |  | 108,880 | 68,465 |  |
|  | Dept. of Human Services | |  |  | 8,241 | 7,615 |  |
|  | Dept. of Health | |  |  | 634 |  |  |
|  | Albany Medical Center | |  |  | 7,125 |  |  |
|  | Donations - Transportation | |  |  | 7,387 | 7,518 |  |
|  | Donations - Others | |  |  | 150 | 20 |  |
|  | Interest - Bank Accounts | |  |  | 1,032 | 1,247 |  |
|  | Investment Income | |  |  | 869 | 266 |  |
|  | Unrealized Gain (Loss) on Investment | |  |  | 496 | (385) |  |
|  | Foundation Revenue-FCH & Dyson | | |  | 62,767 | 109,054 |  |
|  | Miscellaneous Revenue - NYS Interest & Others | | |  | 431 | 556 |  |
|  | In-Kind Rent - Columbia County | |  |  | 38,813 | 38,813 |  |
|  | **Total Revenue and Support** | | |  | 1,328,154 | 1,275,527 |  |
|  | **Assets Released from Temporary Restrictions** | | |  | 77,329 | 86,576 |  |
|  |  | **Total Revenue and Other Support** | | | 1,405,483 | 1,362,103 |  |

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

**Meeting of the Executive Committee**

**November 30, 2016**

**Executive Director’s Report**

**Board and Community Relations**

* Since my last report, I attended the Capital Region Planning Consortium meeting in Albany
* I also attended “Collaboration for Results: The Principles and Practices of Collective Impact” on November 3rd in Great Barrington, MA. I would like to recommend the speaker for our annual meeting in April
* I provided my grant writing workshop for Consortium and DHS employees on November 4th

**Strategy & Program Planning**

* We are preparing our submission to OASAS in response to the Community Coalitions RFA. This will be submitted by December 14th. Regardless of whether or not we get funded, the process of preparing the proposal, including discussions with multiple partners and stakeholders, has been a useful one, and will inform our work going forward.
* We continue to participate in a group process to craft a set of recommendations to the CC Board of Supervisors regarding strategic investment of dollars to address the opioid epidemic
* We continue to meet with key network members to plan the Pain Fair at CGCC in 2017
* We continue to participate in the Southern Hub Behavioral Health Planning Group. The next meeting is currently being scheduled for some time in December.

**Resource Development**

* This month, we prepared and submitted an application for ongoing financial support ($44,000) for the Prescription Access and Referral Program to the Dyson Foundation; a determination is expected shortly.
* This month, we prepared and submitted an application for ongoing financial support ($25,000) for the Transportation Program to the Foundation for Community Health; a determination is expected shortly.
* We have executed the contracts with CCOFA for the NYConnects Year 11 ($43,987), starting October 1, 2016, and for the MIPPA monies ($2,710).
* We have been advised that the RFP for the next round of funding for the NYConnects Expansion and Enhancement Program will be issued in December, with an effective date of January 1, 2017. It is unclear what the funding allocation for Columbia County will be.

**Fiscal Management**

* Carol Hausamann of Marvin and Company will make a presentation on the audit to the Board of Directors at its meeting on December 7th.
* We received four bids for IT services in response to our RFP. Our current vendor, i.t.s. of West Coxsackie, submitted a bid, which will almost certainly be selected, as it is less by half than all the others. We will select a vendor by December 9th.

**Personnel Management**

* Susan Ortabas has returned to work as our Office Receptionist and Program Assistant on November 7, 2016. It is anticipated that she will be absent for another 6-8 weeks starting in February 2017, during which time we expect to engage a temp.
* Aleshia Boyle has decided to return to school on a full-time basis starting January 17, 2017. We are currently advertising for her replacement.
* Open enrollment for personnel lines of insurance began on November 14th and will end on December 16th.
* The annual performance evaluation process for staff has begun. I will be meeting with the six people who report to me directly in December.

**Upcoming events**

* I will be participating in the training, sponsored by MHANYS, on Wednesday, December 7, 2016 on employing individuals with disabilities
* I will be volunteering as an employer for Workforce’s Speed Networking Session on December 8th
* I will be attending the Greene County Chamber of Commerce’s Holiday Party on the evening of December 8th