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

**Executive Committee**

**Notes from the meeting of July 26, 2017**

**Attending Members:** Robin Andrews, Art Proper, Beth Schuster, Tam Mustapha

**Absent Members:** Linda Tripp, Theresa Lux

**Staff Members:** Claire Parde, Lisa Thomas

**CALL TO ORDER**

Meeting was called to order at 9:02 a.m. by President Beth Schuster

Executive Director’s Report

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

**RE: Medicaid transportation--**We gather that we are one of the few providers that do both Fee-For-Service and contracted (flat rate) service delivery. Consequently, we are mystifying to the customer service reps at MAS, who continue to code our trips improperly. Our regional service representative from MAS recently spent two hours at our office correcting the MAS coding errors. It should be noted that our transportation program staff members, Jim and Marcy, have had great attitudes throughout this and all the ups and downs in the program this year.

**RE: funding cuts--**Salary increases for 3 staff are pending, but will be paid retroactively when the budgets are approved. Funding cuts haven’t caused us to reduce hours for any staff, but we have shifted staff time to other contracts.

**RE: personnel—**The public sector continues to draw our staff away, and we are unable to compete with the wages and benefits it can offer. Initially, we thought we wouldn’t fill the recently vacated Public Education and Outreach Coordinator position for CSP, but there is a 6 month extension on the contract, so it won’t end until September 2018. Furthermore, the third member of that three-person staffing plan plans to retire in February, so it’s unreasonable to think one person can fulfill the contract deliverables on her own. Therefore, we must hire.

We considered combining the Office Manager and Receptionist positions, but found this model too challenging, as the Receptionist spends the majority of her time answering inquiries about and scheduling appointments for the Navigator Program. We will seek approval from DOH to increase the allocation of the Receptionist’s time to the Navigator contract.

We typically advertise open positions with the Register Star and Workforce Investment. We are now also using idealist.org. It is inexpensive and attracts people looking to work in the non-profit sector. We received our best candidates for the Office Manager position from this source.

During the vacancy in the Office Manager’s position, Claire asked for patience from the Board, as managing Board communications constituted a large part of that position’s duties.

Other discussion

There was a discussion about whether or not to hold the Board meeting next week. Because there isn’t a lot of business, the Executive Committee decided to cancel the meeting. Board members will be invited to the next Executive Committee meeting, scheduled for **August** **23, 2017,** to work on revising the mission statement.

**ADJOURNMENT**

The meeting was adjourned at 9:32am.

*Notes respectfully prepared and submitted by Lisa Thomas on July 26, 2017.*

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

**Executive Committee Meeting**

**July 26, 2017**

**Executive Director’s Report**

**Update on Medicaid transportation**

We transitioned from FFS to contracted service delivery effective June 1st. While service delivery to our clients was seamless and smooth, there have been numerous complications, all originating from MAS, related to attestation and billing that have created huge administrative burdens for our Transportation Program Team members. While they are patiently and persistently pursuing resolutions to these problems, we do expect delays in reimbursement as a result.

**Update on funding cuts**

At this time, we have submitted revised budgets and work plans for the Rural Health Network Development Program contract (April 1, 2017-March 31, 2018), which was reduced from $240,000 to $189,383 (a difference of $50,617, or 21.1%). We have also submitted revised budgets for the Cancer Services Program Infrastructure contract for period 5 (April 1, 2017 – March 31, 2018), which was reduced from $140,000 to $133,000 and the contract for period 6 (April 1, 2018 - September 30, 2018), which was reduced from $70,000 to $66,500. As these are considered contract amendments, all are being subject to close end lengthy scrutiny. Although we have been invited to voucher for first quarter expenses on the RHN contract, we expect reimbursement to be delayed. For CSP, we have been paid for April and May, so no delays are expected on the June voucher.

Previously, we had been advised that the NYConnects base funding ($43,987) was eliminated from the state budget for the next grant period beginning October 1, 2017. Subsequently, NYSOFA informed CCOFA that they “found” funding through March 31, 2018.

**Update on personnel**

* Karen and Lisa have interviewed candidates for the Youth Engagement Coordinator for our Tobacco Control Program, and will be extending an offer shortly.
* Tony Markham, Office Manager, resigned in order to take a civil service job at Taconic Hills High School. His last day was effective July 21st, 2017. We are currently advertising for that position, and have already received 12 applications, three of which are scheduled for interviews next week.
* Holly Hedgepeth, Public Education and Outreach Coordinator for the Cancer Services Program, resigned in order to take a civil service job in the County’s HR Dept. at 401. Her last day will be July 28th. We will be advertising for that position shortly.
* Susan Ortabas has advised us of her intention to retire. She will formally separate from service on September 8th, but has expressed her willingness to work on a temporary casual basis, doing both front office and downstairs reception duties as needed.

**Policy**

* We continue to keep a careful watch on national health care policy initiatives. Please look for the For Your Health column in the 7/18 Register Star entitled, “What Repeal and Replace Means for Medicaid.”