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

**Executive Committee**

**Notes from the meeting of September 27, 2017**

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

**Absent Members:** Theresa Lux

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

**CALL TO ORDER**

Meeting was called to order at 9:05 a.m.

**EXECUTIVE DIRECTOR’S REPORT**

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

Additional notes:

**Program Management**

With the current budget cuts, we have not had to lay off or reduce the hours of any staff, but we have shifted costs. For example, some of Claire’s time is now being charged to some programs (Navigator, Tobacco) to which she wasn’t previously allocated.

A request for applications was issued by the New York State Office for the Aging yesterday for NY Connects “base” funding for the period starting October 1, 2017 through March 31, 2018. This isn’t a competitive application process. We are one of the few counties that subcontract through the Area Agency on Aging (i.e. Columbia County Office for the Aging).

The federal government is eliminating funding for marketing the ACA. However, this won’t affect New York as no federal dollars are currently being used to support the Navigator Program. We are in the 5th and final year of the contract, but believe it will be renewed, perhaps on a smaller scale. We are a high performing contractor, and believe that we will be a competitive applicant.

**Personnel Management**

The last Office Manager didn’t work out. There were significant attendance and conduct issues in her first weeks of employment. Happily, she voluntarily resigned. We are currently advertising the position on, among other places, Idealist, which is inexpensive ($90 per add) and attracts people who want to work in the not-for-profit sector. We are committed to always conducting 2nd interviews, which, while time consuming, gives us a clearer picture of a candidate. We are also paying closer attention to inconsistencies in answers on the application with verbal answers given during the interview. The key is to be patient and wait for the right person.

The good news is that three out of the four vacancies we had this year are now filled. Our new Program Assistant brings language skills and culture to the Consortium. The Outreach Coordinator for CSP has a Master’s level education, which is not a requirement, but elevate her contribution to the program. Current funding for CSP ends on 9/30/18.

**Policy, Strategy and Program Planning**

The Graham-Cassidy bill (the latest attempt to repeal the ACA) has been pulled and won’t be voted on.

There was a forum on Tuesday in Copake about the opioid epidemic. The panelists did a good job. However, most guests were agency staff or partners, with few community members. We need to think about different approaches to reaching the public. Some suggestions are to outreach directly to business owners through the Chambers of Commerce, Corrections Officers and physicians through Columbia Memorial Hospital.

**OTHER DISCUSSION**

**Meeting frequency**

There was a discussion about decreasing the frequency of the Executive Committee meetings. It was suggested to make them every other month opposite the Board meeting. The meeting on October 25th will remain on the schedule, but the November 22nd and December 27th meetings will be canceled. Beginning in 2018, the meetings will be the first Wednesday every other month with January 3rd at 9:00 a.m. the first. Holding virtual meetings was also discussed. There is a web conferencing program called Zoom which is HIPAA compliant. The Governance Committee will explore electronic meetings.

**20th anniversary**

Next year will be the 20th anniversary of the Consortium. We should mark the occasion with special events. Some suggestions included creating a more robust publication with the history of the agency, interviewing founding Board members, consumers and supporters, utilizing the “For Your Health” column to highlight accomplishments, conducting interviews on the public access television channel and radio station, using billboards and public service announcements, and adding a tag line to email signatures. Additional suggestions are welcome.

**ADJOURNMENT**

The meeting was adjourned at 9:58am.

The next Executive Committee meeting is scheduled for **October 25, 2017.**

*Notes respectfully prepared and submitted by Lisa Thomas on September 28, 2017.*

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

**Executive Committee Meeting**

**September 27, 2017**

**Executive Director’s Report**

**Program Management**

* We have submitted a revised work plan and budget for the Cancer Services Program to reflect reduced funding amounts, and are awaiting approval.
* The revised work plan and budget for the Rural Health Network Development Program (RHNDP) that were submitted earlier this year to reflect reduced funding amounts were approved and contract documents amended.
* We have been advised that the Request for Applications for the next competitive round of the RHNDP will be delayed, as follows:

In December for a July 1 contract start date OR in April, for an October 1 start date.

This delay necessitates an extension of the current contract term, of either three months to June 30, 2018 OR of six months, to September 30, 2018.  If a 3 month extension, a maximum of 25% of the 2017-2018 contract amount will be made available; if a 6 month extension, a maximum of 50% of the 2017-2018 contract amount will be made available. (none of this is as funny as it sounds)

* We have asked our partners at the Columbia County Office for the Aging to ask the New York State Office for the Aging to provide an assurance, in writing, that there will be NYConnects funding for the period of October 1, 2017 through March 31, 2018.
* We have submitted contract renewal documents for the 5th and final year of the Navigator Program, starting October 1, 2017.

**Personnel Management**

* On August 18th, we celebrated Karen dePeyster’s 15th anniversary at the Consortium!!
* Madeline Ping was hired as the Youth Engagement Coordinator within the Tobacco Control Program. Her first day of work was August 28th.
* On September 8th, we celebrated Susan Ortabas’ retirement. We will see her again!
* Rifat Sharmin was hired as the Program Assistant/Receptionist. Her first day of work was Monday, September 25th.
* Jordyn Wartts has been hired as the Public Education and Outreach Coordinator in the Cancer Services Program. Her first day of work will be October 12th.
* We are currently seeking a full-time Office Manager. Interviews will begin next week.

**Policy, Strategy and Program Planning**

* We continue to keep a careful watch on national health care policy initiatives. Please look for the next For Your Health column in the 10/17 edition of the Register Star on the relationship between the opioid epidemic, labor shortages and the economy.
* I have been meeting once every two weeks with the “Steering Committee” of the Opioid Epidemic Response Committee, which has, among other things, planned four forums to occur from August through October at various locations in Columbia County, as well as nurtured the process of developing a recovery helpline.

**Board and Community Relations**

* On June 8th, we attended the Greene County Chamber of Commerce’s Annual Recognition Event in Windham.
* On June 15th, I attended the NYSHealth Foundation’s Reception in Albany, and the VIP Reception beforehand.
* On June 27th, I participated in the next meeting of the Human Services Advisory Council assembled by Assemblymember Didi Barrett at the Omega Institute.
* On Thursday, June 29th, I participated in a full-day strategic planning session with the NYSARH Board of Directors in Rochester, NY.
* On Friday, July 28th, I oversaw the PAS It On table at the Greene County Youth Fair.
* On Tuesday, August 1st, I attended the Governor’s Announcement at Hudson Hall regarding the Downtown Revitalization Initiative
* On Friday, August 10th, I attended the first of the County’s Opioid Forums in Hudson.
* On Monday, August 21st, I participated in interviews and the selection of a candidate for the position of Program Coordinator with the Mentor Foundation.
* On Tuesday, August 22nd, I welcomed representatives from Better Health for Northeastern NY (BHHNY) at the Consortium’s offices for a discussion about transportation
* On Friday, August 25th, I participated in a meeting of the Committee Chairs of Assemblymember Didi Barrett’s Human Services Advisory Council
* On Saturday, September 2nd, I attended the Alliance for Positive Health’s Annual Garden Party in Claverack. Board members Robin Andrews, Jeff Rovitz and Sarah Sterling were also in attendance.
* On Thursday, September 7th, I presented to a number of stakeholders in Madison County about the transportation program
* On Thursday, September 14th and Friday, September 15th, I attended the annual conference of the New York State Association for Rural Health (NYSARH) at Mohonk Mountain House in New Paltz.
* On Monday, September 18th, Robin Andrews and I met with Bob Gibson to conduct a new board member orientation.
* On Tuesday, September 26th, I attended the third of the County’s Opioid Forums in Copake.

**Upcoming Events**

* On Thursday, September 28th, I will attend the PAS It On panel discussion and screening event in Greeneville.
* On Thursday, October 12th, I will attend the fourth of the County’s Opioid Forums in Germantown.
* On Tuesday, October 17th, John Ray and I will attend the breakfast briefing on Paid Family Leave by Bond, Schoeneck and King in Albany. Spot available to other member.
* On Thursday, October 26th, we will have a site visit (audit) from our Tobacco Contract Manager
* On Wednesday, November 1st, I will be attending the Community Advisory Committee meeting to the NYSHealth Foundation in NYC.