**COLUMBIA COUNTY COMMUNITY HEALTHCARE CONSORTIUM, INC.**

**MEETING NOTES**

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| **Committee: Personnel** | **Date: 11/27/17** |
| **Attendees: Art Proper; Theresa Lux; Nancy Watrous** | **Facilitator: Claire Parde** |
| **Absent: none** | **Scribe: Ashling Kelly** |

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| **TOPIC DISCUSSED**  | **SUMMARY OF TOPIC DISCUSSED** |
| Review of Draft Policy 902: Paid Family Leave | Claire discussed the process of drafting the Paid Family Leave (PFL) Policy 902; it was written to mirror the recently updated disability policy in order to maintain consistency throughout. Claire reported that a staff memo, NYS fact sheets, and a Payroll Deduction Acknowledgement regarding PFL were distributed at the all-staff meeting on Nov. 15. Committee members felt some of the language in the policy draft was confusing; after discussion, clarifying language was decided on, and it was decided the term ‘pooled time off’ would be used consistently throughout the PFL policy. Committee members agreed that the policy draft would be revised, incorporating members’ changes, and presented for approval at the 12/6/17 Board of Directors’ meeting.  |
| Open Enrollment Benefits/Information | Claire reported that open enrollment for benefits has begun. She felt it was important that staff have more choices; to that end there are more plans from multiple carriers being offered this year. Sandy DenBesten, from brokerage firm Brown and Brown, spoke at the 11/15 all-staff meeting and explained health benefit updates/changes. Sandy also discussed short and long term disability and Paid Family Leave. CCCHC has made a point of informing staff about PFL; Sandy reminded staff that while the Consortium as employer will provide supplementary documentation, it is the carrier who is responsible for determinations regarding PFL. |
| Staffing Update | Claire reported that the Consortium is fully staffed after having had numerous positions needing to be filled; the newest staff members are:1. Youth Engagement Coordinator for the Tobacco Program—Maddy Ping
2. Front Desk Receptionist/Program Assistant—Rifat Sharmin
3. Cancer Services Program Outreach Worker—Jordyn Waarts
4. Office Manager—Ashling Kelly

Claire referred to this as “an interesting moment” in CCCHC; the staff is more racially, ethnically, and politically diverse than has previously been the case.  Of note, Rifat Sharmin’s ability to speak Bangla, as well as some Hindi and Urdu, has greatly increased our ability to serve the local Bengali population.Claire acknowledged the recent hiring and retention challenges. At the beginning of the year the economy improved and the job market became more competitive. The chief competitive employer in this area is the county. Because the Consortium isn’t able to compete with county salaries or benefits, a strong effort was put into searching for purpose-driven candidates. The interview process was expanded to discuss CCCHC’s mission, environment, and stable workforce; the latter speaks to the quality of, and staff attachment to, the Consortium as a workplace. |
| Upcoming 2018 Challenges | Both the Rural Health Network and Navigator programs will be putting out RFPs, as early as December of this year. Current grants have been extended through the RFP process. CCCHC weathered funding cuts in 2017 with no implications for staff in time or pay cuts. There is concern that with NYS facing a possible two-to-eight billion dollar budget shortfall in 2018, and a potential dramatic decrease in Medicaid spending, difficult decisions may have to be made. |
| Next Meeting | The next Personnel Committee Meeting is scheduled for **9:00 am on 2/9/18 at the Firemen’s Home**.  |