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

**Executive Committee**

**Notes from the meeting of November 2, 2022**

*Note: This meeting was held virtually on the Zoom web platform.*

**Attendance**

Committee Members: Scott Thomas, Art Proper, Chelly Hegan, Jack Mabb, Robin Andrews

Staff Members:Claire Parde, Lisa Thomas, Ashling Kelly

**Call to Order**

Committee Chair Scott Thomas called the meeting to order at 9:02 a.m.

**Executive Director’s Report**

**New York State Contracts**

Claire reported that the agency is still awaiting DOH approval for the Tobacco Control Program’s Year 4 work plan and budget. The new Contract Manager for that program sent a communication containing sensitive wage information to the program’s frontline staff. Claire contacted the Contract Manager to object and request that in the future information of this type only be sent to senior staff. The Contract Manager referred the matter to the Program Manager who replied that this is how they have always sent information—which is patently untrue—and that they will continue to do so despite our concerns about the practice. It was an extremely frustrating exchange, and has diminished our partnership, which is 20 years old, with the Bureau of Tobacco Control (BTC) and its staff.

The Navigator program work plan and budget have been approved. As is our standard practice, we had waited to make the upward wage adjustments that accompany every new contract year until the budget is approved; now that it has been, those adjustments will be made in the next payroll cycle.

January 2023 will start the final year of the current RHN contract. A request for the 2023 contract year work plan and budget is expected in late February/early March.

John Ray was able get MWBE reporting current. A waiver request was submitted and approved. The agency was asked to report back as far as 2013, which was the *prior* Navigator contract (2013-2018); we are awaiting approval of the waiver submitted for that period. Staff have been asked to submit MWBE quotes with purchase orders moving forward, which will make John’s task of reporting good faith efforts to purchase from MWBE easier going forward. Claire is waiting for a response to the question of whether it is permissible to pay more for goods and services that meet MWBE requirements.

**Other Contracts**

The Foundation for Community Health (FCH) provides sustaining grants to fund ongoing program support in addition to funding general operating expenses. Historically, the sustaining grant for CARTS has been $25K; for 2023, FCH increased this amount to $27,500 to offset increased expenses due to inflation.

The agency has renewed the CARTS contract with Greene County for 2023, increasing the rate for use of the wheelchair accessible minibus.

**Other Project Work**

Claire updated the group on additional project work with which she has been involved, reporting that she has been working with DSS and other organizations to examine the needs of, and resources available for, the migrant/immigrant population. The work culminated in an October 3rd stakeholders meeting.

Claire has worked with a group of Community Services Board members to develop a local services plan for next year. There is also a big push to complete the Community Health Improvement Plan/Community Services Plan, which will be presented to the CMH Board of Trustees on 11/29 for approval.

The CARTS strategic design project is in the testing phase; Claire and the team will meet with the consultants on 11/18 to cap off the project.

**Personnel Management**

Claire updated the group on the Public Health AmeriCorps Program. Originally, the agency sought to fill two AmeriCorps positions, one as a CARTS assistant, the other as a Health Educator. Claire determined that the agency did not have the capacity to provide as much supervision and guidance as the sole applicant for the Health Educator position would have required, and had decided not to fill the position. However, RHNSCNY then contacted Claire about another candidate, who the agency then interviewed. The individual is deeply devoted to rural health, has much more relevant education and experience than the previous candidate for the position, and is capable of working independently with light supervision. Following the interview, Claire made the decision to move forward. We are waiting to set a start date. Having received no applications for AmeriCorps position in Transportation, Claire is considering hiring someone for it.

Claire reported that a recent building fire drill at a time in which Claire and both agency safety marshals were out of the office demonstrated the need for updated building safety training for staff. As safety marshal, Lisa Thomas conducted the training at the most recent staff meeting; the training was recorded for future use. Lisa will also conduct a training at the upcoming drivers meeting.

The agency will be holding its annual sexual harassment training in December. Last year we used the free pre-recorded training that our insurance company provided, but this year we will have live remote training conducted by one of the attorneys at Bond, Schoeneck and King. They are allowing us to record the training so that we may use it for a training session with our drivers as well. There will be an additional segment for supervisors, who need to be aware of recent changes, which include the fact that NYS has lowered the bar on what can serve as the basis for a harassment suit, and that supervisors can now be held personally liable in harassment suits.

Claire reported that open enrollment for benefits will begin November 21st. Historically the agency has contributed 100% of the base plan for health and dental. That will likely be the case this year, but Claire is considering whether to make a change in anticipation of higher rates next year, while still keeping the benefits package rich.

**Other**

The Rip Van Winkle Foundation invited the Consortium to submit a request for support. Typically, Claire requests $20-30k; this year she will be requesting $50k to offset a significant increase in driver payroll that is anticipated for 2023. We have added more drivers, and are hoping to provide a 3% increase to drivers’ wages. RVW asked Claire to submit her request in those terms, illustrating the projected increase in driver wage and fringe expense.

**Proposed Personnel Policy revisions**

The Committee reviewed proposed changes to three Personnel Policies as follows:

Policy 201 - Equal Employment Opportunity: added ‘reproductive health decision-making,’ per recommendation from Bond, Schoeneck and King

Policy 203 – Reasonable Accommodation: added a section to include reasonable accommodations for victims of domestic violence

Policy 602 – Paid Leave Benefits: added a section explicitly stating the agency reserves the right to require or deny use of paid leave; renumbered the sections within the policy; changed the title of one section.

Claire noted that most of the changes were small ones. After brief discussion, the committee voted to approve the revised Personnel policies as written. ***Motion made by Robin Andrews, seconded by Chelly Hegan, and unanimously approved.*** The committee members suggested the changes be shared with the entire Board at its next meeting in December.

**Review of the Executive Director Evaluation**

Claire, Lisa and Ashling left the meeting at 9:45 a.m. so that the committee members could review and discuss the Board members’ responses to the Executive Director Evaluation.

**Adjournment**

The meeting was adjourned at 10:13 a.m.

**Next meeting**

The next meeting of the Executive Committee will be on **January 4, 2023 at 9:00 a.m.**