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

**Executive Committee**

**Notes from the meeting of January 4, 2023**

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

**Attendance**

Committee Members: Scott Thomas, Art Proper, 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 9:05 a.m.

**Announcements**

Committee Chair Scott Thomas requested that, moving forward, announcements top each Executive Committee meeting’s agenda.

**Executive Director’s Report**

**Personnel Management**

Claire reported that the NY Connects Information and Assistance Specialist, Steve Vandenburgh, resigned. His last day of work was December 30, 2022. This prompted a reevaluation of that program’s staffing structure. The decision was made to reduce total staff time for this position from 1.4 FTE to .8 FTE. Rachel Cole, currently the Consumer Assistance Programs Specialist as well as a Navigator, will leave the Navigator Program to become the Consumer Assistance Program Coordinator. In this role, she will be allocated to the NYConnects at .8 FTE, with the remaining .2 FTE given to the Financial Assistance and Prescription Access and Referral Programs. This change takes effect on January 23, 2023.

For many years, the Executive Director has served as the RHN Program Manager. A new position, RHN Coordinator, has been created, and will be filled by current Navigator Victoria Juliano who will be the principal person responsible for RHN deliverables. This change will take effect on or after March 1st.

Claire noted that the full-time Navigator position vacated by Victoria should be relatively easy to fill, as it doesn’t require any previous related experience. The main requirements are great interpersonal skills, eagerness to learn, and the ability to use a computer. That said, the starting hourly rate of $17.00 may pose a challenge.

The AmeriCorps Public Health Educator, Kyle Sasso, begins on January 4th with an orientation session.

Claire noted that in general, she has been considering succession, and how to grow people within the organization as some senior staff approach retirement.

**Other**

Claire informed the committee that there is an insurance claim against the Consortium due to minor incident in CARTS. The incident did not warrant any disciplinary action against the driver, and the insurance company is handling the claim, which is the first during Claire’s tenure.

**Development Committee Discussion**

Claire reminded the group of the discussion that took place in 2022 regarding the creation of a Development Committee or task force to assist with the hiring of a Director of Development and Communications. With assistance from two Board members, a position description and ad have been created. Claire emailed them to the Executive Committee members and will use them in advertisements the following week if there are no changes recommended. Claire expressed a need for members of the Board to participate in the interview process, help inform the development plan, and serve as resources in identifying potential donors and facilitating introductions. The group agreed that this should be added to the February Board of Directors meeting agenda.

**Strategic Discussion Topics**

The group considered topics for the Board meeting’s Strategic Discussion and identified the next three: strategies for maintaining services with a reduced workforce; handling leadership burnout; planning and hiring for succession.

**Board Member Update**

Claire reminded the group that network member Jack Mabb is retiring from the Department of Health effective January 13. While this means he will no longer be a network member representative, Jack expressed his interest in continuing to serve on the Board as a consumer. Scott thanked him for his willingness to continue serving.

The new Director of Public Health, Victoria McGahan, will serve as the department’s network representative.

**Adjournment**

The meeting was adjourned at 9:57 a.m., following a motion made by Art Proper, and seconded by Jack Mabb.

**Next meeting**

The next meeting of the Executive Committee will be on **March 1, 2023 at 9:00 a.m.**