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**Executive Director’s Report to the Board**

**February 1, 2023**

**Fiscal Management**

* New York State Contracts
  + Of note is a fairly large accounts receivable that can be attributed to the **Navigator Program** grant from NYSDOH. The budget for that contract, which began on August 1st, was not approved until late October, so the State has only started to accept vouchers for reimbursement of the expenses that were incurred, asking that the submission of each month’s voucher is separated by approximately two weeks.
  + The **RHN Program** contract year begins on January 1st. In December, we were asked to submit a document that outlined the deviations from the work plan and budget of the 2022 contract year that are expected in 2023, but we won’t be asked to submit the work plan and budget proper until after all the fourth quarter vouchers have been submitted and paid (circa March).

**Personnel Management**

* Kyle Sasso, our Public Health Americorps Member, started his term of service with us on January 4th. He will be committing about 20 hours per week from the present through early November. His duties will largely be devoted to supporting the implementation of the Community Health Improvement Plan (CHIP) and Public Health Education. Karen dePeyster from Tobacco Free Action is assisting with this work by serving as a second supervisor.
* Steve Vandenburgh, NY Connects Information and Assistance Specialist, resigned effective December 31, 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 be promoted to 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.
* Sarah Trafton, who served as the Community Engagement Coordinator for the Tobacco-Free Action Program, also resigned, effective January 27th, to pursue her passion for digital marketing with Kathode Ray Media. We have begun to advertise for her replacement.
* 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. We have begun to advertise for her replacement.
* The third and final position for which we are currently hiring is that of the Director of Development and Communications. Please see all of these employment opportunities (and share them!) at <https://www.columbiahealthnet.org/about/employment/>

**Board and Community Relations**

* In December, I met with Supervisors Chameides, Hotaling and Collins regarding CARTS
* I hope to be scheduled shortly to meet with the Board of Directors of the Home for the Aged with the hope of garnering support for CARTS
* I spoke to the Leadership Columbia-Greene class on January 19th and at the Greene County Chamber of Commerce Women in Business Event on January 26th

**Upcoming Board and Committee Meeting Dates**

3/1 Executive Committee 9:00 am

3/1 Corporate Compliance Committee 10:00 am

3/22 Governance Committee 1:00 pm

3/28 Budget and Finance Committee 3:00 pm

4/5 BOARD OF DIRECTORS ANNUAL MEETING 2:30 pm