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

**Executive Committee**

**Notes from the meeting of May 3, 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 9:00 a.m.

**Staff Recruitment**

Claire reminded the group that there had been three open positions at the Consortium, which included a Navigator, a Community Engagement Coordinator in the Tobacco-Free Action Program, and the Director of Development and Communications. She reported that we have also lost a second Navigator, Victoria Juliano, who left the agency to take a position in the State Office for Mental Health. When asked if there might be anything the agency could do to prevent her departure, she replied that she wanted and needed the salary and benefits that accompany public sector employment.

Claire had planned to move Victoria Juliano into the role of RHN Coordinator, a new position created to provide growth opportunities for her. With Victoria’s departure, Claire will continue to manage RHN.

Ashling provided an update on staff recruitment. The agency began advertising the Navigator position the first week in January, utilizing the Register Star in print and on-line, Columbia-Greene Workforce, the NY Job Bank, and Idealist.org.

Similarly, the Consortium began advertising for a Director of Development and Communications and a Tobacco-Free Action Community Engagement Coordinator through those same outlets in mid-January. In March, the agency began advertising the positions on Indeed.com, with little success thus far. Additionally, all three positions have been posted on the New York State Public Health Association Job Board. Claire reported that, as it appears unlikely we will be able to recruit the Development Director, she is considering altering the description and releasing it as an RFP for a Development consultant. It was recommended that, when the new description is written up, it be disseminated to the Board.

Claire presented a proposed change to Personnel Policy 602.5: Employee Requests for Paid Leave. She explained that the current policy requires that employees maintain three days in reserve for unexpected, unplanned needs. The advent of NY Paid Sick Leave resulted in changes to Paid Time Off, slowing the rate of accrual. Given that slower rate, the three-day reserve has proven to be a challenge for some, including new hires and those experiencing unusual and difficult circumstances that have required more use of time off. The proposed change reduces the number of days to be eld in reserve from three to two.

Following a vigorous discussion regarding the pros and cons of the policy, Jack Mabb made a motion to approve the policy revision from requiring employees to maintain a minimum of **3** working days of vacation and personal leave for unexpected needs or events to the requirement to maintain a minimum of **2** working days. Robin Andrews seconded the motion, and it was unanimously approved.

**Executive Director’s Report**

Claire reported that there continues to be a lot of activity around the CARTS program. The Transportation team meets monthly. John Ray has produced a great deal of data analysis, while Claire has developed an outreach strategy, speaking with groups, including CMH and Albany Med, and individuals, such as County Supervisors, to educate about the program’s work. She is currently working on connecting with the Board of Directors for the Home for the Aged. Recently, Claire met with other grantees of the Foundation for Community Health, all of whom run transportation programs, and it became clear that even the largest are hurting financially.

Claire anticipates that at some point the health systems will start considering transportation needs, and Claire wants to provide more education to entities who might one day be payors.

Claire noted that Michele Kraham from OFA has offered to work with Claire, the Board, and Greg Mosley on a fundraising golf tournament in 2024.

Claire reported that she had been asked to complete the building use survey for the individual planning the new county building anticipated to be built on Route 66. The indication is that it is an ongoing process, but not a fast one.

**Strategic Discussion**

 The group discussed possible strategic discussion topics, as well as potential speakers, for upcoming Board meetings.

 Claire volunteered to work on getting a speaker for the June meeting.

**Adjournment**

The meeting was adjourned at 10:00 a.m.

**Next meeting**

The next meeting of the Executive Committee will be on **July 5, 2023 at 9:00 a.m.**