

Columbia County Community Healthcare Consortium, Inc.
Executive Committee
Notes from the meeting of March 6, 2024

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

Attendance

Committee Members: Scott Thomas, Art Proper, Becky Polmateer, Robin Andrews

Absent Committee Members: Jack Mabb

Staff Members: Claire Parde, Lisa Thomas

Proposed changes to Personnel Policy 1006: Use of Social Media

The Committee considered proposed changes to an existing Personnel Policy 1006, which deals with the use of social media. The proposed changes are in response to NYS legislation that went into effect on March 1st. Since we aim to update policies in a timely way, Claire is asking the Executive Committee to approve the policy directly, using its authority to bind the Board, so it can go into effect shortly after the state law did so.

A member made an inquiry about using social media in the hiring practice; although the current policy prohibits this, the legislation allows for it. The group agreed that we will not make the policy more restrictive than the law but will continue our practice of avoiding social media in the hiring process.

Another inquiry was made about the use of social media during work time. Whenever there is a change to an existing policy, we examine its possible implications for other policies. There is, indeed, another personnel policy that speaks more directly to that. While it does not need to be updated as a result of the legislation and changes to our internal policy, staff will be reminded about it during education about the changes to Policy 1006.

The motion to approve changes to Personnel Policy 1006: Use of Social Media was made by Art Proper, seconded by Becky Polmateer, and unanimously approved.

Next steps will be to clean up the policy, incorporate it in digital and print copies at 325 and 610, add it to the Staff folder on our shared drive and website, and distribute it to staff with an attestation that they have received, read, and understood the policy. Furthermore, at this month's staff meeting, we will discuss this policy as well as provide related reminders.

Update from the Governance Committee

Governance Committee Chair Robin Andrews provided an update on the annual meeting and recognition event. The annual meeting is now confirmed for Thursday, April 11th. Roughly half of the members have terms that will expire at that time; happily, all have recommitted to another term of service.

Robin also reported that Ken Stall is retiring from his role as President/CEO at Coarc at the end of May. Coarc's longtime CFO, Karen Amanna, is currently serving as the Interim Executive Director and will ascend to the role of Executive Director upon Ken's departure. Consequently, Karen will be nominated for election as the Network Member Representative to the Consortium's Board at the meeting in April.

Robin reported that two new organizations have joined the Network: Pine Haven and the Recovery Kitchen. Consequently, she and Claire met with their administrators, Aislinn Smith and Jolene Race, respectively, and the Governance Committee will be including them in the list of nominees for election to the Board at the annual meeting.

With regard to the election of Officers, Robin reported that Scott is stepping down as President. Becky will take his place. Robin will continue as Secretary and Jack as Treasurer. We are still in search of a Vice President. Scott volunteered.

There is one more Governance meeting at the end of March. The Committee will make sure everything is in order. The Annual Meeting will be at the WICK with the party to follow. As Karen dePeyster is being honored this year, Claire will speak about Karen and ask Judy Rightmyer, her longtime colleague in the Tobacco Control Program, to do so as well. Tobacco Control colleagues will be added to the invitation list. Sponsorship letters went out to a lot of businesses. We are trying to build a donor list and use a different audience than last time. We don't want to ask the same people too many times. We will target health and human service providers for the CARTS fundraiser. It's alright if we don't raise a lot of money this time. Any funds in excess of paying for the event will go to the Community Cancer Funds. We are still in a "trying things out" mode and experimenting to build our donor base.

Executive Director's Report

Claire reported on a number of recent staffing changes:

- **Bryan Zimmerman**, who served as the Youth Engagement Coordinator in the Tobacco Control Program, had his last day was March 1st. Bryan is going to work at TCRS with Tara Eldred in the Prevention Program.
 - **Bonnie Snyder** was a full-time Navigator-in-training with the Navigator Program. She struggled mightily during her initial 3-month probationary period, after which time she chose to resign, with her last day on February 23rd.
- **Mariana Emireth Davenport** is a potential full-time Navigator. We made a conditional offer of employment, pending positive results of a background check, that was enthusiastically accepted. We hope to onboard her soon.
- **Nathan McLaughlin** is the new Director of Consumer Assistance Programs. He started on February 26th. He was the interim ED at Basilica and CREATE and was the Executive Director of Camphill Hudson. He has experience in contract management. Lisa reported that training is going well. He is pleased to be here.
- **Lisa Thomas** has assumed her role as Director of Business Operations, which is a purely administrative role. Fiscal training will begin March 25th.
- **John Ray** is now the Director of Finance. He was promoted and given a pay raise due to an expansion of his duties, including a new training and oversight role.
- **Chris Drennon** is the newest driver. There are two additional drivers starting, **Anna Maxwell** and **Mark Dusenbery**. There will be 17 active drivers. Claire attended the Driver's meeting. It was a great meeting with a great tone. Jim Funk has really grown. The drivers are proud of the agency and their role. **Floyd Mink** is the new Program Assistant for Transportation. His assistance has been life changing for Jim and Marcy. Jim can now function as a Program Director and work on special projects.

Other Discussion

Scott and Claire will discuss the 115 Waiver for Transportation and make a presentation to the Board. Members are looking forward to the annual event. New Members will get to meet others in person.

Next meeting

The next meeting of the Executive Committee will be on **May 1, 2024 at 9:00 a.m. via Zoom.**