

Columbia County Community Healthcare Consortium, Inc.

Executive Committee

Notes from the meeting of January 3, 2024

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

Attendance

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

Absent Committee Members: none

Staff Members: Claire Parde, Lisa Thomas

Proposed changes to the CARTS Policies and Procedures Manual

Claire reported that a number of changes have been made to the CARTS Policies and Procedures Manual, although most have been to procedures rather than policies. While the Board does not technically need to consider these, since procedures can be directly amended by staff, she thought the Committee would appreciate the opportunity to review the entire manual, as it has been some time since it was before them last.

Similarly, the proposed changes to policies were mostly to form and grammar. However, Claire noted that the language was strengthened regarding drivers disclosing traffic infractions. A member questioned the statement requiring clients to be Columbia County residents, as the Consortium does transport Greene County residents on a limited basis—a good point that will be reflected in an added statement about contracted services. There was another question about drivers using the phone while driving. Currently, drivers are instructed to pull over to make or receive calls, even those that are hands-free. This approach recognizes that even hands-free phone conversations can still be distracting to a driver.

The motion to approve changes to the CARTS Policies and Procedures Manual was made by Art Proper, seconded by Jack Mabb, and unanimously approved.

Proposed changes to Policy 902 regarding Paid Family Leave (PFL)

The proposed changes to the policy on Paid Family Leave stemmed from staff requesting leave during a period that included a holiday. As the policy was unclear on this point, admin was unclear how to manage the request. Lisa made an inquiry with the Department of Labor and found out that while PFL does not pay for holidays, the employer may still choose to do so during a period of leave. The proposed change provides for staff to be paid for holidays during PFL, which will be prorated based on the number of regular hours worked. Accruals will be suspended, which is in line with other leave policies. Claire asked the Committee to recommend making these changes to the Policy on Paid Family Leave to the Entire Board.

The motion to recommend the proposed changes to Policy 902 to the Entire Board was made by Robin Andrews, seconded by Becky Polmateer, and unanimously approved.

Executive Director's Report

Executive Director's Evaluation

Scott and Claire met regarding Claire's evaluation and two-year contract. Copies went to Claire, John Ray and Claire's personnel file. Scott has a document summarizing the Board's comments on the evaluation, which can go in Claire's personnel file. Scott thinks Executive Directors and Boards should do 360 degree evaluations every two years, as it is considered best practice.

Board and Committee Meeting Calendar

Claire will update the 2024 Board and Committee Meetings Calendar and send out to the Executive Committee so they can give it one last look before it is distributed to the Entire Board. Claire will also send Outlook meeting reminders for all meetings.

Staff Trainings

Staff are completing required trainings in Sexual Harassment and Abuse Prevention.

Staffing

Floyd Mink, who was a driver, is now a Program Assistant for CARTS and is already a big help. He frees up Jim to do program management tasks (i.e. 5310 contract). This contract is close to being submitted to the Department of Transportation. It has already proven to be a challenging contract to manage.

Karen dePeyster

Karen passed away on December 26th. Claire provided an update on what occurred and staff notifications. Karen's service was on Saturday and was attended by many staff and other colleagues. It was gratifying for the family. It felt like a celebration of her life.

Claire arranged for six hours of grief counseling for staff with Claudia Coenen, who she found to be responsive and flexible. Staff would have complete confidentiality and anonymity. When Claudia bills for the hours used, she will not communicate who used them.

Lisa is completing the necessary paperwork, and Claire packed up Karen's personal items for her family.

Tobacco-Free Action

Claire has a call set up with the Bureau of Tobacco Control about how best to manage the Tobacco Control contract in Karen's absence. Current staff need a lot of structure and guidance, which is more than Claire can provide. Claire has reached out to a trusted colleague of Karen's who may be able to provide program management.

Meanwhile, we are in the 5th year of a 5-year contract, which is set to expire on June 30th of this year. The RFA was issued on 12/26. The next contract starts 5/1/25. There is a 10-month gap, which suggests there will be an extension of the current contract, but the Bureau of Tobacco Control can't and won't tell us that as yet. Karen wondered if we should apply for the next contract, as she felt there wasn't a lot left to do. The existing team is not very effective and won't get better. Claire thinks there may be a lot of pressure on her to sustain the program until the end of the current contract, but plans to do what she thinks is best for the agency. Claire is strategizing for the near term, mid-term, and long term. She should have a clearer sense of those plans by next week.

End of Year Fundraising

Claire will be meeting with Sydney and will have a better sense of the total amount raised, but suspects that it isn't close to the target of \$7,500. Claire feels we asked for more donations too close to the September fundraising event. In theory, the donation from Rip Van Winkle was contingent on the match, but they already gave us the check.

Other Discussion

Claire asked if members received the Consortium's holiday card. Some did.

Next meeting

The next meeting of the Executive Committee will be on **March 6, 2024 at 9:00 a.m. via Zoom.**