

**Columbia County Community Healthcare Consortium, Inc.**  
**Executive Committee**  
**Notes from the meeting of July 5, 2023**

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

**Attendance**

Committee Members: Scott Thomas, Art Proper, Becky Polmateer, 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 9:02 a.m.

**Personnel Policy Revision**

Claire introduced the proposed revision to Personnel Policy 501.5 – Unpaid Leave for Nursing Mothers to Express Breast Milk, which was sent to the committee prior to the meeting, along with the previous version and a document illustrating the changes from that version to the revision. Claire explained that the Consortium already had an existing policy, written when the agency was working with the Breastfeeding Coalition several years ago. However, New York State recently created legislation with very explicit requirements. The existing policy was nearly compliant with that new legislation but needed a few changes to be fully compliant. Claire noted that, while some of the requirements will be challenging due to the agency's physical space, we will have the policy in place and address those challenges if and as they arise.

Claire reminded the group that while typically Personnel Policy revisions are approved by the full Board, the Executive Committee is able to do so when a policy is time sensitive. NYS set an effective date of June 7<sup>th</sup> for these changes, and so it was brought before the Executive Committee.

Robin Andrews made a motion to approve the revisions to Personnel Policy 501.5; the motion was seconded by Becky Polmateer and unanimously approved.

Scott Thomas will advise the Board of the change in his President's Report at the August meeting.

**Annual Recognition Event/Fundraiser Report**

Claire reported on a recent informational meeting with Michelle Kraham of Office for the Aging regarding the possibility of a golf tournament fundraiser in the future. Michelle has a great deal of experience with this type of event and is an excellent resource. Robin and Becky also participated in the meeting. Claire noted that this type of event would be a great deal of work, and require heavy reliance on a base of volunteers the agency does not have. She concluded that while a golf tournament is an option that we may revisit at some point in the future, we would continue to rely on the Annual Recognition event as a fundraiser.

Claire then updated the group on the upcoming Annual Recognition Event and Fundraiser. A meeting was held with Becky and Robin to assess the near-term needs for the event; Claire expressed her appreciation for Robin and Becky's feedback. A sponsor list was developed, and Claire has drafted a sponsorship letter that includes information about the CARTS program in an effort to educate potential sponsors about CARTS and its work. The goal is to send the sponsorship letter out by the end of the week, with a response due by the end of July. Invitations to the event will be sent in mid-August. The committee offered a few additional suggestions regarding the sponsorship letter and attendance.

## **Executive Director's Report**

Claire provided a report on her ongoing efforts to secure additional funding. The Dyson Foundation, which had granted the Consortium with general operating support of \$50k in 2022 and 2023, invited the agency to apply for three years, an opportunity that was extended only to select grantees. Dyson granted the Consortium \$65k for 2024, and \$55k for each of the two following years, for a total of \$175k over three years. The contract manager reported that Claire had made a good case for enhanced support to CARTS, and that the Foundation generally loves the Consortium's work.

Claire gave a presentation to the Board of Trustees at the Home for the Aged. She has since heard informally that they will be granting the Consortium \$50k this year and another \$50K in the next.

Claire has also submitted a letter of inquiry to Mother Cabrini Health Foundation. She has received an invitation to submit a full application for \$125K, due at the end of July.

The last installment of the \$100k grant from Foundation for Community Health is expected in August.

Claire reminded the committee that last fall she had reported that the CARTS minibus, carrying two passengers, had gone over a speed bump too quickly. At the time, the passengers had said they were not injured and that it was not the driver's fault. The passengers are now suing the Consortium for \$2M, as well as the driver and Herzog Supply Company, which owns and operates the Kingston Mall, where the incident occurred. Upon receiving notice of the lawsuit, Claire contacted our insurance broker who submitted it to the carrier, and the carrier has assigned it to an attorney. Claire is now waiting to be interviewed. Claire noted that this is the first time the agency has been sued in her twelve-year tenure. The Consortium has ample coverage, and the driver is covered by the Consortium's insurance.

## **Strategic Discussion**

The group discussed possible discussion topics for upcoming Board meetings, and agreed that it would be valuable to provide program overviews and updates to the Board. It was determined that Claire will provide a presentation on the CARTS program at the August 2<sup>nd</sup> Board of Directors meeting. Lisa Thomas will present on the Consumer Assistance programs at the October meeting, and the Navigator program in December.

The group also discussed the Consortium's Strategic Plan. It was agreed that time would be set aside at the September Executive Committee meeting to review and discuss the Plan.

## **Adjournment**

The meeting was adjourned at 10:00 a.m. following a motion by Robin Andrews.

## **Next meeting**

The next meeting of the Executive Committee will be on **September 6, 2023 at 9:00 a.m.**