



Executive Director's Report to the Board December 6, 2023

Fiscal Management

- NYS Grants and Contracts:
 - Tobacco (TOB): Reimbursement for expenses incurred on this contract is current through September, with the exception of the June voucher of approximately \$8K, which is outstanding while awaiting the approval of a budget modification
 - Navigator (NAV): On 11/21, the Year 5 budget and workplan was approved and we are now able to submit vouchers for expenses incurred since August. Thus far, we have submitted vouchers through October and been reimbursed through July
 - Rural Health Network (RHN): On 12/5, we submitted a final budget modification for 2023/Year 5, a budget for 2024/Year 6, and a combined budget for 2023/2024, Years 5 and 6. We have been reimbursed for expenses through the 3rd quarter (July 1 to September 30).
 - NYSDOT 5310: We are currently confirming the specifications of the vehicle to be ordered, after which time the contract documents will be executed
- County grants and contracts:
 - NYConnects (NYC): On 11/15, NYSOFA approved our subcontractor budget and work plan, and vouchers have been reimbursed by the County through September
- Other:
 - The transitions from one recordkeeper (Nationwide) to another (John Hancock) is now complete. The process was smooth and painless.

Personnel Management

- Managing in the Office Manager's absence
 - Lisa Thomas continues to undertake the lion's share of the work, which has included overseeing the open enrollment period for staff benefits that occurred between November 15th and 30th, coordinating IT work to be undertaken at both offices, and renewing our IT services contract for 2024
- Staff Vacancies and Hiring
 - We have successfully on-boarded Bonnie Snyder as a full-time (35 hrs/wk) Navigator (health insurance enrollment services); Bonnie's first day was 11/13
 - We continue to have a vacancy in the part-time (21 hrs/wk) position with our Navigator Program but are not actively seeking to fill that position at this time

- We have also decided against continuing to advertise for the full-time (35 hrs/wk) Office Manager position. Instead, we are planning to redesign the administrative team over the next year.
- Floyd Mink, who has been serving as a temporary casual (per diem) driver for the Consortium, was hired as a part-time (30 hrs/week) CARTS Program Assistant. His first day in the capacity of a regular employee was Monday, December 4th.

Fundraising and Development Report

- We have renewed our contract with Sydney Keiler to serve as the Director of Development and Communications for an additional 6-month term starting October 1st, 2023 and ending March 31, 2024.
- Based on Sydney’s recommendation, we have licensed Bloomerang for a period of two years. This platform will support a donor database, mass email communications, and an event registration page.
- The year-end campaign, initiated with a letter and social media post on Tuesday, November 28th and concluding on December 31st, is under way. By way of reminder, the purpose of this campaign is to generate \$7,500 in contributions from the community to “win” a challenge grant of an equal amount from the Rip Van Winkle Foundation. The monies raised will constitute the local match required by the NYSDOT for the purchase of our wheelchair accessible van.
- We are delighted to report that we have been awarded \$125,000 by the Mother Cabrini Health Foundation for CARTS in 2024 based on the application I made to that foundation in July of this year.

Board and Community Relations

- On November 1st, Governance Committee Chair Robin Andrews and I were delighted to meet with Maria Ostrander, the prospective candidate to become the Network Member Representative to the Consortium’s Board of Directors for Columbia-Greene Community College
- On November 14th, I participated in the semi-annual meeting of the Community Advisory Committee of the NY Health Foundation
- On November 16th, National Rural Health Day, I was recognized as the “Community Star” for the state of New York by the National Organization of State Offices of Rural Health (NOSORH). A profile can be found at <https://powerofrural.org/2023-community-stars/#:~:text=Presenting%20the%202023,work%20is%20built>.
- I have been providing assistance to the New York State Association for Rural Health (NYSARH) and the NYS Children’s Alliance (NYSCA) to organize and promote a meeting regarding Child Advocacy Centers. Specifically, my job was to invite and remind elected officials from across the Hudson Valley to attend a forum in Poughkeepsie, which I will facilitate, on Wednesday, December 13th.

Upcoming Board and Committee Meeting Dates

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| • 1/3 Executive Committee | 9:00 am |
| • 1/23 Budget and Finance Committee | 3:00 pm |
| • 1/24 Governance Committee | 1:00 pm |
| 2/7 Board of Directors | 2:30 pm |

A calendar listing all the board and committee meetings for 2024 will be distributed via email.