



## Executive Director's Report to the Board February 7, 2024

### Fiscal Management

- **NYS Grants and Contracts:**

- **Tobacco (TOB):** We have submitted a claim for payment through December and have been reimbursed for expenses incurred on this contract through November, with the exception of the June 2023 voucher of approximately \$9K, which we cannot submit until such time as we can modify that Year 4 budget. We also must submit a budget modification for the current Year 5 budget, resulting in a receivable of approximately \$20K. We have been advised by the state that we cannot submit any budget modifications at this time, due to the transition from the Grants Gateway to the State Financial System.
- **Navigator (NAV):** We have submitted vouchers through December and been reimbursed through October.
- **Rural Health Network (RHN):** We recently submitted a claim for reimbursement for the 4<sup>th</sup> quarter (October 1-December 31, 2023) that fully expended the 2023 contract amount.
- State Legislative Appropriation, managed through a subcontract with **NYSARH:** We were granted \$15,310, which we applied to CARTS expenses between April 1st and December 31st, 2023
- **NYSDOT 5310:** The contract documents were executed and the vehicle is now on order

- **County grants and contracts:**

- **NYConnects (NYC):** Our vouchers have been reimbursed by the County through November

- **Other:**

- Our contract as a Certified Medicaid Transportation Provider with Medical Answering Services (MAS) was recently renewed.

### Personnel Management

- **Recent hires, separations, and vacancies**

- Bonnie Snyder was hired as a full-time (35 hrs/wk) Navigator (health insurance enrollment services) on 11/13; we will be extending her initial 90-day probationary period to more fully evaluate her ability to successfully perform the duties of the role.
- Elaine Allen, our full-time Spanish-speaking Navigator, has been out on Medical Leave since January 17<sup>th</sup>, with a date of return that is very uncertain. Consequently, we have resumed our search for both a full-time (35 hours per week) and part-time (21 hrs/wk) Navigator
- We are delighted to report that we have hired Nathan McLaughlin as the Director of Consumer Assistance Programs, taking the place of Lisa Thomas in this role. Nathan's first day will be Monday, February 26<sup>th</sup>. Lisa will continue on the Navigator contract to train Nathan, after which time she will ascend to her purely administrative role as the Director of Business Operations

## Fundraising and Development Report

- The year-end campaign, initiated with a letter and social media post on Tuesday, November 28<sup>th</sup> and concluding on December 31<sup>st</sup>, raised \$2,328. By way of reminder, the purpose of this campaign was to generate \$7,500 in contributions from the community to “win” a challenge grant of an equal amount from the Rip Van Winkle Foundation. Ultimately, the Rip Van Winkle Foundation provided us not only with the \$7,500 “challenge grant” but an additional \$6,172, for a total of \$13,672. Coupled with the other donations, this totals \$16,000, just shy of the \$16,789 check we wrote to NYSDOT for our local match requirement for the purchase of our wheelchair accessible van.
- Sydney Keiler, our Director of Development and Communications, and I are currently planning the Annual Recognition Event, with guidance and support from the Governance Committee. The event is tentatively scheduled for Thursday, April 11<sup>th</sup> from 5:00 to 6:30 p.m. at Hudson Hall, and will honor Karen dePeyster. It will be preceded by a brief annual meeting from 4:30 to 5:00 p.m. The date and time for April’s regular business meeting is still TBD.
- Sydney is also working on an “Impact Report” to replace our “Year in Review” and will also be compiling our first ever newsletter this quarter as well.

## Board and Community Relations

- December 7<sup>th</sup>—Adirondack Chamber Mixer
- December 12<sup>th</sup>—Tabled on behalf of NYSARH at the NYSDOH Public Health Corps Fellowship Program Summit in Albany
- December 13<sup>th</sup>—On behalf of NYSARH, I moderated a session in Poughkeepsie on Child Advocacy Centers from across the Hudson Valley, where our Network was very well represented by Julianne Baumann of MHA’s REACH Center.
- December 13<sup>th</sup>—Columbia County Chamber of Commerce Event
- December 14<sup>th</sup>—Greene County Chamber of Commerce Event
- January 17<sup>th</sup>—I attended NYSARH’s Annual Policy Forum
- January 19<sup>th</sup>—I participated in the annual meeting of Assemblymember Didi Barrett’s Human Services Advisory Council
- January 24<sup>th</sup>—Meeting with Greene County OFA to plan topics for the Columbia-Greene Long Term Care Council

## Upcoming Board and Committee Meeting Dates

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|----------------|--------------------------------------|----------|
| • FEBRUARY TBD | Extra Governance Committee Meeting   |          |
| • 3/6          | Executive Committee                  | 9:00 am  |
| • 3/6          | Corporate Compliance Committee       | 10:00 am |
| • 3/20         | Governance Committee                 | 1:00 pm  |
| • 3/26         | Budget and Finance Committee         | 3:00 pm  |
| • APRIL TBD    | ANNUAL MEETING and RECOGNITION EVENT | 4:30 pm  |