



## Executive Director's Report to the Board April 11, 2024

### Fiscal Management

- **NYS Grants and Contracts:**
  - **Tobacco (TOB):** We have submitted a claim for payment through February and have been reimbursed for expenses incurred on this contract through January. This includes the voucher for June 2023 in the amount of \$8,749, which was part of the Year 4 budget. We also must submit a budget modification for the current Year 5 budget to capture ~\$24.5K for salary and fringe expenses incurred since July 2023, but have been unable to do so due to significant delays on the part of the Bureau of Tobacco Control (NYSDOH).
  - **Navigator (NAV):** We submitted vouchers through February and have been reimbursed through January. We have also negotiated and received approval for changes to our staffing pattern that were reflected in a budget modification request submitted on April 1<sup>st</sup>.
  - **Rural Health Network (RHN):** We submitted a claim for reimbursement for the 4<sup>th</sup> quarter (October 1- December 31, 2023) that fully expended the 2023 contract amount; as usual, payment on that contract was promptly received. We will be submitting a claim for reimbursement of expenses in the 1<sup>st</sup> quarter (January 1 – March 31, 2024) by the end of the month, and a budget modification request thereafter.
  - **State Legislative Appropriation, through NYSARH:** We received reimbursement in the amount of \$15,310 for CARTS expenses April 1- December 31, 2023
- **Columbia County grants and contracts:** Our vouchers for expenses related to senior transportation and NYConnects have been reimbursed by the County through January; additionally, we received the first half (\$26K) of our County Budget appropriation (\$52K total)

### Personnel Management

- **Recent separations, hires, and vacancies**
  - Bryan Zimmerman, formerly of the Tobacco Program, separated from the agency on March 1<sup>st</sup>. He is now working as the Family Support Navigator for the Prevention Program at Twin County Recovery Services.
  - **Nathan McLaughlin started as** the new Director of Consumer Assistance Programs on February 26<sup>th</sup>.
  - **Lisa Thomas** assumed her role as Director of Business Operations, which is a purely administrative role, the same day. Her fiscal training began with payroll on March 25<sup>th</sup>.
  - **John Ray** is now the Director of Finance. He was promoted to reflect an expansion of his duties, including a new training and oversight role.
  - **Chris Drennon, Anna Maxwell** and **Mark Dusenbery** were all recently hired as drivers, bringing our total of active drivers to 17.
  - **Mariana "Emi" Davenport** joined the Navigator Program as a Navigator on March 11<sup>th</sup>. She is currently going through NYSDOH's extensive training program at a good clip. When fully certified, she will be able

to share the work currently being borne by our Navigator Program Coordinator, **Doreen Rodriguez**, who has been doing a tremendous job holding down the fort as a “one-woman show”

- o We recently negotiated and received permission to create and fill the position of **Program Assistant** with the Navigator Program. This position will perform a number of duties associated with the program, including responding to inquiries, scheduling appointments, and greeting and directing consumers. They will also perform general reception functions at the front window.
- o We are currently hosting a volunteer, **Anthony Brucculerri**, who is performing some basic clerical duties for us.

## **Fundraising and Development Report**

- To date, the sponsorship request for the Annual Recognition Event raised just over \$4,000. As our expenses for the event are less than \$2K, this will allow us to add over \$2K to the Community Cancer Funds.
- This year, we are introducing an “Impact Report” to replace our “Year in Review”. You will find postcards at the Annual Recognition Event with a QR code to the entire report, but printed copies can also be made available upon request.
- We are also introducing a quarterly newsletter, which will be sent shortly after the Recognition Event.
- As soon as the Recognition Event is behind us, we will immediately start to plan the CARTS fundraiser, which we plan to schedule in July or August
- We are happy to report that a recent meeting with our contract manager at the Mother Cabrini Health Foundation made it clear that we are strongly encouraged to apply for a renewal of our current grant for CARTS in the amount of \$125,000. I will be submitting a Letter of Inquiry by April 25<sup>th</sup>

## **Board and Community Relations**

- We provided a Letter of Support to the American Lung Association for its application to NYSDOH for the next 5-year Tobacco Control Program contract
- Governance Committee Chair Robin Andrews and I met with prospective board candidates, Aislinn Smith of Pine Haven, Karen Amanna of Coarc, and Jolene Race of the Columbia County Recovery Kitchen
- Met with Samantha DeCicco to discuss the Community Paramedicine Project
- Met with Jordan Neves, the new Executive Director of the Greene County Rural Health Network
- Met with John McInerney, social worker for the Greene County Family Court
- Participated in an interview and focus group regarding health equity in Greene County

## **Upcoming Board and Committee Meeting Dates**

- 5/1 Executive Committee 9:00 am
- 5/1 Corporate Compliance Committee 10:00 am
- 5/15 Governance Committee 1:00 pm
- 5/28 Budget and Finance Committee 3:00 pm
- 6/5 Board of Directors 2:30 pm