**Columbia County Community Healthcare Consortium, Inc  
Notes from the Board of Directors Meeting of March 19, 2014 (rescheduled from 2-5-14 due to inclement weather)**

**MEMBERS PRESENT:** PJ Keeler, J. Slater, B. Schuster, L. Evans, K. Stall, K. Dornemann, R. Andrews, T. Sharpe, J. Rovitz, M. Cole, T. Mustapha, A. Timothy, N. Winch, J. Siry, Anne Marie Engasser (alternate for T. Lux), Sarah Sterling (alternate for Jesse DeGroodt), Nancy Watrous (alternate for J. Siry), C. Parde, K. Houston.

**GUEST SPEAKERS:** Nancy Lenhart, Sherry Wyckoff

**ABSENT:** J. Campion, A. Koweek, E. Cross, P. Mossman, K. Jablonka, L. Tripp, L. Pierro, A. Proper, T. Lux.

The meeting was opened at 2:35 PM by Jeff Rovitz. In the absence of Theresa Lux, Secretary, Jeff appointed Karyn Dornemann as Acting Secretary.

**PRESENTATION:**

Nancy Lenhart and Sherry Wyckoff from Hudson River Healthcare (“HRH”) spoke to the group in place of Allison DuBois, Chief Administrative Officer of HRH, regarding the Federally Qualified Health Center (FQHC) that HRH will be opening in Hudson. Although HRH has many locations in other counties, this will be the first in Columbia County.

Ms. Lenhart will be the Nurse Manager and Ms. Wyckoff will be the Practice Manager for the FQHC, which is scheduled to open in mid-April, pending the hiring of providers. The building, located at 750 Union Street, Hudson, had been a medical imaging office and is currently undergoing construction to meet the requirements of an FQHC.

HRH offers affordable primary and preventative health care to all, including those with Medicaid and private insurances, and those without insurance, using a sliding fee scale, and, at times, waiving any fees. They serve both documented and undocumented patients. HRH was founded by 4 women from Peekskill who were dissatisfied when they realized they were unable to receive medical treatment for their families without travelling to Westchester County.

HRH is partnering with Columbia Memorial Hospital for OB/GYN and prenatal care. Additionally, the FQHC will have an office available for clinicians from the Mental Health Center to meet with clients, as well as WIC program staff. There are plans to provide a dental van during the summer months.

HRH staff has been conducting outreach activities, including participating in the COARC Wellness Fair and visiting farms to meet migrant seasonal farm workers. The Center will be hiring 10 Community Health Workers who will be targeting the Hispanic and Bengali populations.

Beth Schuster and Tina Sharpe requested information so they may facilitate referrals to and from their agencies.

**MEETING MINUTES:**Jeff Rovitz asked the Board to consider the minutes of the Board of Directors meeting of December 4, 2013.

**B. Schuster made a motion to accept the minutes, T. Mustapha seconded the motion, all approved and the motion carried.**

**COMMITTEE REPORTS:**

Jeff Rovitz asked the Board to consider the following Committee minutes:

* Executive Committee – January 22, February 26
* Finance/Audit Committee— January 16
* Evaluation/Corporate Compliance Committee —December 18, 2013
* Bylaws/Membership/Nominating Committee – January 7, February 24
* Personnel Committee— January 10, March 14

**T. Mustapha made a motion to accept the Committee Reports as a group. B. Schuster seconded the motion, all approved and the motion carried.**

**EXECUTIVE COMMITTEE’S REPORT:**

Jeff Rovitz reported that Karyn Dornemann has agreed to become the Acting Vice President for the Board of Directors, to fill the position occupied by recently deceased Board Member Anne Zittell.

The Annual Meeting of the Consortium will be April 2nd at 5:00 p.m. at Club Helsinki. Invitations were mailed. Dr. George Davis, who served with Anne Zittell on the Ethics Committee and the Palliative Care Committee, will deliver a tribute to Anne at the Annual Meeting. There will be a presentation of the “Friend of the Consortium Award,” newly-named the “Anne W. Zittell Friend of the Consortium Award” to Anne’s grandson, David Peters, who will accept on behalf of the family.

The Executive Committee reviewed the revised Transportation Program Policies and recommended that the Board of Directors approve them.

**L. Evans made a motion for the Board to approve the revised Transportation Policies as presented. N. Winch seconded the motion, all approved and the motion carried.**

**EXECUTIVE DIRECTOR’S REPORT:**

Claire reported that NYSDOH has begun reimbursing vouchers dating back as far as July, making the agency’s current cash position quite strong.

The agency is in the last month of the current RHN contract, and was permitted to expense unused funds on a copy machine and a commercial grade router with wider bandwidth that will support faster computing speeds and remote access for field-based staff. This is the last of the equipment scheduled for upgrade at this time.

We submitted the application to the Bureau of Tobacco Control for funding to begin July 1st. If we are awarded the grant, it will fuel a significant program expansion and necessitate the hiring of 2 new full-time staff. This funding cycle redesigns the Tobacco Free Action Program, adding the Reality Check component to the existing Community Partnership.

Paul Knott retired and Jim Funk has been promoted to Transportation Program Coordinator.

The Cancer Services Program Outreach Coordinator position has been filled by Holly Hedgepeth from the Navigator Program.

The agency will wait to hire a new Navigator until the agency sees how busy the Navigator Program staff are after the end of the Open Enrollment period on April 1st. The position will be filled before the next Open Enrollment period, which begins in November. The Board will be notified when we advertise the position so they can refer suitable candidates.

Claire reminded the group that the Navigator Program is key to the State takeover of Medicaid and will now be serving the MAGI (Modified Adjusted Gross Income) population once served by the Department of Social Services. Additionally, the local Departments of Social Service may elect to no longer assist clients applying for emergency Medicaid. Happily, Navigators are able to expedite applications for emergency Medicaid by contacting the Call Center. While a Medicaid number may be issued, cards would not be received by clients until a later time, so we will need to keep a close eye on the issue to determine whether people begin to experience increased levels of hardship as a result of the new process. The Navigator Program is also seeking guidance from NYSDOH about providing assistance to individuals in the County Jails. Currently, NYSDOH has allowed our Navigators to assist only a very narrowly defined population—specifically, those individuals who need to enter drug rehabilitation programs as a condition of release.

As a whole, New York State’s Health Exchange has been very successful, with over 900,000 enrolled by mid-March, well on the way to reaching the NYS goal of 1.1 million by 2016.

The office is preparing for the Annual Meeting and for the Annual Report, and continuing work on the redesign and launch of the new website.

The on-site portion of the annual audit of agency finances is scheduled for the week of April 21st.

We are exploring options for an upgrade to the Transportation Program software.

**OLD BUSINESS:**

There was no old business.

**NEW BUSINESS:**

Karyn Dornemann, member of the Personnel Committee, asked the Board to consider the recommended changes to the Personnel Policy Manual as provided by the Personnel Committee.

**T. Mustapha made a motion to approve, as a group, the changes to the personnel policies, as recommended by the Personnel Committee. B. Schuster seconded the motion, all approved and the motion carried.**

Claire said the Personnel Policy Manual has now been completely updated according to the guidance from the HR Audit completed in February 2012. When the changes to the Manual have been affected, the Board will be provided with a copy of the document via email.

**ANNOUNCEMENTS**

Tina Sharpe announced that Columbia Opportunities is recruiting Head Start children. Those who will be 3 years of age by December 1, 2014 can apply for this year’s programs.

Jeff announced that the Mental Health Association of Columbia and Greene Counties (“MHACG”) began oversight of the Child Advocacy Center on February 1st. Also, MHACG hopes to hold an open house in May, which is Mental Health Awareness Month, at their new residence location at 900 Columbia Street, Hudson.

Claire welcomed Sarah Sterling, Columbia County Board of Supervisors alternate to the Board of Directors, to the meeting.

**ADJOURNMENT**

Claire Parde, Kathy Houston, and the Board of Directors alternates were dismissed at 3:40 PM so the Board could go into Executive Session to discuss the Executive Director’s Contract.

**Executive Director’s Contract Discussion**

**Executive Session Minutes**

Tina Sharpe made a motion to enter Executive Session at 3:45 PM, second by Tam Mustapha.

The Board entered into Executive session. All Board Members present for the meeting remained, except PJ Keeler.

There was a discussion of Claire Parde’s compensation package recommendation from the Executive Committee. Tina Sharpe and Ken Stall discussed how the evaluation was performed by using salary surveys available in the HR department at COARC and those available to the Consortium through its membership. The proposal was satisfactory to the board members present. Discussion ended.

Beth Schuster moved to take the Board out of Executive Session at 3:50 PM.

Michael Cole made a motion to vote on the proposal to increase Claire Parde’s salary by the recommended 3% and to continue her $2000/yr stipend for health insurance. The motion was passed unanimously.

A motion to adjourn the Board of Director’s meeting was made by Tina Sharpe and so moved unanimously by the Board at 3:51 PM.

Respectfully Submitted,

Karyn Dornemann, DC

Acting Vice President, Acting Secretary