



Notes from the Board of Directors Meeting of February 3, 2021

I. Call to Order

Due to Covid-19 requirements, this meeting was held virtually on the Zoom web platform. All voting was done contemporaneously using computer audio.

The meeting was called to order by President Robin Andrews at 2:32 p.m.

The following members were present at the call to order: Robin Andrews, Robert Gibson, Chelly Hegan, PJ Keeler, Theresa Lux, Casey O'Brien, Ken Stall, Sarah Sterling, Scott Thomas, John Thompson, Linda Tripp

The following members were absent at Roll Call: Jack Mabb, Kevin McDonald, Art Proper, Jeff Rovitz, Beth Schuster.

Also present were staff members Claire Parde, Lisa Thomas, and Ashling Kelly

[Jeff Rovitz and Art Proper entered the meeting at 2:33 p.m.]

II. Consent Agenda

- A. Board of Directors meeting minutes of December 2, 2020
- B. Committee meeting minutes:
 - Executive Committee Meeting of January 6, 2021
 - Governance Committee Meeting of January 20, 2021
 - Budget and Finance Committee Meeting of January 26, 2021

Be it RESOLVED, the Board of Directors moves to accept the minutes/actions for the Board of Directors meeting of December 2, 2020, and all Committee meeting minutes.

Motion made by Art Proper, seconded by Theresa Lux, and unanimously approved.

III. President's Report

Board Chair Robin Andrews stated that Claire has kept her up to date on Consortium activities, and there were no new items to report.

IV. Treasurer's Report

In Treasurer Jack Mabb's absence, Claire delivered the Treasurer's Report. She reported that the agency's cash position is very good. In light of that, the Budget & Finance Committee explored investing some of the agency's "excess cash" (that is, cash beyond what the agency needs to operate), but decided not to do

so at this time, given the uncertainty around federal and state funding. The Committee will continue to monitor the situation and revisit at future meetings.

The annual external audit is underway and moving along well; Claire noted Fiscal Manager John Ray's fantastic preparation for the auditors. The audit will be on time for review at the April annual meeting.

V. Governance Report

Governance Chair Linda Tripp reminded the group that once annually, the Committee reviews the attendance history of board members, and did so again at its last meeting. Linda expressed deep appreciation for the members' great participation both in Board and committee meetings. She reminded members to notify the agency's office manager if unable to attend a meeting so that the absence can be noted as "excused" rather than "absent"; this also allows for meeting time to be used wisely.

Linda also reported that "recommitment letters" have been mailed to those members who have terms expiring in April 2021, asking them to consider nomination to another term.

VI. Executive Director's Report

Claire reported that there has been a significant drop in Medicaid rides, with less than half the number of trips than at this time last year, and \$90K less Medicaid revenue in 2020 than in 2019. The decrease in Medicaid revenue is the result of both reduced Medicaid-reimbursable service delivery and a 15% Medicaid rate reduction.

Prior to the pandemic, the greatest number of Medicaid-reimbursable rides were delivered to individuals enrolled in PROS. Since the suspension of PROS in March, other Medicaid-reimbursable, and non-Medicaid rides, are slowly beginning to fill the gap, but do not come anywhere near replacing the lost business. The agency did reduce expenses, including reduction of office staff for a period of time in the Spring; the decreased service delivery also reduced variable expenses, such as wage expenses for the per diem drivers and fuel costs. However, those savings are offset by necessary COVID precautions, e.g. the need to transport clients individually rather than in groups, leading to a higher average cost per mile and per trip. In 2020 there was a \$44K loss before depreciation; in comparison, in 2019 there was a \$23K gain before depreciation. The circumstances point to the necessity of having another source of revenue to the program, such as discretionary funds received through fundraising.

Claire provided a contracts update. The current RHN contract for the period January 1st through December 31st, 2021 is \$141,000, but 20% of this must be put into a restricted unbillable line, leaving ~\$112,000 of the budget that is actually expendable. There is good news on the Tobacco contract; the agency has gotten a budget amount for the contract that began in July 2020. The budget contains a 14% cut rather than the anticipated 20%.

[Art Proper left the meeting at 2:58 p.m.]

Claire expressed thanks to Chelly Hegan for organizing a meeting with UHPP's Vice President of Development and its Development Consultant, Michelle Susko. The meeting was very helpful, and there is a plan being pursued cooperatively. The support from Chelly's team is significant; the team is willing to meet with Claire several times through the year, share their expertise, and assist with planning. The development consultant has submitted a proposal, which includes meeting with Claire monthly and providing email and phone support for \$1,500 per month, for an initial period of six months. This is an investment in expertise and guidance to initiate a development plan for the agency. After discussion, the Board voted as follows:

Be it RESOLVED, the Board of Directors charges Claire Parde to move ahead with this project, using up to \$9000 from the Consortium's reserves.

[Motion made by Linda Tripp, seconded by Casey O'Brien, and unanimously approved]

Claire alerted the group that the Governor's proposed budget includes a 34% cut to the Rural Health Network Development Program, the program that funds the agency's RHN contract and a critically important source of support to the agency overall. Claire will be meeting with several State elected officials regarding this and other legislative priorities, and will follow up with the Board when there are opportunities for advocacy.

The Annual Year in Review will be emailed to Board members, and posted on the Consortium's website.

VII. Presentation on Navigator and Other Consumer Assistance Programs

Lisa Thomas gave a presentation on the agency's Consumer Assistance Programs, comparing performance during 2020 with the prior year. While there was a drop in program performance in 2020, the expectation is that when COVID is under control and operations normalize, the programs will experience increased demand.

Claire informed the group that the New York State of Health has given the agency permission to utilize Navigators to assist people without computer access to register for COVID-19 vaccination.

[Beth Schuster entered the meeting 3:25 p.m]

VIII. Presentation of the 2020 Friend of the Consortium Award to Beth Schuster

Claire reminded the members that due to COVID, the April 2020 Recognition event at which Beth Schuster and Michael Cole were going to be presented with Anne W. Zittel Friend of the Consortium Awards was cancelled. Beth will be retiring from Twin County Recovery Services at the end of February, making this Board meeting her last with the Consortium. Beth was presented virtually with citations from Assemblymembers Didi Barrett and Chris Tague on the occasion of receiving the Anne W. Zittel Award.

Beth remarked that one of the most rewarding things about being with Twin County Recover Services has been serving on the Consortium's Board.

[Beth Schuster left the meeting at 3:35 p.m]

IX. The meeting was adjourned at 3:37 p.m.

Respectfully Submitted,



Linda Tripp, Board Secretary