



Notes from the Board of Directors Meeting of June 3, 2020

I. Call to Order and Roll Call

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

The meeting was called to order by President Robin Andrews at 2:34pm.

The following members were present: Robin Andrews, Michael Cole, Bob Gibson, Chelly Hegan, Theresa Lux, Jack Mabb, At Proper, Ken Stall, Sarah Sterling, Scott Thomas, John Thompson, Linda Tripp, Nancy Watrous.

The following members were absent at Roll Call: PJ Keeler, Kevin McDonald, Casey O'Brien, Jeff Rovitz, Beth Schuster

Staff members Claire Parde, John Ray, Lisa Thomas, and Ashling Kelly were also present.

Board member Jeff Rovitz joined the meeting at 2:49 p.m.

II. Consent Agenda

Be it RESOLVED, the Board of Directors moves to accept the minutes of the Board of Directors meeting of April 1, 2020, and all Committee meeting minutes.

Motion made by Jack Mabb, seconded by Linda Tripp, and unanimously approved.

III. President's Report

Robin introduced the proposed revisions to the Personnel Policy Manual. The changes were previously discussed at the May 6th Executive Committee meeting, at which time the committee voted to recommend the revisions to the Board of Directors for approval.

Be it RESOLVED, the Board of Directors approves the proposed changes to the Personnel Policy Manual.

Motion made by Jack Mabb, seconded by Theresa Lux, and unanimously approved.

IV. Treasurer's Report

Treasurer Jack Mabb gave the Treasurer's Report.

Jack noted that the Consortium has not received reimbursement for expenses related to one of its New York State contracts since January. Nevertheless, the agency's cash position remains strong.

While the investment account has experienced some losses, it has done well relative to the market; for example, when the overall market was down by 8%, the fund was down by 4%.

Investment advisor TJ Pellitteri gave a presentation to the Budget and Finance Committee at its May 26th meeting, where he recommended changes to the investment policy; the Committee now recommends those changes, which are largely concerned with the disposition of funds, to the Entire Board.

[Board member Jeff Rovitz joined the meeting at 2:49 p.m.]

Following discussion, Scott Thomas made a motion to approve the proposed changes to the Investment Policy; Bob Gibson seconded, and it was unanimously approved.

Be it Resolved, the Board of Directors approves the proposed changes to the Investment Policy.

Claire gave a detailed report on the Paycheck Protection Program. Following approval by the Executive Committee in early May, Claire applied to the Bank of Greene County, which processed the application and distributed the funds very quickly. The program has helped with paying wages, the employer contribution to health insurance and retirement, and utilities; "hazard pay" and bonuses are also allowable expenses that are being considered. Claire indicated that, due to some workforce reductions, it is very unlikely that the loan will be forgiven in its entirety, and urged the Board to consider it a low-interest loan. Whether unused funds at the end of the current 8-week loan term are returned or maintained as a low-interest loan will rely, in part, on the agency's cash position at that time. Moreover, legislation is pending that could affect the loan term, repayment terms, and the portion that must be spent on payroll expenses to qualify for even partial loan forgiveness.

Robin Andrews told the group that Claire had discussed the PPP with the Executive Committee, intending to apply only for the amount that she was sure could be fully expensed in the 8-week loan period. The Committee recommended applying for a greater amount since there is the potential for cuts and so much is unknown, with the idea that unused monies could possibly be returned.

In answer to a question about bringing back laid-off staff, Claire recapped the staffing actions taken: two regular staff were given a two-week notice of layoff on March 20th, to take effect on April 3rd. One of the two was the upstairs receptionist, whose position could not be appropriately redeployed offsite. The other was the Transportation Program Coordinator; there was not a logistically sound way to allow both the Program Director and the Coordinator to work remotely,

and there was also a need to save on staffing expenses while program activity and revenue was reduced.

Additionally, there are a number of temporary casual employees who were affected, including the downstairs building receptionists, who are Consortium employees and had their hours reduced to zero. Similarly, the two staff members who work at Greene County DSS were not essential workers and couldn't perform their duties remotely; their hours were also reduced to zero. Finally, several drivers removed themselves from the rotation. We expect most, but not all, of the drivers will come back.

Claire was asked to speak about the Return to Work Plan. She began by thanking Lisa Thomas and Ashling Kelly for being helpful partners in the process since early March. After many weeks of work, the written plan, which puts the agency in compliance with State guidelines, is nearly finished. While the Consortium's NAICS classification designates the agency as a Phase I organization, Claire elected to wait until Phase II, in order to enhance readiness, and stay in line with the County. Management staff will return on June 8th to prepare the physical space, test screening procedures, post signage, etc. before non-management staff returns on June 15th. Claire reported that the agency developed an employee survey to assess which staff can return without impediment; for those unable to return to work, an interactive accommodation process was begun. Claire expressed confidence in how the agency has handled those requests. She also has made clear to staff that in-office client interaction would begin on or around June 15th. As long as the State DOH allows telephonic service delivery, the Consortium will provide that option for clients who prefer it, but staff will be returning to direct service delivery upon return to the office.

Robin complimented the work done on the plan and asked if Claire would share the agency's Return to Work Plan with Network members who want it; Claire agreed to do so.

V. Executive Director's Report

Claire reported on the reorganization of the agency's office space, due to the DA's office reclaiming seven workstations. The Transportation office has moved to 610 State Street; friends of the Consortium stepped in and found a larger space that is a quite lovely. The County has provided a significant level of support for the move. The Navigators will take over the former Transportation office and that move is underway. This is one of the reasons management staff will start before the remaining staff; there is furniture to be moved and phones and technology to be set up. Claire wants the Navigators to be able to settle into their new space without further disruption to their work lives and space.

Claire updated the group on the Strategic Plan. One of the Plan's strategies is to commit to providing staff with competitive compensation. Claire had a compensation survey done, and got a report in April. It was benchmarked against numerous surveys, and included recommended 2020 benchmark wage adjustments. Most of the staff salaries are near the 90% goal, but a number are below 80% of the target, with the lowest at at 70% Claire has mapped out a strategy for tuning up the salaries, resources permitting. Additionally, Claire will meet with each Program Director to discuss their compensation and that of their team. As directors, they build their budgets and this will provide them with extra information.

VI. Discussion

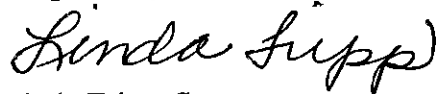
The Board members discussed the implications of the COVID -19 pandemic on individual network members and the public and private not-for-profit organizations serving the community. Claire shared that, as a NYSARH board member, she participated in a NY Council of Non-Profits conference call of funders and state-wide alliances, to discuss the future of non-profits, including those outside health and human services. Many of the museums and art councils have experienced huge layoffs. Some of the funding, like the PPP, did not mitigate the financial issues soon enough and there have been many dissolutions. It is important as a rural health network to understand the challenges to providers, consumers and services.

Some members discussed the impacts on their agencies and clients, while others acknowledged the challenges in opening up for staff and clients. One issue being faced is that, just as need is increasing, funding may fall. Another member noted the impacts on particular racial and ethnic groups, which were hit very hard.

VII. Adjournment

The meeting was adjourned at 4:03 p.m.

Respectfully submitted by

A handwritten signature in cursive script that reads "Linda Tripp".

Linda Tripp, Secretary