



Notes from the Board of Directors Meeting of August 5, 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 2:33pm.

The following members were present at Roll Call: Robin Andrews, PJ Keeler, Theresa Lux, Beth Schuster, Ken Stall, Sarah Sterling, John Thompson, Linda Tripp

The following members were absent at Roll Call: Michael Cole, Bob Gibson, Chelly Hegan, Jack Mabb, Kevin McDonald, Casey O'Brien, Art Proper, Jeff Rovitz, Scott Thomas, Nancy Watrous

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

[Chelly Hegan entered the meeting at 2:36 p.m.]

II. Consent Agenda

Be it RESOLVED, the Board of Directors moves to accept the minutes of the Board of Directors meeting of June 3, 2020, and all Committee meeting minutes.

Motion made by Linda Tripp, seconded by Chelly Hegan, and unanimously approved.

III. President's Report

Robin Andrews expressed her appreciation to the group for taking time to attend with so much else currently happening.

IV. Treasurer's Report

Fiscal Manager John Ray provided the report in Treasurer Jack Mabb's absence. John reported that the PPP funding of \$197k gave the agency a big boost; the cash reserves are currently in good standing, at approximately \$290k. John prepared a budget analysis, which indicates there should be enough operating reserves through the end of the year. Our current ratio is at 2.7 %. Our grants receivables are growing; there is uncertainty about when the State will make payments on two of our contracts. Unlike the others, the third state contract, for the Navigator Program, is paying promptly.

V. Governance Report

Linda Tripp reported that the Governance committee had reviewed the biennial Board assessment tool, which will be sent to the Board shortly, allowing members time to complete it. The Committee will reconvene in September to discuss the results, and will report back at the October Board meeting. The goal is to make Board membership positive and useful. Linda also noted that the membership process for filling Board vacancies has begun; the Committee will present a list of potential new members in the spring to be voted on at the Annual Meeting.

VI. Executive Director's Report

Claire provided program updates, beginning with CARTS, which is slowly seeing an increase in both rides and unique riders. Providing those in group residences with transportation to and from PROS, MHA's day-hab program, stopped the week of March 16th and has not resumed. Claire remains in contact with Jeff Rovitz to determine when MHA may resume in-person service delivery through PROS. Medicaid revenue is down about \$44k compared to this time last year. However, non-Medicaid trips are increasing. Variable expenses like fuel and wages for the drivers, who are structured as per diems, are down. Fixed costs were reduced by laying off the Transportation Program Coordinator.

Claire updated the group on the status of the RHN, Navigator and Tobacco-Free Action contracts; each is behaving differently regarding voucher reimbursement and requests for new contract year budgets and work plans. She also discussed the expected 20% withholding on payments and the uncertainty as to whether that 20% will eventually be paid. She noted that the agency needs to begin factoring in the awareness that some percentage of dollars will be uncollectable.

Claire shared the recent staffing changes with the group, which include the departure of one staff member, the return of an employee who had been laid off in March, and the hiring of a new driver. She also detailed the agency's response to the first COVID-19 positive staff member, one of the CARTS drivers. The incident illustrated the importance of periodic COVID-19 testing even when asymptomatic and also the availability of testing and speed of tests results. Transportation guidelines have been updated and now include transporting clients who are quarantined but need transportation to and from doctor appointments.

[Jeff Rovitz entered the meeting at 3:03 p.m.]

Claire reported that she continues to participate, as NYSARH's representative, in a coalition convened by the New York Council of Non-Profits (NYCON). The coalition includes several statewide associations, all of which are advocating for the fair treatment of the State's nonprofit partners. The focus is on prompt contracting and payment.

The Foundation for Community Health (FCH) has contracted with NYCON to provide technical assistance to its grantees. Claire has requested assistance from NYCON's in-house attorney with developing a personnel policy that addresses remote work. The Consortium currently has an 'emergency' work from home plan in the form of a memo, developed when the first COVID-19 in-office staff reductions were ordered, and included in the workplace safety plan. It appears likely that the agency will remain at reduced occupancy through fall and winter; working from home may continue to be an option in the long term, which necessitates creating a formal policy.

NYCON also offers PPP guidance; Claire offered to share whatever she learns with network members.

Claire commended John on his work creating a revised operating budget, which was presented to the Budget and Finance committee at their July 28th meeting. It is a fairly conservative budget, intended to be dynamic tool that will be tweaked as things get codified.

VII. Strategic Gossip

The group discussed the potential effects of State budget cuts, and subsequent attrition, on network members and the community we serve, and how the Consortium might play a role in assisting and collaborating. One idea offered for consideration was sharing administrative services; members shared their past experiences with setting up and working with shared services.

[Beth Schuster left the meeting at 3:39 p.m.]

There is concern that not all community service organizations will make it through the economic crisis. While the Consortium is on pretty solid fiscal ground currently, at this time there is only money through December. Moving forward, hard choices may need to be made about programs and staffing.

[Ken Stall left the meeting at 3:49 p.m.]

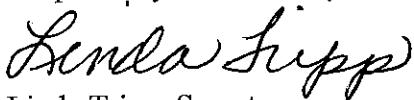
Robin shared that she and Claire had discussed the timing and nature of the Executive Director's report, and the group considered the most efficient time to receive the report and how it interacts with Claire's verbal report at the Board meetings. Claire pointed out that in the current landscape a report written a week or more in advance of the meeting may not be up to date by the day of the meeting. After discussion, it was decided that Claire would write and send the detailed report to members the day before the Board meeting, and review it verbally at the meeting. However, if the Board meeting agenda is too dense, Claire will note in her email that she will answer questions about items in the report but won't go over it in detail at the meeting.

Claire was asked to write a letter of recognition to Michael Cole, thanking him for his service; he will be retiring at the end of August, and ending his service on the Consortium's Board of Directors.

VIII. Adjournment

The meeting was adjourned at 4:00 p.m.

Respectfully submitted by



Linda Tripp, Secretary