**Columbia County Community Healthcare Consortium, Inc. Notes from the Board of Directors Meeting August 5, 2015**

**I. CALL TO ORDER**

The meeting was opened at 2:35 p.m. by President Beth Schuster

**II. ROLL CALL**

Administrative Assistant Aleshia Boyle called the roll. The following Directors were present at this time:Robin Andrews, Jim Campion, Michael Cole, Lisa Evans, PJ Keeler, Art Koweek, Tam Mustapha, Jeff Rovitz, Beth Schuster, Scott Thomas, Angella Timothy, and Linda Tripp. The following were absent at this time: Chelly Hegan, Kary Jablonka, Theresa Lux, Leitha Pierro, Art Proper, Tina Sharpe, Ken Stall, John Thompson, and Nancy Watrous.

Staff member Claire Parde and Columbia County Board of Supervisors Representative Sarah Sterling were also present.

**III. SECRETARY’S REPORT**

A. Approval of Board Meeting Minutes of June 3, 2015.

Board Secretary Linda Tripp requested a motion to approve the Board Minutes.

**Lisa Evans made a motion to approve the Minutes. Tam Mustapha seconded, all approved and the motion carried.**

*Kary Jablonka entered the meeting at this time.*

**IV. TREASURER’S REPORT**

**None.**

**V. PRESIDENT’S REPORT**

**None.**

**VI. EXECUTIVE DIRECTOR’S REPORT:**

Claire has updated the New York State Grants Gateway site with all of the current information, thus maintaining the agency’s prequalification status.

The agency has turned in all of their mid-term reports to Dyson and the Foundation for Community Health for several projects.

The vacant Communications Specialist position will not be filled. Karen dePeyster, the Program Director for the Tobacco-Free Communities Program, has determined that having one isn’t essential. Although she originally felt a Communications Specialist was necessary when applying for the grant, she sees that a Program Assistant may be a better fit. For the time being, she will leave the position vacant to allow the remaining members of the team to cohere until such a time when the demands of the program warrant building out the team.

The Retreat Planning Committee, consisting of Robin Andrews, Michael Cole, Kary Jablonka, Leitha Pierro, and Beth Schuster, has met twice. Since then, the Retreat has been scheduled for Thursday, October 22nd from 9:00 a.m. to 3:30 p.m. at Solaris on Warren Street.

*John Thompson entered the meeting at this time.*

Leitha Pierro connected the agency with Consultant Mary Gail Biebel who has graciously agreed to be the Discussion Leader for the event. Claire met with Mary Gail on July 28th to discuss details. In that meeting, Mary Gail expressed interest in conducting personal interviews with each member of the Executive and Retreat Planning Committees. In September, a Board assessment will be distributed to all Board members to be completed and sent back before the Retreat.

During the week of July 20th, a Community Health Worker Training provided by MHP Salud was held at the Hudson Opera House. This training was part of the Bengali Community Youth Health Worker Project. Six Bengali youth and a number of other attendees from a variety of agencies including HRHCare, the Mental Health Association, AmeriCorps, Common Ground, and the Healthcare Consortium attended this training. Following this training, the six Bengali youth will be employed as Community Health Workers with Operation Unite, with which the Healthcare Consortium has contracted for this work. These youth will work through the end of September providing translation and interpretation, transportation, and information and referral services.

Claire reported that Annis Golden, Associate Professor and Department Chair from SUNY Albany, contacted her about the possibility of a partnership on a new research endeavor. Annis will submit a proposal to the National Institute of Health that will include funds for the Healthcare Consortium to employ a part-time Program Assistant for Patient Activation work. Claire expects to learn whether this project has been funded in April 2016.

Finally, Claire has volunteered to participate in the DSRIP PAC’s Consumer and Community Affairs SubCommittee, which meets monthly in Albany.

**VII. APPROVAL OF COMMITTEE MEETING MINUTES:**

* Executive: 5-27-2015, 6-24-2015, and 7-22-2015
* Budget and Finance: 7-21-2015
* Corporate Compliance: 6-17-2015
* Retreat Planning: 6-25-2015, and 7-9-2015

**Robin Andrews made a motion to approve the Committee Minutes. Linda Tripp seconded the motion, all approved and the motion carried.**

**VIII. OLD BUSINESS:**

In response to the concern raised at the last meeting of the Entire Board, Claire and Fiscal Manager John Ray examined all of the agency’s contract documents for any language that may set limitations on the investment of funds. The only contracts that have any limiting language are the New York State contracts (i.e., RHN, Tobacco Control, Cancer Services, and the IPA/Navigator Program) which states that interest accrued on grant dollars should be sent back to the State or reinvested in the program with written permission from the State.

The Budget and Finance Committee met on July 21st to discuss these findings. The Committee understood this to apply only to grant advances, which typically arrive at the end of or following the first quarter. Consequently, the right of set off permits us to deduct the accounts receivable (billed and unbilled expenses incurred), leaving very little monies in excess. Any interest accrued on these dollars across all contracts in a calendar year is negligible. More to the point, the balance of our operating account LESS any grant advance liabilities still provides ample dollars to invest up to $120,000, leaving a comfortable balance for sustaining operations. Consequently the Committee was satisfied that the agency may invest a total of $120,000 from the current operating account without violating any contract terms. Conveniently, the Executive Committee met the next day, in which Claire reported back on the results of the Budget and Finance Committee’s meeting. The Executive Committee was similarly comfortable with the investment amount.

**IX. NEW BUSINESS:**

Following up on a decision made at the December 3rd, 2014 Board meeting, the Board will have to select a new firm to conduct the agency’s annual audit.

Claire presented a draft RFP template and RFP letter to members of the Board. Some suggestions made were:

1. Clarify Item 9 in Section F under “Specifications for the proposal” to say in letter a Hourly rates by Partner, Specialist, Supervisory and Staff Level multiplied by hours anticipated for each ***for annual accounting services***
2. Add “Other fees” to Item 9 in Section F under “Specifications for the proposal”.
3. Correct the due date to say April 30, 2016, not 2015.
4. Change the timeline to say the RFP shall be issued no later than ***August 7, 2015,*** the proposals must be received by ***September 11, 2015,*** and correct the due date of the financial statements report to say ***April 30, 2016.***

During this discussion, it was agreed to form an ad hoc committee to interview candidates. Jim Campion and Kary Jablonka volunteered their services. There is one vacant seat left to fill at this time.

**X. MONTHLY INFORMATION ITEM**

Darcy Connor, Lynn Sanders, and Holly Hedgepeth from the Cancer Services Program of Columbia and Greene Counties presented to the Board. Details of their presentation are included as an Addendum to these minutes.

**XII. ADJOURNMENT**

**Jim Campion made a motion to adjourn the meeting. Kary Jablonka seconded the motion. All approved and the motion carried. The meeting adjourned at 4:00 p.m.**

*Notes prepared and respectfully submitted by Aleshia Boyle, August 7, 2015*

**Reviewed and approved,**

**Linda Tripp, Board Secretary**

ADDENDUM

Presentation of the Cancer Services Program to the CCCHC Board of Directors

The Cancer Services Program provides free breast and cervical screenings to women ages 40-64 and free colorectal screenings to both men and women ages 50-64 that are uninsured or underinsured.

Darcy, the Program Director and Case Manager, began her presentation by saying the Cancer Services Program is going through a lot of changes as a result of more people having health insurance. Since October 2012, when people have been able to access health insurance through the health benefit exchanges, the Program has noticed a decline in the number of clients they are able to serve. In the 2012-2013 contract year, the program screened 390 clients, with three diagnosed with breast cancer, and two diagnosed with cervical cancer. In the 2013-2014 contract year, the program screened 279 clients, with five being diagnosed with breast cancer, two diagnosed with colon cancer, and two diagnosed with cervical dysplasia. In the 2014-2015 contract year, the program screened 172 clients, with four diagnosed with breast cancer, and four diagnosed with precancerous polyps. Finally, since the beginning of this contract year (April 1st), the program has only been able to screen 37 clients.

Due to this rapid decline, the Program is redefining its goals and redirecting its focus. Darcy and the Cancer Services team have worked hard at forming strategic partners like HRHCare, Columbia Memorial Hospital, Department of Health, and Community Action of Greene County, with the hope that these partners will provide referrals.

A new goal of the Program is to promote policies to increase paid time off for cancer screenings. The team has started to reach out to municipalities and local businesses with 50 or more employees to request they expand their paid time off policies to include cervical and colon cancer screenings. This process is unchartered territory for the team, and Darcy is learning that it will take time and persistence to see any results. By 2017, the team would like to get at least two municipalities to establish a paid time off policy for cancer screenings.

Holly Hedgepeth is the Outreach Coordinator for the Cancer Services Program. Her role is to identify eligible clients and priority populations, and also build and maintain relationship in our communities. To perform her role, Holly mails letters and calls previously screened clients to let them know they are due for their annual screening. Holly also visits all of the providers in Columbia and Greene Counties on a monthly basis to remind them of the program’s presence and how they can help qualifying patients. The team has been putting frequent press releases and letters to the editor in the paper, as well as distributing hot drinks, coffee sleeves, placemats, and reusable bags. There is a repeated PSA recorded by Holly that runs on radio stations WRIP and WGXC.

Holly explained how the team has also been distributing Fit Kits to help reach New York State’s goal of having 80% of the qualifying population screened for colorectal cancer by 2018. These Fit Kits are an at-home colorectal screening, and results are sent to the patient’s primary care physician, provided they are insured, or to the Cancer Services Program if they are uninsured or underinsured.

Data Manager Lynn Sanders is in charge of collecting, maintaining, and submitting clinical client service charges. This is done using INDUS, an online data collection system. Using this system, Lynn can track services by site, funding source, age, and county.

Any clinical reports Lynn receives with abnormal findings gets reviewed with Case Manager Darcy Connor for diagnostic follow-up including biopsies, ultrasounds, and colonoscopies. Patients needing diagnostic follow-up that have high deductible insurance plans or their insurance plan won’t cover diagnostic services can fill out an Insurance Denial Conversion Form. This form is submitted to New York State Department of Health for review and final determination of reimbursement.

In the case of a cancer diagnosis, the Program provides case management. The Program also serves as a DQE—Designated Qualifying Enroller—for the Medicaid Cancer Treatment Program which pays for all services and treatment.

Darcy, Holly, and Lynn thanked the Board for their time. This concluded the Cancer Services Program’s presentation.