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**Notes from the Board of Directors Meeting of October 6, 2021**

1. **Call to Order and Roll Call**

*Due to Covid-19 concerns, 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 2:33 p.m.

The following members were present at the call to order: Bob Gibson, Casey O’Brien, Chelly Hegan, Jack Mabb, Jeff Rovitz, John Thompson, Raina Cashdollar, Robin Andrews, Scott Thomas, Theresa Lux, Tina Lee

The following members were absent at Roll Call: Art Proper, Dan Almasi, Dorothy Urschel, Jeff Rovitz, Ken Stall, Kevin McDonald, PJ Keeler, Sarah Sterling

Also present were the following:

Staff members: Claire Parde, Lisa Thomas, Ashling Kelly

1. **Reminder of Duty to Disclose**

Robin requested that Board members remember their duty to disclose any interests that might give rise to a conflict whenever the Board acts.

1. **Consent Agenda**
2. Board of Directors meeting minutes of August 4, 2021
3. Committee meeting minutes:
* Corporate Compliance Meeting of September 1, 2021
* Budget and Finance Committee Meeting of September 28, 2021

***Be it RESOLVED, the Board of Directors moves to accept the minutes/actions for the Board of Directors meeting of June 2, 2021 and all Committee meeting minutes.***

**Motion made by Theresa Lux, seconded by Chelly Hegan, and unanimously approved.**

*[Dorothy Urschel entered the meeting at 2:34 p.m.]*

*[Jeff Rovitz entered the meeting at 2:36 p.m.]*

1. **President’s Report**

Robin advised the Board members that she will be emailing the Executive Director Evaluation Tool to them shortly, and asked that they complete and return the forms to her by October 22nd. The Executive Committee will review the evaluations at their November meeting.

1. **Treasurer’s Report**

Treasurer Jack Mabb reported that the agency’s financial position is robust. The investment account now has a balance of approximately $337,000. The Bank of Greene County has extended the Consortium’s $100,000 line of credit for another twelve months.

The Consortium has received full forgiveness for the $197,400 Paycheck Protection Program (PPP) loan, exceeding our expectations. Success is due in large part due to Fiscal Manager John Ray’s diligent preparation of the application, with help from Jeff Beale of the Bonadio Group.

Claire updated the Board on the Foundation for Community Health’s General Operating Support Grant of $100,000 per year for three years. She was pleasantly surprised to learn that the grant term runs July 1st through June 30th, and to receive the funds in August. The agency previously received general operating support in the amount of $98,000 from the Dyson Foundation for a two-year period; we are currently in year two. We were invited to apply again this past May, and have received notice of another two-year award in the amount of $100,000. This will commence on January 1, 2022.

*[Casey O’Brien left the meeting at 2:56 p.m.]*

1. **Executive Director’s Report**

***Collaborating with the Greene County Rural Health Network***

Claire shared that she had recently met with Toni Carroll, the new Executive Director of the Greene County Rural Health Network. They are working together on a Community Health Needs Assessment; Toni has been immensely helpful by utilizing an email database and social media. As a result, Greene County received the highest number of respondents in the Capital Region, followed closely by Columbia County. Claire and Toni will meet again to discuss medical transportation in Greene County.

***Update on contract with Roya Consulting***

Earlier this year, the Board approved entering into a six-month contract with Roya Consulting. Since March, Claire has met monthly with Michelle Susko of Roya, and Ann Lieber of UHPP by phone; the last of these calls was September 17th. Claire found Michelle and Ann to be encouraging and supportive; the process helped demystify development work and build Claire’s confidence in that area. While grateful for the insight and counsel, it is Claire’s recommendation that we do not renew the contract. It is her view that there are limits to how supportive an external consultant can be; while the guidance was valuable, there is a greater need to build internal capacity to support development work.

***Utilization of FCH’s General Operating Support Grant***

While the Consortium has total discretion in how it will use the grant funds, FCH has asked how the agency intends to allocate them. Claire requested a brief extension before providing that information so that she could present her ideas to the Board at this meeting and seek its conceptual support.

One idea is to create a new position, tentatively titled, “Director of Development and Communications,” expensing it against the first round of the FCH funding. Claire reminded the Board that creating a position focused on development was discussed during the strategic planning process, but declines in external funding delayed moving forward. Claire would like to fill the position in the early part of next year. To support this position and development work generally, Claire also suggested the creation of a Development Committee of the Corporation. The Board should have input in the formation of such a committee, but it would not necessarily need to be comprised solely of Board members.

Another idea is to use a portion of the FCH funds to bolster wages. Claire reminded the group that another Strategic Plan goal is developing and strengthening our workforce; one strategy for that is committing to providing staff with competitive compensation. Working with the compensation survey results, Claire has been able to get a number of staff at, or close to, compensation goals. She would like to use the balance of the FCH funds to increase wages for the CARTS drivers. Currently they start at minimum wage and it is difficult to attract new drivers, which is necessary in order to sustain and expand the program.

Finally, Claire has been exploring working with M.S. Hall and Associates on a strategic design plan for the Transportation Program. Anticipated funds from NYSDOH would offset most of this expense, with the balance provided by the FCH grant.

*[Tina Lee left the meeting at 3:03 p.m.]*

Several members expressed their support for Claire’s suggested uses for the funds, citing them as sound investments. Claire explained that the Foundation’s intent is to elevate organizations of a certain size and help them to build capacity. These proposals seem the best way to accomplish that within the confines of the Strategic Plan, which Claire has found to be enormously helpful.

*[Theresa Lux left the meeting at 3:11 p.m.]*

 *[Dan Almasi left the meeting at 3:21 p.m.]*

1. **Discussion**

Claire shared that during a recent Columbia Greene Workforce HR Roundtable, she learned that there are 6000 available jobs, and 2000 unemployed residents. She will pass on the slides and video from the Roundtable to the Board members. Chris Cardone from Workforce and Michael Tucker of Columbia Economic Development will be speakers at upcoming meetings of the MH/ASA Subcommittee of the Community Services Board. These are public meetings, so Claire will send the link to anyone interested in attending.

Jeff Rovitz announced that he will be retiring effective December 31st. He shared the news that David Rosetti, who currently oversees Behavioral Health at Northern Rivers Family of Services, will join MHA on December 1st and succeed Jeff in the role of Executive Director.

1. **Adjournment**

The business of the Board being concluded, the meeting was adjourned at 3:25 p.m

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**Executive Director’s Report to the Board, August 4, 2021**

**Contract Management**

**New York State Contracts**

* TOB--We continue to wait for our *current* year budget and work plan (that is, the one beginning on July 1, 2020 and ending June 30, 2021) for the **Tobacco Control** contract with NYSDOH to be approved. Because there was significant uncertainty with regard to this contract for an extended period of time, we allowed positions to remain vacant and reduced other-than-personnel expenses. Given that the budget is not approved, even at this late date, this year’s budget amount will be significantly underspent.

We assume that once the current year budget is approved, we will then be asked to develop the budget and work plan for the *next* contract year—that is, the one beginning July 1, 2021 and ending June 30, 2022.

* NAV—We submitted the budget and work plan for the current year of the **Navigator Program** contract with NYSDOH, which begins on August 1, 2021 and ends July 31, 2022, and are awaiting approval. As is customary, we do not affect annual increases to wages for contract staff until after such time as the budget has been approved.

**County Contracts**

* We now have an executed agreement with the Columbia County Office for the Aging for the **NYConnects** Program, which began on April 1, 2021 and ends March 31, 2022, and can now submit vouchers for reimbursement of expenses incurred.
* It has become clear that the amount and term of our contract with the Columbia County Department of Health to serve as the fiscal agent for the Community Impact Dollars associated with the **Healing Communities Study** will have to be amended to increase the amount and extend the term. More on that as it unfolds.

**Other Contracts**

* In partnership with a subcontractor, SWB Consulting Services, we have been consulting, on a contractual basis, with Coarc to facilitate a 14-month long strategic planning process. Not unlike our contract with CMH to oversee the community health assessment, planning, implementation, monitoring and reporting processes, this is an example of a fee-for-service approach to generating revenue for the Consortium, with a focus on delivering services that are needed by and benefit Network Members.

**Resource Development**

* I continue to meet on a once monthly basis (July excepted) with the Development Consultant, Michele Susko of Roya Consulting. At her urging, I met with my contact at the Rip Van Winkle Foundation to discuss options for future funding and have been invited to submit a proposal. I have also met with the Berkshire Taconic Foundation to better acquaint them with the Consortium and its work and better understand their funding priorities. It was a fruitful discussion and a second installment has now been scheduled for later this month. Finally, I have approached the Home for the Aged with a request to meet and hope to schedule that shortly.
* Great news! We are delighted to report that the Healthcare Consortium is one of three existing grantees of the Foundation for Community Health (FCH) that has been selected to receive general operating support. **FCH has committed to provide the Consortium with $100,000 per year for the next three years,** with exactly zero constraints on how the money is to be expended. This represents a shift in FCH’s funding strategy from program-based funding to general operating support in the interest of advancing trust-based philanthropy (<https://www.trustbasedphilanthropy.org/>). It also represents a greater level of investment in their New York service area, which has greater need than in Connecticut.
* Happily, FCH’s commitment to provide general operating support will not impact its historical program funding to the Consortium, and we have been invited to submit an application for transportation program support, as we do each September

**Personnel Management**

* Our new staff members are settling in nicely. We anticipate that Elaine Allen will return from her leave of absence in late August or early September, which will fully restore our team (zero vacancies, no absences).
* In keeping with our strategic initiative of providing staff with competitive compensation, I have budgeted and/or provided for significant wage adjustments that get **all staff at or very near their 2021 compensation targets**. I am both proud and pleased about what we have been able to accomplish in this regard and think it will be key to achieving our goal of developing and strengthening our workforce.

**External Engagement**

* I’ve been participating in a small-group, limited-duration effort to update the Columbia County Addiction Response Plan, which I will help to present to the Columbia County Board of Supervisors on **August 11th**
* I’ve been participating in a small-group, limited-duration effort to determine the future of the Columbia-Greene Addiction Coalition; that work is ongoing
* I’ve joined the **Fatality Review Board** that will review deaths related to Behavioral Health (overdoses, other substance use, completed suicides etc.) with the goal of identifying gaps, challenges and barriers within our system
* I continue to convene and facilitate meetings of the **Southern Hub Behavioral Health Workgroup**, which meets once monthly
* I have recently joined the **Advisory Committee of the Everhome Columbia Project**, which aims to marry care coordination and in-home technology to help Columbia County seniors live safely and independently at home.
* I continue to be vetted by the Governor’s Office as a condition of my appointment to the **Rural Health Council**, which has not yet been fully populated or convened

**Upcoming Board and Committee meeting dates**

* 9/1 Executive Committee 9:00 am
* 9/1 Corporate Compliance Committee 10:00 am
* 9/28 Budget and Finance Committee 3:00 pm
* 10/6 Board of Directors 2:30 pm