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**Notes from the Board of Directors Meeting of April 6, 2022**

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 Scott Thomas at 2:47 p.m.

The following members were present at the call to order: Art Proper, Becky Polmateer, Bob Gibson, Chelly Hegan, Dan Almasi, David Rossetti, Dorothy Urschel, Jack Mabb, John Thompson, Kathleen Eldridge, PJ Keeler, Robin Andrews, Scott Thomas, Theresa Lux.

The following members were absent at Roll Call: Casey O’Brien, Ken Stall, Kevin McDonald

Also present were the following staff members: Claire Parde, Lisa Thomas, Ashling Kelly

1. **Reminder of Duty to Disclose**

Scott 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 February 2, 2022

**Be it RESOLVED, the Board of Directors accepts the minutes/actions of the Board of Directors Meeting of February 2, 2022 *[All members may act]***

**Motion made by Art Proper, seconded by Robin Andrews, and unanimously approved.**

1. Committee meeting minutes:

* Executive Committee Meeting of March 2, 2022
* Corporate Compliance Meeting of March 2, 2022
* Budget and Finance Committee Meeting of March 22, 2022
* Governance Committee Meeting of March 23, 2022

Before the motion to accept the Committee meeting minutes, Claire noted that there was an error in the Budget and Finance Minutes sent to the members prior to the meeting regarding the date the loan check to NYSARH was cut and sent. The minutes have since been revised to reflect the correct date of March 15, 2022.

**Be it RESOLVED, the Board of Directors accepts the corrected Budget and Finance meeting minutes and all other Committee meeting minutes *[All members may act].***

**Motion made by Bob Gibson, seconded by Robin Andrews, and unanimously approved.**

1. **Treasurer’s Report**

Treasurer Jack Mabb reported that the agency is in solid shape, so much so that we have moved $100k into the investment account. The investments are doing well.

*[Ken Stall entered the meeting at 2:53 p.m.]*

**VI**. **Executive Director’s Report**

Claire reminded the Board members that all meeting materials, including the Executive Director’s Report, are posted on the Consortium website’s Board portal prior to the meetings.

Claire reported that all New York State work plans and budgets are approved. Additionally, a contract with Greene County Public Health for collaborative community health improvement planning has been executed. The agency has subsequently contracted with Greene County Rural Health Network to support that work. The contract with Coarc for consulting on strategic planning has been extended through September. The Greene County attorney is currently reviewing a contract with the Consortium to provide transportation services for clients of Greene County Department of Human Services.

Over the last month, Claire’s advocacy efforts have switched to the federal level; she recently met with Congressman Delgado.

Claire is applying for a technical assistance program grant to offset costs of the Transportation program’s strategic design process. Kicking off phase one of the process, the CARTS strategic design team, consisting of Claire, Jim Funk, Marcy Wolfe, John Ray, Robin Andrews and driver Greg Mosley, met with the consultant, Scott Emery from MS Hall & Associates, on March 18th; there are five more meetings in this, the first of three phases.

Claire shared that six new staff members have been hired in the last six months: three drivers, a Navigator, and two receptionists. Fiscal Director John Ray and Navigator Program Coordinator Doreen Rodriguez are celebrating their ten-year work anniversaries this month and will be recognized during a staff meeting. Tobacco-Free Action Program Director Karen dePeyster will be celebrating her twenty-year anniversary in July; a special celebration will mark the occasion. In April, we will be holding an in-person staff meeting and are planning to have a half-day staff retreat in May or June to offer a chance for staff to reconnect after a challenging two years.

Beginning with the June 1st meeting, Board meetings will be hybrid, allowing those who wish, and are comfortable doing so, to attend in person, while enabling remote attendance for those who prefer it. Columbia-Greene Community College, which has been very helpful and welcoming, will be making the Saland Forum available to us for all board meetings in 2022. With regard to committee meetings, Claire reminded the group that most of the Board had indicated they preferred remote committee meetings when surveyed about it last June. To that end, all committee meetings will continue to take place remotely. She expressed her hope that this combination of hybrid Board and remote committee meetings will meet everyone’s needs and preferences.

**VII.** **Corporate Compliance Training**

Lisa Thomas, Corporate Compliance Officer, conducted the Annual Compliance Training. She advised the members that she would be emailing the annual Compliance documents for completion.

**VIII. MDT Field Support Team Presentation**

Board Members Dan Almasi, PJ Keeler, Scott Thomas and Bob Gibson gave a presentation on the new Multi-Disciplinary Field Support Team, beginning with some context. They recounted that a number of community organizations, including DSS, DHS, MHACG, EMS and TCRS, conducted a needs assessment utilizing the Sequential Intercept Mapping process to identify the extent to which the behavioral health needs of the community are met and identify any gaps in service. Participants in that process recognized that there are a number of individuals who utilize components of the health system, and particularly acute-care providers such as EMS and the ED, to a very great degree. These “high utilizers” consume vast amount of resources, but continue to have poor outcomes. Consequently, the group conceived of an intervention called the Multi-Disciplinary Field Support Team (MDT), members of which will be assigned to these individuals to assist them with issues while in the community. It was noted that Columbia County leadership has committed to fund the program for two years. Claire commented that this project exemplifies the kind of collaboration among network members that the Board hopes to see.

There was also discussion about a wellness hub/welcome center in the early stages of development, at which individuals’ immediate needs, like food, shelter, and showers, will be met. Once those needs are addressed, staff will be able to discuss services that might be needed, such as mental health or addiction counseling.

*[Ken Stall left the meeting at 3:47 p.m.]*

Scott Thomas thanked everyone for speaking, and reiterated the importance of the collaboration between service providers.

Theresa Lux mentioned that Catholic Charities of Columbia and Greene is holding a poster contest to help educate people about suicide and encourage individuals not to be afraid to discuss suicide.

Becky Polmateer announced that Interagency Awareness Day is coming in June, and invitations will arrive shortly. Claire said she would pass the invitation on to the Board email distribution list.

Scott suggested that moving forward, announcements be made at the top of the meeting agenda.

Robin thanked Theresa and Bob for agreeing to mentor new members Becky and David.

**IX. Adjournment**

The business of the Board being concluded, the meeting was adjourned at 3:55 p.m.

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**Executive Director’s Report to the Board**

**April 6, 2022**

**Fiscal Management**

**New York State Contracts**

* TOB—The Year 3 budget and work plan for the **Tobacco Control Program** that began on July 1, 2021 has FINALLY been approved. That allowed us to voucher using the new budget, and to issue roughly $30,000 for media expenses that we had delayed paying until the contract was approved. It also allowed us to provide back pay to the Program Director for an upward adjustment to her salary that was effective on July 1st. In other TOB news, this division at NYSDOH has a particular and oddly cumbersome process for budget modifications; they require that we request permission from our contract manager to submit, which we did over three weeks ago, and now find that we are awaiting a particular form from their fiscal unit. The other units at DOH with which we deal do not function in this way.
* NAV—NYSDOH has reimbursed expenses incurred by the **Navigator Program** contract through January; we recently submitted a reimbursement request for February.
* RHN—We submitted a budget and work plan for the 2022 grant year (January 1-December 31, 2022), which has been approved, and will be submitting a voucher for first quarter expenses by month’s end.
* ***Takeaway:***  ***We can finally report that, after significant and inexplicable delays on the part of NYSDOH, the budgets and work plans for all current year contracts have been approved.***

**Other Contracts**

* Our contract with the Greene County Public Health Department for the Consortium to represent that agency in collaborative community health improvement planning activities, has been executed and the work is underway. The Consortium, in turn, has subcontracted with the Greene County Rural Health Network to support these activities.
* Our contract with Coarc for Strategic Planning services has been amended to extend the project period through September 2022.
* Our contract with the Columbia County Office for the Aging (CCOFA) for MIPPA services commenced on April 1st and will continue for 5 months, through August 31, 2022.
* Our contract with the CCOFA for NY Connects expired on March 31, 2022. As is typical, we expect to receive a request from the New York State Office for the Aging (NYSOFA) to submit the budget for the current contract year in May or June, with approval expected in August.
* Our contract with the New York State Association of Rural Health in the amount of $29,668 has been vouchered and reimbursed in full.
* Our contract with the Columbia County Department of Health in the amount of $231,526 has been vouchered and reimbursed in full.
* We are currently pursuing a contract with Greene County to provide transportation services to clients of the Greene County Department of Human Services.

**Loan Status**

In February, we issued a loan of $100,000 to the New York State Association for Rural Health. We anticipate that loan will be repaid in full later this spring or very early summer.

**Further Investment**

In view of our strong cash position, we added another $100,000 to the investment account in March.

**Funding opportunities**

We plan to submit an application to the NY State of Rural Health (SORH) for Technical Assistance funds. The maximum award amount is $10,000, and we will apply for nearly that amount to offset the expense associated with our contract with M.S. Hall & Associates (see Strategic Planning note below).

**Advocacy**

As previously reported, the bulk of our advocacy at the state level occurred in January and February, with just a bit—a meeting with Senator Gallivan on Monday, March 7th—spilling into March. Since then, the focus of my advocacy work has been at the federal level, including a recent meeting with Congressman Antonio Delgado earlier this week.

**Planning**

The work of the Strategic Design Workgroup and our contracted consultants from M.S. Hall & Associates began with a kickoff meeting on Friday, March 18th; the group will continue to meet weekly for a period of 6 weeks. Staff also compiled and submitted a good deal of background documentation, by request.

**Personnel Management**

In the past 6 months, we have added the following people to our team:

1. Driver – Rick Hawes, 12/2/21
2. Driver – Ed Segur, 12/15/21
3. Receptionist –Mary Anuska, 3/15/22
4. Driver – Dave Stockley, 3/23/22
5. Navigator – Victoria Juliano, 3/28/22
6. Receptionist – Mary Moores, 4/5/22

In the month of April, we will be celebrating the 10-year anniversaries of Fiscal Director, John Ray, and Navigator, Doreen Rodriguez. In May or June we will be seeking to have a half-day staff retreat at Olana.

**Upcoming Board and Committee Meeting Dates**

PLEASE NOTE: Starting with our next Board of Directors meeting on June 1st, **board meetings will take place in the Saland Forum, Room 614, at Columbia Greene Community College**. This room provides adequate space for social distancing, as desired, and is well-equipped to support remote participation for anyone who needs/wants to “Zoom in.” For the sake of convenience, committee meetings will continue to be conducted via Zoom.

5/4 Executive Committee 9:00 am

5/4 Corporate Compliance Committee 10:00 am

5/24 Budget and Finance Committee 3:00 pm

6/1 Board of Directors 2:30 pm