****

**Notes from the Board of Directors Meeting of June 5, 2019**

1. Call to Order and Roll Call

The meeting was called to order by President Robin Andrews at 2:33 pm.

The following members were present at Roll Call: Robin Andrews, James Campion, Michael Cole, PJ Keeler, Theresa Lux, Jack Mabb, Kevin McDonald, Jeff Rovitz, Beth Schuster, Laurie Scott, Kenneth Stall, Scott Thomas, John Thompson, Linda Tripp, Nancy Watrous and Sarah Sterling.

The following members were absent at Roll Call: Robert Gibson, Chelly Hegan, Art Proper, and Tina Sharpe.

Staff members Claire Parde and Lisa Thomas were also present.

*[Art Proper arrived at 2:36 p.m.]*

*[Chelly Hegan arrived at 2:50 p.m.]*

1. Consent Agenda
2. Board of Directors meeting minutes of April 3, 2019
3. Annual Business meeting minutes of April 3, 2019
4. Committee meeting minutes:

* Strategic Planning Committee meetings of March 29, April 5, April 12 and May 10, 2019
* Executive Committee meeting of May 1, 2019
* Corporate Compliance Committee meeting of May 1, 2019

**Be it RESOLVED, the Board of Directors moves to accept the minutes/actions for the Board of Directors meeting of April 3rd, 2019, the minutes/actions for the Annual Business meeting of April 3, 2019, and all Committee meeting minutes.**

**Motion made by Scott Thomas, seconded by Jim Campion, and unanimously approved.**

1. President’s Report

A. It was noted that the annual event was a very nice occasion, and PJ Keeler did a nice job on the presentation to Jim Campion.

B. Robin advised the Board that the Executive Committee voted to approve the policy for time off to vote.

1. Treasurer’s Report

A. Fiscal Highlights Report

Jack Mabb reported that there are no issues with grants receivable. There has been substantial improvement in mutual funds.

1. Corporate Compliance Committee Report

A. Request for motion to approve changes to Policy 1002: Confidentiality

At the last Corporate Compliance Committee meeting, there was a discussion about how the Consortium occasionally receives Personal Health Information in error. The Committee charged staff with updating agency policy to outline the protocol for handling information that was received in error; they also asked staff to create forms for tracking instances when information was improperly received or sent. A draft revision to Policy 1002 on Confidentiality was reviewed and two additional changes were suggested, as follows: 1) to title the tracking form for information that was improperly sent as follows: “Tracking Form for Breach of Confidential Information” and 2) to specify that the Tracking Form for Inappropriate Receipt of Confidential Information be maintained by the Corporate Compliance Officer.

**Be it RESOLVED, the Board of Directors approves the proposed revision to Policy 1002: Confidentiality, with the two additional changes specified above.**

**Motion made by Jeff Rovitz, seconded by Beth Schuster, and unanimously approved.**

1. Executive Director’s Report

Claire Parde presented the Executive Director’s Report (see attached).

As of 4/30, we have earned $850.00 in revenue from CMH for transportation services that permit us to transport patients from the Hospital’s Psych Unit to locations beyond the courthouse. As of 4/30, we have received $177.00 in revenue from the Circulation Ride Program. There has been nice coordination between the Consortium and the Care Managers who are arranging trips on behalf of their clients.

The Consortium’s paid intern started earlier this week. We had a vacant Information and Assistance Specialist position in NY Connects and decided to try a paid internship because we advertised twice and the applicant pool was poor. The paid intern will have a mix of job-shadowing and self-directed learning using the state’s online curriculum. She will be doing the job of an Information and Assistance Specialist, but not alone. We are hoping it works out and we can retain her. We are thinking of following this model in terms of recruitment. We think our job ads were too complicated, and we were asking too much. A good contact to have is Kelly Radzik, Director of Experiential Training from Columbia Greene Community College. She can recommend students for potential internships.

Claire attended the Assembly Hearing on Rural Health. There were very consistent themes, which consisted of Workforce, the crisis in Rural EMS, inadequacy of Medicaid reimbursement rates, and regulatory flexibility and waivers. Twenty-four people testified. NYSARH was asked by the NYS Assembly to provide a list of names to represent the Assembly on the newly constituted Rural Health Council (Claire has already been nominated by the State Office of Rural Health to be one of the Governor’s appointees to the Council). Claire noted that Assembly leadership is non-rural, which may negatively impact the focus on rural issues and the number of “friends of rural” in the Legislature.

Claire reported that the Consortium had been approached by the Bureau of Tobacco Control about potentially taking over the Delaware-Otsego-Schoharie region, which was in need of a contractor after the SUNY Research Foundation had applied for, received, and then declined its award. The Bureau indicated the Consortium was its first choice, in part because of its proficiency in rural program delivery. Claire and Tobacco Free Action Program Director, Karen DePeyster, spoke at length about the opportunity, agreeing that there were too many obstacles, including the award not being sufficiently large to hire the required number of staff and operate a separate office; they also discussed the lack of existing relationships within that community, which are so essential to the work. The contract was subsequently awarded to St. Peter’s Health Partners, which already has the Health Systems contract for that region. Claire commented that her decision-making process was aided by the recent strategic planning process, in which expansion into other regions had not emerged as a strategic objective.

1. Communications/Board Discussion

A. Strategic Planning Presentation

Robin Andrews, Board President and Chair of the *ad hoc* Strategic Planning Committee, presented the report on the Strategic Plan 2019-2023 to the Board of Directors. She reported that the TOWS process worked well and that Claire was a great facilitator. Three to four areas of importance were prioritized. Transportation came up in many areas. The Strategic Goals can be viewed as parts of a whole body. For instance, “Anchor Our Value” can be seen as the brain, “Tell Our Story” as the mouth, “Diversify Our Revenue” as the legs/feet, and “Develop and Strengthen Our Workforce” as the heart. It was recommended to add hands to heart to describe “Develop and Strengthen Our Workforce.” We want to be a voice for the rural community in different arenas. Contracts may become more regionalized, and we could lose them, as we did with the Cancer Services Program. We must have and maintain good staff. The key for the Board is to support Claire in decisions. This will require investment from reserves to grow and look to the future. The amount of reserves to use was not discussed yet. Monitoring can begin once there is a work plan. We must be forward-thinking. The alternative is to do nothing. We may maintain what we have, but if a threat develops, we may experience challenges addressing it. Claire should decide where we should start. We have to accept the failures as well as the successes. A lot of ideas came from the Strategic Planning Workgroup meetings. It was noted that this plan is very clean, very bold and will take a lot of commitment. It is very forward-thinking and different. It won’t be easy to accomplish. We should be realistic and go step by step. The Committee did a great job defining the concepts. It was challenging for Committee members as they have to do this in their own organizations and also had to plan it for the Consortium, but it was informative and fun. Remember that this is a 5 year plan. The goal is not to complete all of the Pillars, but to work towards them. It is not a to-do list, but rather a menu you can work from. We must be prepared to change as the landscape changes. The Transportation Program is a place to really put some focus. We hope the Community Health Worker Program will become Medicaid-reimbursable. We must stay connected to the plan. Updates on the Strategic Plan should go on the Executive Director’s report.

**Be it RESOLVED, the Board of Directors approves the Strategic Plan in its entirety.**

**Motion made by Beth Schuster, seconded by Jeff Rovitz, and unanimously approved.**

Claire expressed gratitude to Committee members. Their level of commitment and engagement was impressive. Thank you to Ashling Kelly for her hard work and note-taking. Robin thanked all involved.

B. Announcements

1. Linda Tripp announced the Safe Sitter Program being offered by Cornell Cooperative Extension of Columbia and Greene Counties. It is a medically accurate, hands-on class that teaches boys and girls in grades 4 through 6 how to handle emergencies when caring for children. The next class is Tuesday, July 9th 8:45 a.m. to 3:00 p.m. at the Extension Education Center located at 479 Rt. 66, Hudson. Call 518-318-1210 for more information.

2. This is Jim Campion’s last meeting. Thank you again!

1. Adjournment

The meeting was adjourned at 3:44 pm, following a motion by Jim Campion.

**Respectfully submitted,**

**Linda Tripp, Board Secretary**

**Columbia County Community Healthcare Consortium, Inc.**

**Executive Director’s Report to the Board, June 5, 2019**

**Program Updates**

**New program contract updates**

We have been working with NYSDOH to execute our new contracts for the Tobacco Control and Navigator Programs. The Tobacco Contract was approved on May 30, 2019. We were notified on June 3rd that the Navigator budget was approved.

Our Rural Health Network contract budget, which began on January 1, 2019, must be modified. This will be accomplished later this month.

**Transportation Program Update**

On April 11th, we executed a second Memorandum of Understanding with CMH for transportation services that permit us to transport patients from the Hospital’s Psych Unit to locations beyond the courthouse.

We continue to be dispatched trips through the Circulation Platform by care managers who are coordinating with us closely. We have also been successfully reimbursed for those trips.

**Personnel Updates**

* The Consortium’s paid intern, who will work 21 hours per week in the NYConnects Program from June 3rd through August 30th, started earlier this week. Lisa Thomas has arranged her schedule for the first month, which will include the opportunity to attend the ACUU Conference as well as participate in a number of outreach events. She will also accompany the two other Information and Assistance Specialists to their off-site service delivery sites, including DSS.
* A new driver, Hal Hughes, started his employment with us as a driver, and another driver is currently being processed for hiring.

**Board and Community Relations—Recent Past**

* Attended the New York State Public Health Association Conference in Cortland, NY on Thursday, May 2nd and Friday, May 3rd.
* Participated in the semi-annual meeting of the Community Advisory Committee at the NYS Health Foundation in NYC on Monday, May 6th
* Met with BHNNY about their Community Health Worker Initiative on May 9th
* Participated in the semi-annual meeting of the Career and Technical Education Advisory Board on May 10th
* Participated in an in-person meeting of the Board of Directors of the Catskill-Hudson Area Health Education Center in Newburgh on May 17th
* Attended the Rural ReEntry Conference on May 22nd
* Moderated the Opioid Forum jointly hosted by CMH, Twin County Recovery Services and the Greene County Rural Health Network on May 22nd
* Attended theAssembly Hearing on Rural Health at the Empire State Plaza on May 31st in the company of colleagues from NYSARH who testified. The Testimony was recorded and is available at <https://www.appliedweb.org/bulletin/new-york-state-assembly-hearing-rural-health-care-services-may-31-2019>.

**Board and Community Relations--Looking Ahead**

* On June 6th, Karen dePeyster, Lisa Heintz and I will attend the Greene County Chamber of Commerce’s Annual Gala in Coxsackie.
* One June 11th, I will participate in the training on patient engagement at TCRS
* On the evening of June 11th, I will be providing a Grantwriting 101 workshop to the board members of Columbia County Pathways to Recovery, CCPR, at the Ghent Town Hall
* On June 19th, I will be attend the Open House of the Capital Behavioral Health Network
* On Monday, June 24th, I will be in NYC, attending an in-person meeting of the Stakeholder Workgroup on Public Reporting of Primary Care Quality
* From Monday, July 29th through Monday, August 5th, I will be on vacation in Nebraska and Kansas, but very much back and looking forward to our next board meeting on August 7th!