

**Notes from the Board of Directors Meeting of October 5th, 2016**

**at Camphill Ghent**

Call to Order

The meeting was called to order by President Beth Schuster at 2:45p.m.

Roll Call

The following members were present at Roll Call: Nancy Benz, Jim Campion, Michael Cole, Chelly Hegan, Art Koweek, Tam Mustapha, Jeff Rovitz, Beth Schuster, Scott Thomas, and Linda Tripp.

The following members were absent at Roll Call: Robin Andrews, Lisa Evans, Kary Jablonka, PJ Keeler, Theresa Lux, Jack Mabb, Kevin McDonald, Leitha Pierro, Art Proper, Tina Sharpe, Ken Stall, John Thompson, and Nancy Watrous.

Staff members Claire Parde, Lisa Thomas, Jim Funk, and Aleshia Boyle were also present.

Monthly Information Item

1. Presentation from Jim Funk on the Children and Adults Rural Transportation Program (C.A.R.T.S).

At this time Claire introduced Jim Funk, Transportation Program Coordinator, who presented to the Board. Details of his presentation are included as an Addendum to these minutes.

*[John Thompson entered the meeting at 2:49 p.m.]*

*[Sarah Sterling entered the meeting at 2:55 p.m.]*

*[Following his presentation, Jim Funk exited the meeting.]*

Approval of Board Meeting Minutes

**Be it RESOLVED, the Board of Directors accepts the minutes/action of the Board of Directors meeting of August 3, 2016.**

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

Approval of the Committee Meeting Minutes

**Be it RESOLVED, the Board of Directors moves to accept the minutes of the Executive Committee meeting of 8-24-2016; the Budget and Finance Committee meeting of 9-20-2016; the Personnel Committee meeting of 9-16-2016; and the Strategic Planning Committee meetings of 8-22-2016 and 9-19-2016.**

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

Committee Reports

1. Executive Committee
2. Approval of Succession Plan

**Be it RESOLVED, the Board of Directors moves to approve the new Succession Plan.**

**Motion made by Michael Cole, seconded by Jim Campion and unanimously approved.**

1. Personnel Committee
2. Approval of revised Policy 601: Employee Benefits

**Be it RESOLVED, the Board of Directors moves to approve the revisions to Policy 601: Employee Benefits.**

**Motion made by Tam Mustapha, seconded by Linda Tripp and unanimously approved.**

1. Strategic Planning Committee
2. Presentation of the Strategic Plan

At this time, Claire gave a PowerPoint Presentation about the Strategic Plan developed during a series of Strategic Planning Committee meetings. The Committee identified three key strategic goals for the agency, two of which are loosely three-year goals, and the other of which may possibly be completed within the next year. Slides of this presentation are attached.

Executive Director’s Report

Members were provided with the written report (see attached).

Claire presented members with a newly developed one-page fiscal report (also attached). This report gives key information of the agency’s standing and will always be posted on the Consortium’s website for members to access.

Claire also advised members that there is a workplace investigation concerning a driver currently underway.

Network Member Spotlight

1. Agency Overview and Tour of Camphill Ghent

Claire introduced Nancy Benz, Community Relations Officer, and Deborah Grace, Executive Director of Camphill Ghent. Nancy explained that Camphill Ghent is unique among the rest of the Camphill associations in the area because Camphill Ghent is an elder community that includes people with special needs in a fully integrated life. Camphill Ghent offers independent and assisted living facilities.

There are ten townhomes, three co-houses including studios, one and two bedroom apartments with common areas for social activities. Finally, there is an adult home which includes twenty-nine private rooms for individuals who require support and care in daily living.

Camphill Ghent is all about being a beautiful space. The facilities are all landscaped and the interior design and decorations are meant to make the facilities feel open and welcoming. There is a community garden, a kitchen garden, and an onsite chef. Finally, Camphill Ghent hosts a number of events and activities including a Chamber music series.

Adjournment

**Motion made by Chelly Hegan to adjourn and unanimously approved.**

The meeting adjourned at 3:42 p.m. and members were given a guided tour of the facilities by Deborah Grace and Nancy Benz.

**Respectfully submitted,**

**Linda Tripp, Board Secretary**

ADDENDUM

1. Presentation from Jim Funk on the Children and Adults Rural Transportation Program (C.A.R.T.S):

Jim began his presentation by stating that the program began in 1998, shortly after the Consortium was established. The program began because there was a clear need for residents living in rural areas to be able to get to their medical appointments. In that year, the program provided six trips totaling 190 miles. One year later, the program boomed and provided 1,337 trips covering 18,700 miles and served 81 clients.

Last year, the C.A.R.T.S Program served 418 clients totaling 14,812 trips, and traveled over 170,000 miles. Of those clients, 266 of them were over the age of 60. As of July 2016, there have been 11,200 trips and 540 clients.

This program is a free, door-to-door, non-emergency medical transportation service and is available to Columbia County residents only. Individuals who are enrolled in Medicaid must contact Medicaid Answering Services and request the Healthcare Consortium as the preferred provider in order to receive the service.

Jim stated that this program runs Monday through Friday 8 a.m. to 4 p.m. and has a fleet of ten vehicles including sedans, minivans, and a multi-passenger wheelchair accessible minibus. Currently the program has thirteens Drivers that drive clients all over the area including Albany, Glens Falls, Wappingers Falls, Kingston, and Sharon, Connecticut.

Rides can be booked up to two weeks out for local appointments and two months out for non-local appointments so it is suggested that clients call to schedule a ride as soon as they have set their doctor appointment. Clients are allowed to bring someone with them.

The Transportation Program provides rides Monday through Friday to nine people that go to dialysis in Ghent, as well as transports clients to and from PROS at the Mental Health Association daily.

Finally, Jim stated that this program is only getting busier and responses from a recent survey given to fifty-four clients were generally positive, with one negative response.

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

**Meeting of the Entire Board**

**October 5, 2016**

**Executive Director’s Report**

**Board and Community Relations**

* On Tuesday, August 9th, I attended the AMCH DSRIP PPS meeting of the Consumer and Community Affairs Committee in Albany.
* On Friday, August 12th, I attended the Columbia County Chamber’s event to “meet and greet” the new Chamber Director
* On Friday, August 19th, I facilitated a call of Rural Health Network Directors on the topic of revenue-generation.
* On September 4th, I attended the annual gala for the Alliance for Positive Health in Germantown. The Alliance is a new partner (the Director, Bill Faragon, is the Chair of one of the DSRIP committees on which I serve) and they are also a major provider of care coordination services in several counties.
* On Thursday, September 8th, I attended the AMCH DSRIP PPS meeting of the Community Crisis Stabilization Subcommittee in Albany.
* On Friday, September 9th, we hosted the second Fellowship Event in the garden of Peter and Bette Homitzky, Athens. Thank you to all Board members who attended!
* On September 14th, I attend the reception for the Columbia County Board of Supervisors at the CC Chamber of Commerce.
* On September 19th, I presented on the programs and services of the Consortium during the CBO and Provider Networking Webinar, organized by the AMCH DSRIP PPS.
* On September 20th, I participated in an Aging in Place Forum organized by Assembly Member Didi Barrett in Pine Plains.
* From September 21st through September 23rd, I attended the annual conference of the New York State Association for Rural Health (NYSARH) in Clayton, NY (near Watertown).
* On September 27th, I met with Supervisor Bill Hughes regarding the opiate addiction crisis and provided an overview of existing efforts and opportunities for collaboration.
* On October 5th, we organized a DSRIP Reporting and Billing Training for Network Members in Hudson with Lauren Ayers, CFO of the AMCH DSRIP PPS.

**Strategy & Program Planning**

* The Strategic Planning Committee which includes all the members of the Executive Committee as well as Michael Cole, Chelly Hegan, and Tina Sharpe, has met four times, on June 30th, August 1st and August 22nd, and September 19th, and concluded its work.
* We have been helpful in convening the stakeholders to consider the latest OASAS RFPs. That work is ongoing. Similarly, we are participating in the discussions about funding for Chatham Cares4U.

**Resource Development**

* The contract documents (budget, work plan, etc.) for the next contract year (starting October 1, 2016 and ending September 30, 2017) of the Navigator Program have been approved.
* We have approached the Dyson Foundation about ongoing financial support for the Prescription Access and Referral Program, and have been invited to submit a new application.

**Fiscal Management**

* Fiscal Manager John Ray has produced a new report for regular financial reporting to the Entire Board, which will be debuted today.

**Personnel Management**

* We are fully staffed in all program areas. We are currently planning to out-station a NYConnects Information and Assistance Specialist at the Department of Social Services, a new and very promising arrangement.
* We continue to manage the absence of two administrative team members, our Office Receptionist and Fiscal Clerk. Thus far, we have accomplished this without needing to hire externally, but we may need to explore other options, as we have recently learned that their absences will be extended.
* There is a workplace investigation concerning a driver currently underway.

**Upcoming events**

* I will be attending the first meeting of the NYSHealth Foundation’s Community Advisory Board in NYC on October 19th. I will also attend their 10th anniversary celebration the following day.
* I will be speaking at *Getting There - A Conference on Bridging the Transportation and Health Care Gap,* scheduled for October 26th.

I will be addressing the NYS Rural Health Council, a statewide rural health policy council convened by the NYS DOH, at its meeting at Empire State Plaza on October 27th.

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| **Fiscal Highlights Report for the Entire Board** | | | | | | | |
| **Wednesday, October 05, 2016** | | | | | | | |
| **Cash** | Cash balance in the operating checking account started the year off with $316K, September 30th balance at $397K. High cash balance on Sept 2nd at $479K & low cash balance on July 11th at $200K. Annual average cashbalance is $335K. | | | | | | |
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| **Grants Receivables and Investments** | Grants receivables represent billed and unbilled amounts related to CCCHC's cost reimbursable and fee based government contracts. Amounts recorded are current in nature and represent eligible reimbursements under related contracts. At August 31, 2016, Grant Receivable balance is $182K and Investment balance is $152K | | | | | | |
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| **Current ratio: 3.16** | This ratio indicates your organization's ability to meet short-term financial obligations by comparing your current assets ($822.1K) to your current liabilities ($260.4K). Ideally, you want to have a current ratio of at least 1.0, and preferably greater. A current ratio under 2.0 may indicate an inability to pay current financial obligations with a measure of safety. | | | | | | |
| **Quick Ratio: 3.13** | Many banks use the quick ratio comparison to gauge financial stability. It compares quick assets $814.8K (current assets less prepaid expenses) to current liabilities $260.4K. Your organization's quick ratio should not be less than 1.0. | | | | | | |
| **Operating reserve: 33% or 4 months** | This ratio addresses the question of whether resources are sufficient and flexible enough to support your mission without having to borrow externally. It compares expendable net assets $535.6K to total annual expenses $1,600K. It describes your organization's ability to fund programs and other expenses from expendable net assets, should no additional operating revenue be available. Not-for-profit organizations should aim to have an operating reserve ratio of no less than 25 percent, or enough to cover at least three months of their annual expenses. | | | | | | |
| Expendable Net Assets = (unrestricted net assets $601,697) + (temporarily restricted net assets $50,047) - (net property, plant and equipment $116,115) | | | | | | B1B2:I21 |  |

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