

**Notes from the Board of Directors Meeting of December 7th, 2016**

Call to Order

The meeting was called to order by President Beth Schuster at 2:35p.m.

Roll Call

The following members were present at Roll Call: Robin Andrews, Nancy Benz, Jim Campion, Michael Cole, PJ Keeler, Art Koweek, Theresa Lux, Tam Mustapha, Leitha Pierro, Beth Schuster, Linda Tripp, and Nancy Watrous

The following members were absent at Roll Call: Lisa Evans, Chelly Hegan, Kary Jablonka, Jack Mabb, Kevin McDonald, Art Proper, Jeff Rovitz, Tina Sharpe, Ken Stall, Scott Thomas, and John Thompson

Staff members Claire Parde, Lisa Thomas, and Aleshia Boyle, as well as Carol Hausamann, CPA from Marvin and Company, were also present.

Consent Agenda

1. Board of Directors meeting minutes of 10-5-2016
2. Committee meeting minutes:

* Budget and Finance meeting of 11-15-2016
* Executive Committee meeting of 10-26-2016 and 11-30-2016
* Governance Committee meeting of 11-1-2016
* Personnel Committee meeting of 11-15-2016

**Be it RESOLVED, the Board of Directors accepts the minutes/action of the Board of Directors meeting of October 5th, 2016 and all Committee meeting minutes.**

**Motion made by Tam Mustapha, seconded by Robin Andrews and unanimously approved.**

*[John Thompson entered the meeting at 2:37 p.m.]*

Communications/Board Discussion

1. Presentation on audit scope

Carol Hausamann, CPA from Marvin and Company presented to the Board the scope of the audit via a PowerPoint Presentation. Slides of her presentation are included as an Addendum to these minutes.

Carol stated that she expects a smooth auditing process. Some of her staff have already begun the pre-auditing field work earlier this week. They will return in February to finish and she hopes to have the draft financials available for the April 5th Board meeting.

*[Jeff Rovitz entered the meeting at 2:48 p.m.]*

At this time, staff members Claire Parde, Lisa Thomas, and Aleshia Boyle exited the meeting at 2:50 p.m. to provide an opportunity for the Board to speak to Carol privately. They re-entered the meeting at 2:55 p.m. as Carol Hausamann thanked the Board for their time and exited.

1. Engagement of the External Auditing Firm

After briefly reviewing the Engagement Letter, a motion to engage the auditing firm was requested.

**Be it RESOLVED, the Board of Directors moves to engage Marvin and Company as the External Auditor.**

**Motion made by Linda Tripp, seconded by Jeff Rovitz and unanimously approved.**

Executive Director’s Report

Members were provided with a copy of the Executive Director’s Report (see attached).

Claire attended a training sponsored by MHANYS about employing individuals with disabilities. She intends to start advertising open positions with agencies that help people with disabilities obtain gainful employment.

*[Ken Stall entered the meeting at 3:00 p.m.]*

Claire, Beth Schuster, Michael Cole, and Theresa Lux have been meeting with the Board of Supervisors about the opioid epidemic in Columbia County. They have been asked to make a set of recommendations about where they might make a strategic investment.

Claire reported that she will be participating in the National Policy Institute in Washington D.C. from February 6-9th.

Finally, Claire reported that she was asked to facilitate the Catskill Community Center’s Board Retreat, which will take place January 8th.

Committee Reports

1. Governance Committee

Recommendation to elect Laurie Scott of ReEntry to fill the seat vacated by Scott Thomas

**Be it RESOLVED, the Board of Directors elect Laurie Scott, Executive Director of ReEntry, to represent that agency for the remainder of the term ending in April 2018.**

**Motion made by Theresa Lux, seconded by Tam Mustapha and unanimously approved.**

1. Executive Committee

Recommendation to approve the Executive Director’s contract

At 3:11 p.m., staff members Claire Parde, Lisa Thomas, and Aleshia Boyle exited the meeting to provide the board an opportunity to discuss the Executive Director’s contract. They re-entered the meeting at 3:20 p.m.

**Be it RESOLVED, the Board of Directors moves to approve the Executive Director’s contract for the 2017 calendar year as presented.**

**Motion made by Michael Cole, seconded by Leitha Pierro and unanimously approved.**

Collection for the Edith Casey Stocking Fund

Multiple members of the Board donated cash and/or toys to the Edith Casey Stocking Fund. In honor of this donation, Art Koweek gave a brief history about Edith Casey and the Edith Casey Stocking Fund. Art knew Edith personally, and reported that she was a wonderful woman. Edith took it upon herself to take care of the needy. She started out in Northern Columbia County going door to door collecting toys for kids during the holiday season. Since then, it has expanded throughout Columbia County over the years and has become one of the largest charitable efforts in the County.

Holiday Party

Adjournment

The meeting adjourned after the holiday party.

**Respectfully submitted,**

**Linda Tripp, Board Secretary**

ADDENDUM

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

**Meeting of the Entire Board**

**December 7, 2016**

**Executive Director’s Report**

**Board and Community Relations**

* Since my last report, I attended the Capital Region Planning Consortium meeting in Albany
* I also attended “Collaboration for Results: The Principles and Practices of Collective Impact” on November 3rd in Great Barrington, MA. I would like to recommend the speaker for our annual meeting in April
* I provided a grant writing workshop for Consortium and DHS employees on November 4th

**Strategy & Program Planning**

* We are preparing our submission to OASAS in response to the Community Coalitions RFA. This will be submitted by December 14th. Regardless of whether or not we get funded, the process of preparing the proposal, including discussions with multiple partners and stakeholders, has been a useful one, and will inform our work going forward.
* We continue to participate in a group process to craft a set of recommendations to the CC Board of Supervisors regarding strategic investment of dollars to address the opioid epidemic
* We continue to meet with key network members to plan the Pain Fair at CGCC in 2017
* We continue to participate in the Southern Hub Behavioral Health Planning Group, which met earlier today.

**Resource Development**

* In November, we prepared and submitted an application for ongoing financial support ($44,000) for the Prescription Access and Referral Program to the Dyson Foundation; a determination is expected shortly.
* In November, we prepared and submitted an application for ongoing financial support ($25,000) for the Transportation Program to the Foundation for Community Health; a determination is expected shortly.
* We have executed the contracts with CCOFA for NYConnects Year 11 ($43,987), starting October 1, 2016, and for the MIPPA monies ($2,710).
* We have been advised that the RFP for the next round of funding for the NYConnects Expansion and Enhancement Program will be issued in December, with an effective date of January 1, 2017. It is unclear what the funding allocation for Columbia County will be.

**Fiscal Management**

* Marvin and Company has begun its pre-audit field work this week.
* We received four bids for IT services in response to our RFP. We selected our current vendor, i.t.s. of West Coxsackie, to continue providing this service to the agency.

**Personnel Management**

* This morning I participated in a training, sponsored by MHANYS, on Wednesday, December 7, 2016 on employing individuals with disabilities.
* Susan Ortabas returned to work as our Office Receptionist and Program Assistant on November 7, 2016. It is anticipated that she will be absent for another 6-8 weeks starting in February 2017, during which time we expect to engage a temp.
* Aleshia Boyle has decided to return to school on a full-time basis starting January 17, 2017. We have advertised for her replacement, and received 15 applications thus far. Karen dePeyster, Lisa Thomas, Aleshia and myself will interview at least 4 candidates starting next week.
* After an extended leave of absence, Lorraine Deyo, our Fiscal Clerk, has decided to resign to care for her spouse. We will start to advertise for her open position shortly.
* Open enrollment for personnel lines of insurance began on November 14th and will end on December 16th.
* The annual performance evaluation process for staff has begun. I will be meeting with the six people who report to me directly later this month.

**Upcoming events**

* I will be volunteering as an employer for Workforce’s Speed Networking Session on December 8th
* I will be attending the Greene County Chamber of Commerce’s Holiday Party on the evening of December 8th
* Our own agency’s holiday party will be on Thursday, December 29th, from 1-3 p.m.; all are welcome.
* I have been asked to facilitate the board retreat of the Catskill Community Center on January 8th, 2017
* I will be participating in the National Policy Institute in Washington, D.C. February 6-9, 2017.