

**Notes from the Board of Directors Meeting of October 5, 2022**

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

*Due to Covid-19 concerns, this meeting was held both in-person at Columbia-Greene Community College and virtually on the Zoom web platform. All voting was done contemporaneously in person and via computer audio.*

The meeting was called to order by President Scott Thomas at 2:33 p.m.

The following members were present at the roll call: Art Proper, Becky Polmateer, Bob Gibson, David Rossetti, Dorothy Urschel, Jack Mabb, John Thompson, PJ Keeler, Robin Andrews, Scott Thomas, Theresa Lux.

The following members were absent at the roll call: Casey O’Brien, Chelly Hegan, Dan Almasi, Kathleen Eldridge, Ken Stall, Kevin McDonald.

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

*[Board member Chelly Hegan joined the meeting at 2:35 p.m.]*

*[Board member Ken Stall joined the meeting at 2:38 p.m.]*

1. **Communications/Board Discussion**

President Scott Thomas requested that Board members RSVP their meeting attendance so that we may know whom to expect. Scott thanked the members for completing the Executive Director evaluation forms and noted that there were still a few outstanding responses.

The group discussed whether to continue with the hybrid-meeting format or return to remote-only meetings. Some members expressed appreciation for the convenience of virtual meetings due to travel time and ongoing COVID concerns, while others would welcome being in-person if a larger group was present. Claire noted that the staff at C-GCC has been very gracious and welcoming, but she is reluctant to continue requesting their efforts, which are not insignificant, when we have such a small in-person turnout. Claire recommended that, with the potential challenges of winter approaching, the December and February Board meetings be fully virtual. The group agreed.

MHACG Executive Director David Rossetti announced that organization’s Director of Finance is leaving and they would be searching for a replacement.

*[Board member Dan Almasi joined the meeting at 2:50 p.m.]*

1. **Consent Agenda**
2. Board of Directors meeting minutes of August 3, 2022
3. Committee meeting minutes:
* Executive Committee Meeting of September 7, 2022
* Budget and Finance Meeting of September 27, 2022

***Be it RESOLVED, the Board of Directors accepts the minutes/actions of the Board of Directors meeting of August 3, 2022, and all Committee meeting minutes****. [All members may act]*

**Motion made by Theresa Lux, seconded by Becky Polmateer, and unanimously approved.**

1. **President’s Report .**

President Scott Thomas introduced the proposed revision to Personnel Policy 810: Remote Work and asked Claire to expand on the proposed change. Claire explained that the revision was prompted by a staff member’s request to work remotely out of state one week each quarter. As a client of the labor law firm Bond, Schoeneck, and King, Consortium staff are able to attend the firm’s weekly labor law webinars. In one of these webinars, the presenter mentioned the need to be aware of potential tax implications of having employees working in other states. The requirements vary among states; this particular request in South Carolina would have required the Consortium to collect South Carolina state tax and make quarterly tax filings. This would have created an excess administrative burden; it would have also posed technical challenges, as the agency’s current payroll system does not allow for two different tax systems for the same employee in the same pay period.

The Remote Work policy has been revised to indicate that no out-of-state work will be permitted. Additional changes were made to add ‘injury’ among the possible reasons for remote work. Language was added to clarify that reasons for remote work must not interfere with the ability perform one’s job duties, and to state that evaluation of requests would be made on a case-by-case basis.

The group discussed the proposed revisions, acknowledging the changing face of work and workers’ expectations, and suggested that policies be written with flexibility to meet those expectations. Following the discussion, Claire proposed the policy revision be amended to remove the reference to ‘out of state work,’ and add a bullet that states, “the remote work does not add an undue administrative burden to the agency, as determined by the Executive Director.” The group agreed to this change, while noting the importance of ensuring that determination of ‘undue burden’ be considered fairly.

***Be it RESOLVED, the Board of Directors approves the Revision to Personnel Policy 810 as amended****.*

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

1. **Treasurer’s Report**

Treasurer Jack Mabb reported the agency’s cash balance was $332K at the end of August, which compares favorably to last August. The CARTS program continues to face financial duress. One factor contributing to this is the NYSDOH restriction on cohorting rides, which decreases efficiency and adds to expense. Additionally, the cost of labor and vehicle fuel are also significantly higher than at this time last year. A recent examination by the Budget and Finance Committee of the program’s Profit and Loss demonstrates that thus far, CARTS has lost $100k. The Finance committee discussed this in detail; cutting services is the only way to reduce expenses, but there is naturally a reluctance to doing so. Since the agency’s fund balance is robust and cash position is strong, we can incur these operating losses for a time. However, we will need to find new sources of support to the program.

A question was asked regarding cohorting; Claire explained that cohorting could occur if the passengers are from the same household, or if the vehicle is large enough to allow distancing (the current rule is 50% of vehicle capacity, including the driver). For example, a 7-passenger minivan can transport two passengers from different households, plus the driver.

Claire updated the group on the fleet expansion. The agency has signed a master equity lease with Enterprise Fleet Management, which will allow the agency to update the vehicles more frequently. Five of the vehicles have been ordered to specification; we have received one thus far. The remaining four the vehicles were built in Spain and shipped. It was suggested that, with fuel costs rising, the Consortium consider phasing out petroleum-based vehicles by switching to hybrid or electric ones. Claire has kept this possibility in mind, both by ensuring Enterprise can accommodate that transition and in considering the presence and availability of charging stations currently in Hudson and in the potential future location of the Consortium offices, should that move take place.

1. **Executive Director’s Report**

Claire reminded the group that her full report is available on the Board portal and offered the following highlights:

* The Tobacco Control and Navigator Programs are paid through July. The budgets and work plans have been submitted for both programs.
* There is an MWBE requirement attached to NYS contracts. The State did not pursue reporting compliance about this during the last two years due to COVID but are now “playing catch up” by sending multiple emails per day for MWBE reporting dating back to 2019. The reporting process has been challenging and time-consuming.
1. **Healthy Families Presentation**

Theresa Lux, Executive Director of Catholic Charities of Columbia and Greene Counties gave a presentation about that agency’s Healthy Families Program, which began in 2017. Funding for this program comes from DSS and the Berkshire Taconic Foundation. It includes intensive case management, intended to help avoid child abuse and neglect by providing support and helping to stabilize parents.

The program addresses child health and development, provides connections to supports such as health insurance and transportation, and offers assistance in preparing individuals for job interviews as well as completing WIC and SNAP applications. Voluntary home visits offer an opportunity to reduce parental stress by assessing needs. In order to participate in the Healthy Families program, it is necessary to meet with staff, enroll, and have the first home visit by the time the child is three months old. There is a child welfare protocol in place to address any abuse concerns; the agency is mandated to report any suspected abuse. Providing diapers, milk and food pantry access, books, and free parenting tools enables the organization to stay engaged with the families. There are approximately fifteen families per worker. Once fully staffed, there will be five workers: two for Columbia County, one in Greene County, and two who will go back and forth between the counties.

Claire asked that, once the program is fully staffed, Theresa or one of her staff speak about the Healthy Families Program at one of the Consortium’s monthly staff meetings.

1. **Strategic Discussion**

In order to allot more time to the Healthy Families presentation, the Strategic Discussion on ‘Leadership Challenges’ was moved to the December Board meeting.

1. **Adjournment**

The business of the Board being concluded, the meeting was adjourned at 3:51 p.m. following a motion by David Rossetti and seconded by Robin Andrews.