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**ED’s Report to the Board**

**February 5, 2025**

**THE HIGHLIGHT REEL**

* Since my last report, I have continued to actively participate in activities related to the Prevention Agenda, including participating in the development and promotion of a community survey that was administered over a few weeks in November and December and, more recently, in reviewing preliminary survey data reports. We also prepared and submitted the annual progress report due to NYSDOH regarding the 2022-2024 Community Health Improvement Plan/Community Services Plan on behalf of the hospital and health departments in Columbia and Greene Counties.
* We also explored but ultimately discounted a Preferred Provider Opportunity offered by Medical Answering Services (MAS). This is the second opportunity to bid that has been offered to us, which demonstrates the regard MAS has for our service, but as they have been for opportunities to support transportation to methadone treatment—a 6 day/week obligation—our operation has not been well-suited to them.
* I have participated in multiple meetings and calls with leadership at the Greene County Office for the Aging to discuss the possibility of the Consortium taking over their NYConnects Program. I have submitted a draft contract and budget that is currently working through the committee structure of the Greene County Legislature.
* We continued to engage with the Social Care Network organized by the Healthy Alliance, and met with them recently for the purposes of contracting
* We renewed the business lines of insurance on 2/1. Of note: The cost of general insurance for the agency this year will be $39,207; in 2020, it was $11,006. Similarly, another cost of doing business—the audit and tax preparation expense—will be $26,100 for the audit of FY24, whereas it was $12,900 for the audit of FY20. Finally, our annual IT contract expense is $24,775.87 in 2025 and was $14,727.35 in 2020.

**FISCAL MANAGEMENT**

**Grants and Contract Management**

* **NYS Grants and Contracts**
* Navigator (NAV)—As NYSDOH was extremely slow to approve the Year 6 (8/1/2024 to 7/31/2025) budget and workplan, we were unable to voucher for expenses until recently. We have submitted August, September, October, and November vouchers thus far, as well as a budget modification request for the period beginning December 1st. The contract manager has requested that we do not submit the December voucher until she has an opportunity to review and approve all prior vouchers and the modification request.
* Rural Health Network (RHN)—The fourth quarter (Oct 1 - Dec 31, 2024) voucher and performance reports were submitted timely. Also of note: As previously reported, we submitted an application for the next Rural Health Network Development contract on 11/27/2024. Since the next contract period does not begin until October 1, 2025 and the current contract period ended on 12/31/2024, we have been advised that there will be a 9-month extension, and expect to be asked to submit a 9-month work plan and budget shortly.
* Tobacco (TOB)—Our final voucher was submitted and reimbursed. Naturally, the Bureau of Tobacco Control (BTC)’s Fiscal Unit found a way to reduce the payment by the cost an office chair purchased in June 2024, claiming that it was an ineligible expense though it was purchased for a Tobacco Program staff member. This had the effect of making us even more pleased that the relationship with BTC is ended.
* **Foundation** **grants**
* On January 15th, we submitted a report on the prior year’s grant, as well as an application to the current year’s grant program, to the Bank of Greene County Charitable Foundation. If received, this award will be committed, as it has in years’ past, to the Community Cancer Funds.
* On or by January 31st, we submitted fiscal and/or program performance reports to the Dyson Foundation (for General Operating Support) and the Foundation for Community Health (for RxAccess and Transportation).
* **Audit preparation**

We are working with the audit partner and manager at Bonadio Group to ensure a smooth audit process this year. Myself, Greg and Lisa will all be involved, with efforts beginning this week to provide a number of items in anticipation of preliminary work on February 13th and 14th and “fieldwork” in April. The goal is for the audited financial statements and IRS 990 to be presented to the Board at its meeting in June.

* **Fundraising and Development**

The following is a summary of funds raised in 2024 (all numbers are net of expenses):

* Annual Recognition Event: $ 2,878.17
* CARTS Fundraiser: $10,302.33
* Charity Night @ Night School: $ 1,020.00
* End-of-Year Campaign: $ 4,787.68
* Other online donations: $ 590.49

Total net proceeds from fundraising: $19,578.67

Additionally, we received $17,396.00 in donations from CARTS riders in 2024, representing 732 separate donations from 195 unique donors. As is our usual practice, we track, sum, and acknowledge these donations once annually in January of the following tax year. Those letters were mailed last week.

**PERSONNEL MANAGEMENT**

* Unfortunately, we were forced to terminate two relatively recent hires, a full-time Navigator and a part-time Program Assistant in the Navigator Program. Peter Destyl was hired as a full-time Navigator and started working on August 20th. Although he passed his certification exam as required by the State, we found that he lacked the ability to properly and responsibly assist consumers. We were also sad to part with Shefat Mahmud Rad, who served as a Program Assistant in the Navigator Program. Unfortunately, Shefat’s English language skills are currently too limited to properly manage client interactions. We expect that Shefat’s English will improve with time and practice, and that he may return to us then.
* Even more unfortunately, our short-tenured Director of Programs resigned. Nathan McLaughlin, who only assumed the role of Director of Programs in late February of 2024, resigned from the role, citing family reasons, and parted with the agency on January 10th. This came as a real blow to the agency, as Nathan played a critical role overseeing our consumer assistance programs and staff, and was a member of the Leadership Team. We are currently advertising for his replacement, and have received 3 or 4 applications from candidates that we intend to interview.
* We said goodbye to our longtime colleague, John Ray, who had been the Director of Finance at the Consortium for nearly 13 years. John retired on December 31st, but remains a resource to us, and especially to Greg Pettyjohn, who took over the role and is still very much learning it.
* On a brighter note, we are pleased to report that we recently hired Erick Reyna as a full-time Navigator. Erick, who is a native Spanish-speaker, will begin on February 24th.

**BOARD AND COMMUNITY RELATIONS**

* CMH Incident Review Committee meeting on 12/9
* CHIP Implementation Meeting on 12/10
* CMH Committee on Hospital Affairs Meeting on 12/19
* Attended the retirement celebration for Kevin Jobin-Davis of the Healthy Capital District on 12/9
* Meeting with our contract manager at the Mother Cabrini Health Foundation on 1/6
* Meeting with the County’s Transportation Planning Group on 1/6
* MH/ASA CSB Subcommittee meeting on 1/8
* Human Services Building Safety Committee Meeting on 1/10
* Columbia County Food Insecurity Roundtable at the Spark of Hudson on 1/24
* Centenarian Celebration at Pine Have on 1/29

**UPCOMING BOARD AND COMMITTEE MEETING DATES**

* 3/5 Executive Committee 9:00 am
* 3/5 Corporate Compliance Committee 10:00 am
* 3/7 Governance Committee 9:00 am
* 3/25 Budget and Finance Committee 3:00 pm
* 4/2 BOARD OF DIRECTORS ANNUAL MEETING 2:30 pm

and

ANNUAL RECOGNITION EVENT 4:00 pm

Both in person at the Spark of Hudson