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**Notes from the Executive Committee meeting of March 5, 2025**

*Note: This meeting was held virtually on the Zoom web platform*

**Attendance**

Committee Members: Becky Polmateer, Scott Thomas, Art Proper, Robin Andrews, Jack Mabb

Absent Committee Members: none

Staff Members:Claire Parde, Lisa Thomas

**General updates**

* January and February were challenging for the Fiscal Office. There were many payroll-related functions to accomplish, such as W-2s, 1099s, W-3s and total compensation statements. February also brought preliminary audit work. Working with Bonadio through the web-based portal is challenging, and they request a lot of documents that aren’t needed. It will be to our benefit to work with a smaller firm in the future.
* Medicaid billing is a monthly task and is cumbersome.
* Greg, Lisa and Claire continue to meet weekly to discuss priorities for the week. It has been a helpful meeting in terms of sorting the division of labor.
* There is IT infrastructure work to be done in the near future. We will be migrating to the Cloud in October, so we will need to move from Family Health Plus, our local scheduling software, to Time Tap, an online scheduling service, as well as from QuickBooks desktop to QuickBooks online. RoutingBox, our transportation scheduling software, has already been switched from the desktop to the online version.
* There are several personnel items about which to report. We continue to advertise for a Navigator, since our last hire backed out at the last minute. Emi Davenport is due to return from maternity leave on March 12th. We have interviewed five people for the Director of Programs. We expect to extend an offer to one candidate soon, who presented as the best candidate to oversee Greene County NY Connects. That contract is currently in process and is projected to start April 1st. It is for $180,000 and meets one of our strategic goals of increasing our presence in Greene County; it also gets us more than halfway to replacing the lost revenue associated with the Tobacco contract.
* Claire needs to review the contract with the Healthy Alliance to participate in their Social Care Network. She is dragging her feet because once the contract is executed, there will be a great deal of pressure to begin the massive amount of training that will be required. She is also not moving quickly, because it is unclear whether the federal government will reduce or entirely eliminate the funding for this project.
* In development news…our winter newsletter is due to be released shortly. The invitation for our Friends of the Consortium event will also be out soon. We are also working on the Annual Impact Report, donor acknowledgement process and a new contract for Sydney Keiler, Director of Development and Communications. The next phase will be donor development. It requires a unique skill set. Claire may need to be the person to handle this, though Network Members can certainly be a resource.
* This is the last Executive Committee meeting for Robin and Scott. Many thanks for all of their support!

**Next meeting: May 7, 2025 at 9:00 a.m. via Zoom**