

New York State Association for Rural Health Administrative Team Report to the Board

Fourth Quarter Report

October 1, 2019 – December 31, 2019



Every Quarter

- * **Maintain Accounts Payables/Receivables**
 - Changed credit card and bank signatories.
- * **Produce Quarterly Financial Reports (QFR)** (with guidance from the Finance Committee)
 - Accounting issues from fiscal years resolved. Financial reports are now produced regularly.
 - 4th Quarter Financial Reports will be reported at the 2/27/2020 Finance Committee meeting.
- * **Develop and distribute the quarterly NYSARH newsletter in February, May, August and November**
 - Fall Quarterly newsletter distributed November 8th on website, via Facebook post, and to over 1000 emails through Campaign Monitor (279 unique opens; 98 people clicked a link).
- * **Maintain the NYSARH website, including all content, in conjunction with Health Workforce NY**
 - Website maintenance and changes done by Karin (outside SOW), more specialized tasks and web development were done by HWNY.
- * **Host and take minutes for Board Meetings**
 - Provided Committee support and minutes; Meetings set up using shared zoom account; Kept Board Portal up to date.
- * **Utilize the Membership Management Platform supported by Health WorkForce NY to manage NYSARH membership**
 - Provided support and regular updates regarding One & Done campaign.
- * **Maintain connection and facilitate sharing of information with the NRHA and other State Rural Health Associations.**
 - Participate in monthly State Association Council (SAC) and Grassroots Advocacy calls.
- * **Work in collaboration with the Conference Committee Chairs to plan, develop, facilitate and evaluate the Annual NYSARH Conference**
 - Provided support for Conference Committee transition to new leadership.

Fourth Quarter

- * **Produce 2020 Annual FY Budget (in concert with the appropriate committees of the Board)**

- Worked with Finance Committee to produce a budget for Board approval at the 2/3/20 meeting.
- * **Strategically identify and target one or more new membership prospect types (organizations, sectors, individuals, etc.) each year for membership campaign**
 - Worked with Membership Committee to develop the One & Done campaign for recruitment.
- * **2019: Submit final report on Veteran Health Panel at Conference**
 - Submitted final report on 2019 Conference Veteran Health Panel.
- * **Submit 2020 Work Plan and Budget to NRHA by deadline [and annually thereafter]**
 - 2020 Work Plan submitted and approved.
- * **Assist the Policy Committee with planning of Advocacy Day in Albany**
 - Delegation from Committee met with a Team from DOH in October; Worked with Policy Committee to identify Federal and State priorities; Worked with Commission to reserve room etc.
- * **Conference: October: TY letters to everyone; tabulate & summarize feedback; produce summary report for Board of Directors**
 - See attached summary report.
- * **Conference: Nov/Dec: Convene Committee for next year; brainstorm themes/issues**
 - Carrie & Sara visited the convention center; Carrie & Ali are using technology to track progress, themes have been chosen and will be brought before the Board for approval, planning for 2020 conference is underway
- * **Set up the Monthly Webinar Series**
 - Hosted CMS in October and Campaign for NY Health in November; follow up communication with CMS
- * **Additional**
 - **Senate Appropriation - contract with NYS Office of Rural Health**
 - ◆ Set up NYSARH in Grants Gateway, executed two contracts with NYS, developed and implemented 76 sub-contracts, started receiving reimbursement requests from RHNs and CAHs. This provides a wonderful opportunity for NYSARH to engage with rural hospitals and also provides innovation funding for NYSARH to grow as an association.
 - **Public Comment**
 - ◆ Produced and submitted Public Comment on Rural Broadband and DSRIP 2.0; follow up from an AP reporter
 - **New Employee**
 - ◆ Christa Parish joined the team at the end of October as Office Assistant.