



Board of Directors
Friday, January 25, 2018
1:00 p.m.
Genesee Community Health Center
725 Mason Street – Conference Room

Board Members Present:

Claudnyse Holloman, *Interim Chair*, Rob Podlesak, Linda Keller, Yolanda Oliver-Yancey, Tamar Pleasant-Swain (*via telephone*), Valerie Southall, Deborah Duckett (*via telephone*)

Executive Director: Dr. Wendy Ringo (*via telephone*)

Board Members Absent:

Andrea Crockett,

Guests:

Brian Swiecicki Interim Deputy Director GCHC, Lisa Shumpert, Corporate Compliance and Privacy Officer

Recording Secretary: Yolanda Larry, GCHC/GHS Administrative Assistant

Board Meeting was called to order at 1:12 p.m. by Claudnyse Holloman

I. ADOPTION OF AGENDA

Linda Keller had additions to the agenda. Under Corporate Compliance, Corporate Compliance Committee to be added. Lisa Shumpert to provide information regarding implementation of a Corporate Compliance Committee. Item 9 Personnel, adding “e” committee chairs and annual meetings, time preference and interest. Under meeting times will be discussing finance, executive committees and Full Board meetings. Adding of an additional Item under other: Old and New Business. Rob requested to move item 8 Corporate Compliance to the top of the agenda

Linda Keller moved to approve the amended Agenda, Valerie Southall supported
Motion carried

II. WELCOME AND INTRODUCTIONS-Round table/telephone introductions conducted.

III. APPROVAL OF MINUTES

Board reviewed the minutes from November 16, 2018 and December 14, 2018
December 14, 2018 minutes tabled for the January 2019 Board of Director Meeting.

Linda Keller moved to approve the November 16, 2018 minutes, Rob Podlesak supported
Motion carried

IV. PUBLIC PARTICIPATION AND COMMUNITY FEEDBACK

None

V. **FINANCE SUMMARY:** Rob presented the financials for the meeting. Board directed to review financial packet.

- **Health Center statement revenue and expenditure.** Health Center had a good month. Total revenue of \$566,771 total expenses \$387,572 for a surplus of \$179,199. Contributing factors for the surplus: Audit of injectable's showed a full order of Vivitrol was not needed saving the health center \$50,000 for the month. Also Contract labor was low. Back on track where the board wanted to be revenue and expense wise.
- **Revenue Cycle Management:** Days in accounts receivable number continues to decrease. Percentage of days in accounts receivable of 120 days is now hovering at the 6% rate.
- **Cost Reimbursement and Productivity Statistic:** Board informed of revision to the December 18th section. Revision consist of change to the total encounters per day due to an incorrect formula. Actual encounters were 8.8 and not 8. Productivity not where expected but discussion to be held with staff, Dr. Ringo and Brian came up with some plans for productivity increase. Low productivity was expected for the next couple of months.
- **Alternative Funding Sources:** Additional bonus funding for the health center. We are working to increase the amount of money collected for the alternate funding sources. Monitoring of the Meaningful use funding source is occurring. Observation that more work compliance is being put into the Meaningful use but less returns received.
- **Atherton location:** Discussion of the Atherton site and future plans. Plans are in place once we are aware of Atherton's plan. Dr. Ringo informed the committee that a formal confirmation had not been received from the Housing Commission regarding the official closing date of Atherton. Dr. Ringo plan is to begin walking back staff from Atherton, and review space allocations for Atherton staff. Robust discussions held to discuss various alternative locations on campus for building currently owned by GHC or obtain new leases for additional opportunities to assume additional space within additional locations to accommodate current staff along with the Atherton staff.
- **Medicaid Funding:** Rob informed the board of the expected settlement of \$1.3 million from Medicaid along with \$30,000 to \$40, 000 that the billing team is pursuing.

*Linda Keller moved to approve FY2019 December YTD Fiscals, Rob Podlesak supported
Motion carried*

VI. **CONTRACT SUMMARY**

- a) **University of Washington/AIMS Center:** Social Workers are undergoing a new certification process to ensure the health center is remaining in compliance for billing of services that they are currently providing.
- b) **GHP – MARTTI:** System has been rolled out with great feedback received.

*Linda Keller moved to approve the AIMS and GHP (MARTTI) grant, Rob Podlesak supported
Motion carried*

VII. **QUALITY REPORTS: November and December:** Patient safety and procedure were discussed. Sherry Wood discussed the process of implementation of the internal safety tracking procedure for Quality Committee Reporting. Quality information has been distributed amongst staff. Process

recommended by consultant for HRSA site visit. November numbers discussed. Target number for average number of patients seen by providers is set at 16 and we are averaging 8.2, 12.2, and 13.3 which is below the targeted. Average number of patients seen by Social Workers target number is set at 6 and they are averaging at target. Provider Genci Shkemi will also begin assisting Dr. Pyatt with Suboxone ½ day per week, due to Dr. Pyatt close to meeting his patient cap of 250. Patient numbers to be watched once Provider Genci begins. Expectation of providers numbers to increase due to the resignation of Nurse Practitioner Kyndra Morton. Kyndra Morton patients will be disbursed amongst the other providers. Will keep eye on numbers due to Genci and Kyndra being the most prolific providers. Dr. Ringo provided additional information of two Nurse Practitioners who will be going from full-time to part-time equating to one full-time position. This adjustment will assist with further realignment of the health center. In addition to onboarding of the Medical Director, two strong candidates interviewed for the position. Discussions between Dr. Ringo and Brian Swiecicki resulted in possibly onboarding both candidates. One candidate interested in working 15 to 20 hours per week and the 2nd candidate interested in part-time to full-time status. Taking a careful look at how the additional provider base can assist. Both candidates are interested in providing patient care as well as helping with patient provider facilitation which will allow us to see additional patients and help to retrain and re-educate the younger provider staff.

Linda Keller moved to approve the Quality Report, Yolanda Oliver supported
Motion carried

VIII. CORPORATE COMPLIANCE: Lisa Shumpert presented to finalize the conflict of interest discussion regarding Dr. Sara Pendleton. Lisa informed the Board the issue was reported the beginning of December and was reported by more than one individual. Dr. Sara was interviewed by Lisa Shumpert. Dr. Sara was forthcoming of coming to the board to discuss the concerns. Lisa shared that the conflict of interest was related to Dr. Sara being part of another board that is developing a clinic within Flint and the near look of impropriety. It was determined that there were significant issues. First concern was, her future role as Medical Director of the incoming clinic would intersect and work outside of the mission of GCHC. Could also be potential to direct and steer patients away from GCHC due to the incoming clinic treating the same population that GCHC is serving. Also, concerns of a personal conflict of interest with a former Board Member that has legal issues. Dr. Sara evaluated the concerns addressed along with current Board Members where Dr. Sara decided to resign from the board.

Lisa expressed to the Board Members to continue reviewing the conflict of interest policies and issues and to report concerns to the Corporate Compliance office. Lisa Shumpert suggested GCHC Board have a Corporate Compliance Committee of their own. Board agreed a health center employee would be needed for this role. Lisa Shumpert presented handouts detailing the Corporate Compliance policies and procedures. Stated implementation of the Corporate Compliance Committee should be primarily put together by the Executive team along with a few staff members. Having the committee in place would be good for individuals to be able to complain of issues and or concerns. The committee would be in place for patients and employee to report concerns. Lisa also addressed the Standard of Conduct that is required by HRSA. Lisa Shumpert suggested that the board review the Corporate Compliance code of conduct to determine if any updates are needed that would be unique to the health center. Dr. Ringo tasked with locating someone, internally, for this role and provide feedback to the board. Lisa Shumpert stated she would work with the selected individual. Claudynse asked if Board Members

wanted to discuss and vote on a Corporate Compliance Committee. Rob suggested further discussion was needed but asked if a Corporate Compliance Committee was necessary or could this be done by the Executive Committee. Lisa Shumpert informed the board of the importance of GCHC having its own Committee and that it is a need. Rob suggested that further discussion should occur. Linda agreed to the importance of having a Corporate Compliance Committee and that she could chair the committee. Claudnyse thanked Lisa Shumpert for the presentation and resolution regarding Dr. Sara Pendleton.

Linda moved to develop a Corporate Compliance Committee under the auspice of Lisa Shumpert (Corporate Compliance Officer – GHS), Valerie Supported

Motion carried

- IX. PERSONELL:** Resignation received from Dr. Sara Pendleton who was the previous Board Chair. Resignation accepted immediately according to the by-laws. No vote needed. Vice Chair, Claudnyse Holliman will serve as Interim Board Chair.

Board removals: Andrea Crockett due to no contact. Interim Chair Claudnyse entertained motion

Linda Keller moved the motion, Valerie Southall supported

Motion carried

Board Resignation: Tim Barraco submitted his Board resignation November 2018 to Dr. Sara Pendleton. Resignation was not communicated to the Board. Recording Secretary contacted Mr. Barraco January 2019 and informed of his resignation. Board decided to accept official resignation date of January 2019.

Member Nominations: Board reviewed and approved the following individuals to the GCHC Board of Directors

- a. Melody Relerford – *Linda Keller moved, Debbie Duckett supported, Motion carried*
- b. Steve Schwartz – *Rob Podlesak moved, Valerie Southall supported, Motion carried*
- c. Rebecca Jackson – *Linda Keller moved, Valerie Southall supported, Motion carried*
- d. Erica Thrash-Sall – *Valerie Southall moved, Yolanda Oliver supported, Motion carried*

Annual Board meeting to be held in April 2019 where election of new Board Member officers will occur. Board Members asked to consider officer positions. Vice Chair is currently open. Interim Chair, Claudnyse informed members to contact her with interest of the position of Vice Chair.

Inconsistency of board terms found after review of the Board of Directors Roster. Board roster states Rob Podlesak term ended November 30, 2018. Rob asked if he has served the board for three years. Rob responded no. Rob stated his first board attendance was December 2016, became treasurer 1 year ago and was voted in for an additional year at the annual meeting held in April 2018. Rob stated a board roster previously sent on March 12, 2018 was sent with a typo regarding his board term end date but states his start term is correct. Dr. Ringo stated pertaining to the terms, discussion needs to be revisited. Claudnyse provided information from the board roster stating Rob P term as a Board Member ended November 30, 2018. Roster also states Linda Keller (board secretary) and Rob Podlesak (board treasurer) ended January 18, 2019. Linda Keller offered to resign from the office as Secretary. Rob states according to board meeting minutes he was renewed as board treasure for one year at the annual

meeting April 2018, which would conclude his treasury position would continue until April 2019. Dr. Ringo concluded further clarification is needed. Claudnyse read from January 2018 meeting minutes states Rob and Linda were both voted into their officer roles. Vote suggested by Claudnyse to extend Rob Podlesak and Linda Keller until April 2019. Officer elections to occur at the April 2019 board meeting position. Board Members instructed to send email to Claudnyse stating their interest to serve as officer of a committee.

Yolanda Oliver moved to extend Rob Podlesak and Linda Keller until April annual meeting, Valerie Southall Supported

Motion carried

Compensation Survey Evaluation (MERCES) Consultant: Dr. Ringo one year anniversary approaching. Claudnyse suggested a compensation survey evaluation completed. Consultant Company provided a presentation by MERCES who was recommended by MPCA.

Linda moved to have compensation survey completed, Rob Podlesak supported

Motion carried

A 360 evaluation assessment will also be completed along with Dr. Ringo to provide a self –assessment of her accomplishments over the entire year.

X. EXECUTIVE DIRECTOR REPORT (on file with minutes)

Dr. Ringo presented a power point presentation: Positioned for Growth, Destined to Change (within Board packet) Dr. Ringo meeting and working with federal, City and County level officials regarding partnerships to assist them as well as their assistance with the clinic. Implementation and planning of quarterly events listed within power point presentation. Dr. Ringo reviewed each section and discussed with Board Members.

Board informed of \$15,000 the Health Center has secured with \$15,000 sponsorship dollars from Health Alliance Plan (HAP). HAP CEO stated it will take thirty days to receive. Funds will go toward funding: National Health Center Week, Gala and Staff Appreciation.

Vision Program slated to begin. Dr. Ringo asked to Board Member for available dates to visit Cherry Health Clinic. Looking at March 2019 to visit. Dental Program and planning is ongoing.

Medical Director Position: Final interviews have taken place and selection process is underway. RN Care Manager on-boarded Tuesday of the week. Will be largely responsible for the outreach efforts of the care management programs.

MARTTI Implementation a huge success and is helping decrease barriers of care.

Meeting between Dr. Ringo, Claudnyse Holloman and Pastor Yops to discuss GCHC partnering again with the mission. Decision to have patients transported to Health Center locations via GCHC transportation. Pastor Yops agreed and ready to start. Decision to transport patients to our facilities due to low patient numbers. Additional meetings slated with Pastor Yops to finalize the process.

Hats Handbags & HerStory – other grants are being sought from the Community foundation and the Ruth Mott Foundation.

No new updates regarding the SAC application. Board also provided with a diagram of the new Pod Implementation that is upcoming.

Staffing Needs/Special Consideration: Health Center is in need of its own Chief Operations, Chief Financial Officer and Behavioral Health management in order to provide the appropriate oversight and direction for the clinic. GHS is currently filling in but should be released to return to their perspective roles. Claudnyse suggested Dr. Ringo put together a budget for the positions requested to view the need.

- XI. Other:** Claudnyse proposed change of meeting times. It was proposed to move Full Board Meeting to the 4th Friday of the month, which will allow finance time to gather information. Board members agreed. Finance meeting moved to 3rd Monday of the month with the Executive Committee following.

Linda Keller moved to change board meeting dates, Rob Podlesak supported
Motion carried

Strategic planning meeting to be scheduled February 1st and 2nd. Claudnyse suggested to hold Board Meeting 1st half hour of Strategic planning retreat.

Rob Podlesak moved to have February Board Meeting held at the Strategic Planning Retreat, Linda Keller supported
Motion carried

Claudnyse suggested having Old and New Business to be added to the agenda

Rob Podlesak moved to have Old and New Business added to the monthly agenda, Linda Keller supported
Motion carried

Board members informed to include Dr. Ringo when making request to the Recording Secretary to ensure request are completed by the appropriate person.

XII. Adjournment

Linda Keller moved to adjourn meeting, Yolanda Oliver supported
Motion carried

Meeting adjourned at 3:05 p.m.

Next Board meeting is scheduled for:
March 22, 2019 @ 1:00 p.m.
725 Mason Street Board Room

Claudnyse Holloman
Interim Chairperson

Date