



Board of Directors
Friday, February 22, 2019
1:00 p.m.
Genesee Community Health Center
725 Mason Street – Conference Room

Board Members Present:

Claudnyse Holloman, Interim Chair Rob Podlesak, Debbie Duckett, Yolanda Oliver-Yancy-Yancey, Tamar Pleasant-Swain, Valerie Southall, Rebecca Jackson, Melody Releford, Erica Thrash-Stall, Steven Schwartz

Executive Director: Dr. Wendy Ringo, MD

Board Members Absent:

Linda Keller (excused)

Guests:

Sandy Sweet, Senior Accountant

Recording Secretary: Yolanda Larry, GCHC/GHS Administrative Assistant

Board Member was called to order at 1:04 p.m. by Claudnyse Holliman

I. Adoption of Agenda

Robert Podlesak moved to approve the Agenda, Valerie Southall supported
Motion carried

II. Welcome and Introductions-Round table/telephone introductions conducted.

III. Approval of Minutes

A. Robert Podlesak motion to approved January 25, 2019 Board of Director meeting minutes, Valerie Southall second

Motion carried

B. Robert Podlesak motion to approve December 14, 2018 Board of Director meeting minutes, Rebecca Jackson second

Motion carried

IV. Public Participation & Community Feedback

None

V. Corporate Compliance

Not available

VI. Finance Summary

a. Finance Committee unable to meet for the month of January 2019. Rob explained the Finance Committee process to the newly elected board members and stated after reviewing of the financials, it was a good month not to have finance meeting. Was not a lot to discuss other than the financial statements!

- **January revenue and expenditures:** Good solid month! Good revenue shown across the board. Expenses were in line with the exception of the fringe benefits, which board was aware. The fringe benefits totaled \$54,000. Debbie Duckett asked for further clarification regarding fringe benefits. Sandy Sweet explained HSA contributions are made annually to employee account to cover employee benefits and deductibles. Yolanda Oliver-Yancy asked the question of time frames of fiscal year and grant year. Grant year May 1 thru April 30 and Fiscal year October 1 – September 30th.
- **Cost reimbursement and Productivity statistics:** Board members directed to page 2 of financial packet. Explanation of the “Unique Patient Count Cost per Patient” and how it is a rolling twelve month statistic required by HRSA. Nurse Practitioners encounters totaled 998 with 6.3 full time Nurse Practitioners averaging 9.3 encounters per day. Productivity increased from previous month. Still continuance to increase provider productivity with goals that are set in place. Happy with Social Workers productivity and we are still continuing to work towards increasing as well. Rob explained productivity lower due to the health center being closed almost a week in January due to weather conditions. Yolanda Oliver-Yancy asked how the board members could assist with building bridges within the community to increase patient count. Claudnyse stated it is important that the board members inform everyone within their sector as well as individuals they are in contact with about the Health Center personally and professionally. Tamar informed the members that it would prove beneficial to connect with area hospitals and physician offices to provide a presentation to their Social Worker and Case Management Departments explaining the services that the Health Center offers. Case Managers and Social Workers are always seeking community resources to send our vulnerable population too once discharged from hospital. Melody and Debbie also provided resources of where to reach out for patients. Further discussion of how to increase ways of patient count to be held at the Board Retreat.
- HRSA Base Grants: members referred to page 3 of 7: Grant discussion detailed to board members. Steve asked if grant funds received are based on criteria of improvement. Further discussion of grants received to be held in New Board Member orientation.
- Non-HRSA Grants:
 - a) Region 10 Mental health– Naloxone and Substance Abuse. More grant funding expected in the future.
 - b) GHP - Grant to assist the non-English and language barrier population.
- Alternative funding sources: Money received from programs for meeting benchmarks.

*Valerie Southall moved to accept the January 2019 financials as presented, Melody Releford supported
Motion carried*

b. Productivity: Tabled until March 22, 2019 Board Meeting

Rob Podlesak moved to table Productivity discussion until March 22, 2019 Board Meeting, Valerie Supported

Motion Carried

- VII. Quality Report:** Valerie Southall presented the Quality report. Discussed UDS data measures submitted to HRSA. Increase in immunizations and cancer cervical screenings. Tobacco cessation, glitch in system found that was corrected. Original number referenced 46% corrected to 59%, which is the number reported to HRSA. These reports are based on certain criteria that providers are screening for. We are getting close to meeting targets that the health center set for quality measures. As the health center is becoming more known, the data pool is increasing and referenced the increase of patients screened from 2017 to 2018.
- VIII. Personnel:** New board applications within packet. Claudnyse stated per by laws, all applications should go through the Personnel Committee. Applications to be submitted to Tamar Swain Chair of Personnel Committee for review and/or approval. Tamar requested information of who is on the committee along with the application. Claudnyse informed the board of all committees that are in need of board members. Claudnyse also referenced the annual board meeting to be held in April 2019 where elections will take place for board members and officer positions. All officer positions are available at this time. Also, there is a new committee to be added – Ad hoc fund development to assist with the GCHC events. Claudnyse confirmed meeting dates with the board officers and their committee: Rob confirmed Finance Committee meets the third Monday of the month, which was confirmed that finance knowledge is not expected to be on this committee. Valerie confirmed Quality meets the third Thursday of the month and Tamar Swain will report back to the board of a solidified date and time for the Personnel Committee. Board members who are interested contact Recording Secretary Yolanda Larry. Yolanda to also create list of committees, dates and times of meeting. Dr. Ringo also made mention of the Compliance committee that is also needed. Yolanda Oliver-Yancy submitted a motion for her to fill the Vice-Chair position until the annual board meeting in April 2019. Claudnyse stated yes.

Yolanda Oliver-Yancy moved to become the Interim vice chair until the Annual Board Meeting April 2019, Steven Schwartz supported

Motion carried

IX. Executive Director's Report (on file with minutes):

Dr. Ringo announced Health Alliance Plan (HAP) has fiscally agreed to support the health center with \$15,000 for the year. Their previous support has been around \$3,000 annually. As a result of HAP's support and corporate sponsorship they are the presenting sponsor for the Inaugural Hats and Handbags event slated April 6, 2019.

Goal to bring Vision program in house. Senator Ananich connected the health center with a Dr. Steinman who has over 85% of the equipment currently needed for program. Request has been submitted to HRSA to be provided the necessary pieces to vie for the expanded scope of services. Plan to take visit to Cherry Health to observe their dental and vision program. Dr. Ringo welcomed board members to

come along on the visit to Cherry Health in Grand Rapids, MI. to observe their operations as well as mirror best practices for GCHC vision and dental programs. Additional funding sources and different access points are being viewed, which may expedite the need for another location to appropriately house these additional services to the health center because of lack of physical space for staff currently housed at GCHC. More information is forthcoming.

Women's health initiative is on the horizon. The health center is positioning itself to vie for The Wise Women state grant which speaks to Breast, Cervical and Colon cancer screenings. This grant will compensate us for screenings we are currently completing. GHP originally had grant for past three years but due to funding stipulations, GHP no longer qualifies for this grant and has agreed to work with GCHC to successfully secure the grant ourselves. GHP has also allocated their women's health coordinator to GCHC due to the position being funded under the grant. GCHC is the only one in Genesee County to have this grant and do not want to understate the value and the prestige that will come along with being affiliated with this grant. Exact grant amount unknown at this time.

Dr. Ringo presented and discussed the MARTTI System: My Accessible Real Time Trusted Interpreter. The health center is one of the first in the county to have the system. GCHC is currently working with GHP and their multi-culturalism program and English as a second language. This system offer over 160 languages including American Sign Language. MARTTI has been implemented in the clinic with positive results. Press release upcoming to inform the community. The MARTTI system has decreased gaps of interpreter availability.

Two viable candidates for the Medical Director position where consideration of bringing both on board but in a different capacity: One for Medical Directorship and the 2nd candidate for Chief Clinical Officer or Director of Clinical Service. Both will bring dynamic skill sets to GCHC that will benefit and support our young NP staff. The Medical Director would be slated to be at the health center 5 days per week ½ days except Thursday and the 2nd candidate for fifteen hours to see patients along with assisting with other duties as needed. With us searching for additional locations this will also ensure to have medical leadership at both locations. Firm discussions to be held due to an immediate financial fiscal impact however with both being able to see patients we can add medical doctor to our rank of care providers which will surely bring in additional patient population because of patients request to see MD's or DO's.

The new Pod system was implemented February 20, 2019. The intent is to speak to the integrated health that the health center delivers. The Pods now contain a Medical Provider, Medical Assistant, Nurse, Social Worker and Health Coach that can discuss, share and provide the integrated care services that patients are in need of. The Pod systems allows us to work more collaboratively to assist the direct needs of the patients. Dr. Ringo expressed the Pod implementation can also be fiscally viable by ways of FQHC billing structures. Social Workers can bill patient encounters when fifteen minutes or more are spent with a patient, which results in two billable encounters, the Medical Provider and the Social Worker.

Narcan training held at GCHC all-staff meeting February 20, 2019. Kits were given to each staff member. Any board members along with family or friends interested in training contact GCHC.

Brand awareness was discussed and the importance of improving and ensuring the community knows that GCHC is here. Question asked if GHS offers a referral hotline to GCHC for patient medical needs. Dr. Ringo stated talks and discussion is in place for this but we are currently slated to handle the mild to moderate behavioral health patients referred to GCHC by GHS.

Press release for the MARTTI system is currently circulating to inform the community. Also, contact made with Commissioner Brenda Clack to discuss partnership between GCHC and the County. Contact with Mayor Weaver of City of Flint has been made with a scheduled meeting forthcoming. Mayor Weaver is interested in how GCHC can assist the City of Flint with their campaign “Get Fit Flint” as well as health initiatives surrounding City staff and personnel.

Dr. Ringo and Board Chair met with Pastor Yopp of the Franklin Avenue Mission. Pastor Yopp stated he is on board with re-establishing the relationship between Franklin Avenue Mission and GCHC. Working towards a target date for reimplementation process as well as to determine the full scope of need at the mission. Re-partnering with the mission can increase GCHC pediatric population due to the vast amount of children within the area. Memo of Understanding is forthcoming.

Women’s health initiative – Hats & Handbags – Her Story a Perception of Beauty upcoming April 6, 2019. Expenses for this event has been completed covered by our Health Alliance Plan Sponsor (HAP). Nominal donation will be accepted. Board members asked to advertise the event to the community.

Expectation to hear any day regarding the Competitive Service Area Grant. Unsure if delayed response is related to the government shut down that occurred. Board to be informed once information has been received from the government.

Strategic planning is slated for April 13 and 14, 2019. Further information is forthcoming.

Discussion of operational needs regarding unfilled vacancies that are needed positions. Positions unable to be filled in the past due to not being fiscally sound. Now that GCHC is back on path, managerial oversight and leadership positions are needed and warranted. Exploring positions of Practice Management/Business Operations role is being explored as well as CFO positions, which is shared with GHS. Claudnyse stated the board is in full support of the vacant positions being filled. Board requesting a budget for the vacant positions. Erica asked the question if the vacant positions could be grant funded. Claudnyse asked about the availability of a grant writer that could assist with grant writing? Response was GHS has a grant writer that is shared between GHS and GCHS. Claudnyse informed Dr. Ringo to provide a list of the available positions to the board to prioritize the need of each position. Board members discussed bringing a grant writer on board to assist with locating grants for the available positions. Claudnyse stated discussion to be added to Old business and discussed at the Board Retreat along with plans for Atherton. Claudnyse also reiterated to the board that all request from board members are to be directed to Dr. Ringo and not staff.

X. Other:

Changes to by laws: Claudnyse reviewed the by laws regarding member and position terms along with clarification of Rob Podlesak’s. By laws are grey in area of board member terms. Claudnyse stated the reason for the typo relating to Rob’s term. Old by laws stated any incoming board members would be put on staggered terms of one, two or three years. The revised change states three year term

for board members. Need to discuss further at annual board meeting in April. Dr. Ringo stated members are able to re-vie for additional terms up to four consecutive terms.

Claudnyse presented the board with a survey received from the company handling the board retreat. Questioned asked if survey are to be submitted to Dr. Ringo or sent back to the Board Consultant at the Board Retreat. Surveys are to be returned to the Consultant by the email provided. Question raised if the survey could be entered through Survey Monkey or some form of electronic tool. Dr. Ringo to convey board request to the consultant.

XI. Adjournment

Rob Podlesak motioned to adjourn, Melody supported
Motion carried

Meeting adjourned at 2:48 p.m.

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

Board Chairperson

Date