

Board of Directors
Friday, May 17, 2019
1:00 p.m.
GCHC

725 Mason Street – Conference Room

Board Members Present:

Claudnyse Holloman (Board Chair) Rob Podlesak, Deborah Duckett, Yolanda Oliver-Yancey, Valerie Southall, Melody Relerford, Steven Schwartz, Erica Thrash-Sall, Kyle McCree, Tamar Pleasant-Swain

Board Members Absent: No Board Members absent

Guests:

Brian Swiecicki, Interim Executive Director, Glen Chipman, CFO for GHS, Jean Troop Reimbursement Officer, Sandy Sweet, Accounting Manager, Stefanie Sabin – GCHC Social Worker, Shirley Cathey, AFSCME

Recording Secretary: Yolanda Larry, GCHC Administrative Assistant

Board Meeting called to order at 1:16 p.m. by Claudnyse Holliman

I. Adoption of Agenda

Erica Thrash-Sall moved to accept the agenda as written, Debbie Duckett supported
Motion carried

II. Welcome & Introductions: Round table/telephone introductions conducted. Board Chair Claudnyse Holloman wanted meeting minutes to reflect Rebecca Jackson submitted her resignation with the effective date of May 15, 2019.

III. Public Participation & Community Feedback:

Stefanie Sabin thanked the board for appointing Brian Swiecicki as the Interim Executive Director for Genesee Community Health Center as well. Stefanie also voiced concerns her and co-workers were experiencing within their team. Brian Swiecicki plans to meet with the Social Workers for further discussion. Shirley Cathey made the request for board members to make periodic visits to the health center.

IV. Approval of Minutes:

Correction to April 26, 2019 meeting minutes –

- Rob Podlesak stated the motion made by Valerie Southall to continue the thirty (30) day contract of Dr. Wendy Ringo should be placed after the opening of the closed session.
- Correct Deborah Duckett to Debbie Duckett.

Debbie Duckett moved to approved April 26, 2019 minutes with the presented corrections, Rob Podlesak supported
Motion carried

May 14, 2019 Special Board Meeting –

Special board meeting held, via telephone, to vote Brian Swiecicki as Interim Executive Director for Genesee Community Health Center. Claudnyse Holloman stated Rebecca Jackson name is to be removed from the Special Board meeting minutes due to her resignation.

Rob Podlesak moved to accept the Board Meeting minutes voting Brian Swiecicki as the Interim Executive Director for Genesee Community Health Center, Steven Schwartz supported
Motion carried with the abstention of Melody Releford

Claudnyse Holloman informed the committee that a board of resolution announcing Brian Swiecicki as the Interim Executive Director of Genesee Community Health Center and the resignation letter of Dr. Wendy Ringo must be submitted to HRSA.

Rob Podlesak moved to submit a board resolution to HRSA naming Brian Swiecicki as the Interim Executive Director, Erica Thrash-Sall supported,
Motion carried with the abstention of Melody Releford

V. Board Member Application-

Board member application for Kyle McCree presented to the board of Directors. Kyle McCree is currently a GHS board member and is now the Genesee Health Systems board representative for Genesee Community Health Center Board of Directors.

Rob Podlesak moved to approve Kyle McCree Board of Directors application, Melody Releford supported
Motion carried

VI. Finance Summary

- a. *“Statement of Revenue and Expenditures:”* “Brian Swiecicki directed the committee to: page 1 of 9. April 2019 YTD financials showed a surplus of \$39,984.00. A total of \$30,000 of deferred Medicaid payments were reverted back to the revenue budget. Budget adjustments expected throughout the balance of the year. \$400,000 budgeted for the positions of Medical Front Desk Specialist and RN Care Manager which includes compensation and benefits. There are still a few budgeted positions that are currently unfilled. Brian Swiecicki respectfully requested of the board to be able to fill the positions, as needed, as long as budgets and budget dollars are in place. Any new positions would be presented to the Board for Board approval.

“Other Expenses” Page 2 of 9: Details of listed expenses. Committee reviewed and had no questions at this time.

“Days in A/R” Page 3 of 9: Days in Accounts Receivable are trending downward. Close to meeting our goal of 51%. Current denial percentage rate shows at 4.42% which improved from last year’s percentage. Rob Podlesak request for days of claim submission was unavailable due to a printing error but numbers were provided by Jean Troop: April (15) March (12) and February (11). Jean Troop explained that this occurs when documentation is behind or staff gets behind. Jean to provide trend averages to the committee for next meeting.

Cost, Reimbursement & Productivity Statistics Page 4 of 9: April's YTD total encounter per day numbers is 9.1 with an average of 8.5 (October 2018 – April 2019). Discussions between Brian Swiecicki and Dr. Robert Levine (Medical Director) who has presented ideas to assist with the current encounter numbers. Dr. Levine met with Dr. Ellis, Medical Director at GHS to discuss concerns as well as to bridge a relationship that would assist the Nurse Practitioners with their questions regarding prescribing of psychiatric medications to patients. Further discussion to take place. Dr. Ellis has agreed to come to the health center and assist the Nurse Practitioners with their questions and concerns. Brian Swiecicki stated it would be good to have a full-time, on site psychiatric Nurse Practitioner with direct oversight from Dr. Ellis and Dr. Levine with co-occurring issues.

Grant year - page 5 of 9 — Rob Podlesak asked about a \$39 donation listed under Water Crisis. Sandy Sweet explained \$1,000 was the amount donated to the health center and only \$39 has been used. The balance of the water funds has been placed under the deferred revenue account. Brian Swiecicki referenced *Page 6 of 9* Brian expressed that some of the year to date figures were low, however additional cost are forthcoming. AIMS and Quality Improvement grant dollars will carry over into the next grant year. AIMS funding carryover is due to delayed onboarding of staff, Quality Improvement funding carryover is due to the decision of not utilizing funds for a previous discussed construction plan for the health center. Previous discussion was to use the available \$10,000 for construction of a play area for children. In order to do so, HRSA required an in depth analysis such as: lead and asbestos study, approval from the historical society and a tribal study, which, the cost outweighed the project. Decision made to utilize the available funds towards payment for licensing of a new Psychiatric Nurse Practitioner. Psychiatric appointments still continue to be months out. Brian Swiecicki also informed the board of the need to hire for the front desk management position, which has already been budgeted for.

GCHC Statement of Revenue and Expenditures (Grant Year) Finance to provide the committee an amended budget. Grant year looked good because of prior year cost coming in and the cleaning up of old billing. Brian Swiecicki stated the grant year looked tremendous but the fiscal year is what is truly important.

Alternative Funding – Alternative funding numbers are low. The hiring of a RN Care Manager will assist with re-focusing the Alternative Funding programs that are in place. The new AIMS grant application was submitted for next year. An LPN position was budgeted to assist with additional responsibilities.

Non-HRSA Grant –

Rob Podlesak informed the committee that the GHP grant was recently rescinded by Genesee Health Plan (GHP) due to untimely reporting submissions and the unfulfilled requirements that were needed for the site review. The grant became effective October 2018 with Genesee Community Health Center receiving \$7,000 total. Reporting of the funds will occur in order to justify monies the health center received. No request has been received from GHP regarding repayment of the funds as of this date.

Grant year budget 2019 – Brian Swiecicki pointed out we are budgeting for a \$214,127 surplus. We are also looking at a few reductions in the numbers of grants from previous years. Debbie

Duckett requested a list, for the committee, of position vacancies. Rob Podlesak requested an organizational chart for the next Board meeting to show the best way to staff the health center.

Melody Releford moved to accept the fiscal year April 2019 financials as written, Debbie Duckett supported
Motion carried

- b. Productivity** – Productivity report shows an increase of 1 patient visit, overall, per day. The importance of increased productivity has been in discussion. Dr. Levine to provide a more robust plan for increasing productivity at the next board meeting.

VII. Contracts Renewals

Grant Summary - Region 10 Letter of Agreement-Staffing Grant – To hire two health coaches or health navigators to assist us with medication assisted treatment program. Presenting to committee for approval.

Contract Renewal – MDHHS Patient Centered Medical Home: MDHHS contract renewal was previously received but had not been submitted to MDHHS by the scheduled due date. Brian Swiecicki completed the renewal process as well as worked out an agreement with MDHHS to retroactively bill for services.

Rob Podlesak moved to approve the Region 10 letter of Agreement-Staffing Grant and MDHHS Patient Centered Medical Home contract, Steven Schwartz supported
Motion carried

Discussion of 2019 Grant Budget ensued. Claudnyse Holloman stated a motion to amend the agenda to include the 2019 Grant Budget was needed for the purpose of the minutes.

Steven Schwartz moved to add the Grant Year 2019 budget to the agenda, Melody Releford supported
Motion carried

Grant Year Budget 2019 – HRSA requirement. Board Committee asked to review packet. Sandy Sweet and Brian Swiecicki will be available to answer questions.

Rob Podlesak moved to accept the Grant Year 2019 budget, Debbie Duckett supported
Motion carried

Yolanda Oliver-Yancey requested a grant report that verifies all grants involved with Genesee Community Health Center. Brian Swiecicki to provide information at next board meeting.

VIII. Quality and Safety Committee

Claudnyse Holloman informed the committee of employees who have expressed interest in being a part of the Quality and Safety Committee. Brian Swiecicki to email staff and locate the interested employees.

Valerie Southall presented the Quality and Safety report. The Quality and Safety Committee has increased data reporting to UDS. Committee directed to view the 1Q 2019 UDS Data for Diabetes

A1c>9. Target met for the 1st quarter at 33%. Immunizations, cervical cancer screenings and tobacco cessation data has also increased from 2018 to 1Q 2019. Data for 2019 looks to be on track. Providers are asking the questions and completing the screenings but feels the numbers could be greater. Valerie Southall stated A1c's should be tracked at a lower number instead of above 9 for healthcare concerns.

IX. Interim Executive Director's Report

Brian Swiecicki presented the Executive Director's Report. Brian Swiecicki thanked the committee for being voted in to serve as the Interim Executive Director for Genesee Community Health Center. Brian Swiecicki presented immediate items of discussion to the board attention. There are three (3) HRSA reports that are currently due for submission.

1st report is for construction that took place. Final numbers and photos of the completed project to be submitted to HRSA. AIMS grant reporting due May 20, 2019, which has been submitted and the Final Financial Status report that is due the first week of June 2019. This is the HRSA report that justifies all cost and expenses and revenue annually. SIMS report which was due April 11, 2019 was overdue. Brian Swiecicki informed the board that the report had been submitted as of today's date. SIMS grant will end at the end of the calendar year. The State has provided an application of intent for the new SIMS payment model named Patient Centered Medical Home. Application of intent to be submitted for review on May 24, 2019. Overdue contract for the Patient Centered Medical Home Initiative has been submitted. Brian Swiecicki also informed the committee that a very valuable staff member has planned to leave Genesee Community Health Center (Sherry Wood). Sherry Wood manages the quality data that is submitted to HRSA. Brian Swiecicki reached out to Genesee Health Systems to delay Sherry Wood's transition. The committee was informed of signed 2019 contracts seen for "Blue Erro Soul" and Holiday Inn. Rob Podlesak shared with the committee that these were vendors for the GCHC Gala held in 2018. Brian Swiecicki stated further discussion to take place.

Claudnyse Holloman discussed the class action grievance brought forth by the union along with a work place harassment grievance against Dr. Wendy Ringo and Staci Hines. Brian Swiecicki stated he will be following up and addressing the concerns staff has presented. Erica Thrash-Sall recommended Lisa Horne – Stones of Hope to come and provide team re-building for GCHC employees. Brian Swiecicki to contact Lisa Horne for assistance with employee morale and team building. Melody Releford suggested having customer service training for the staff as well.

Brian Swiecicki discussed having signage placed on the building that acknowledges our 725 Mason Street locations. Cost for the signs are averaging \$4,500. Best location for the signs to be placed is on the back side of building located on 5th Avenue. Money is also available for advertising purposes.

Debbie Duckett moved to approve signage for the front of the building, Rob Podlesak supported
Motion carried

Old Business

a. Strategic Planning Retreat/Committee and dates

Claudnyse Holloman stated she feels it is appropriated to have staff on the Strategic Planning Committee. There is currently a Strategic Planning consultant in place but the committee has chosen to review and vet other consultants for this project. Melody Releford has agreed to Chair this committee. It was suggested to allow Melody, the newly formed committee, along with

appointed staff to vet the consultant contracts and return to the committee with their selection. The Strategic Plan has been extended for this year. The current consultant has been informed of the decision to vet other contracts. Brian Swiecicki stated he will provide the committee with the written request of the deliverables expected for the consultant to Melody Releford.

b. Atherton East Updates

Brian Swiecicki stated the most recent knowledge received regarding Atherton Terrace was the possibility of its closing by the end of the calendar year. Brian Swiecicki to schedule meeting with the Executive Director of the Housing Commission to discuss the possibility of our Atherton location relocating with them. If unable to co-locate, Brian Swiecicki recommended to consider another location directly attached or near another public housing community. Claudnyse Holloman asked about placement of Atherton staff once the complex closed. Brian Swiecicki stated the options are to either look for the other location within another public housing community, bring employees back to the main location or once the New Access Point grant is approved, move staff to the new location. The mission is to still serve the homeless and public housing and it is very important that we co-locate or directly attach our clinic with the housing community. Melody Releford to arrange meeting between Brian Swiecicki and Flint Housing Commission.

X. New Business Discussion

- a. Dress Code Policy – Claudnyse Holloman, Brian Swiecicki and Danis Russell, CEO of GHS met with staff to address their concerns regarding the current dress code policy. Staff expressed concerns of having to wear uniforms and Polo shirts. A dress code policy was previously approved last month but because of employee complaints, Claudnyse Holloman asked the committee to consider rescinding the previously approved policy and adopt Genesee Health Systems (GHS) dress code policy, which reflects professional appearance and not designated uniformed attire.

Valerie Southall moved to rescind the Dress Code Policy presented to the board at last month meeting and to adopt the Genesee Health Systems Dress Code Policy, Kyle McCree supported Motion carried

Claudnyse Holloman ended meeting by asking committee of their interest in being a part of the hiring committee for the role of Executive Director for Genesee Community Health Center, to email her.

Adjournment:

Valerie Southall moved to adjourn board meeting at 2: 50 pm, Debbie Duckett supported Motion carried

Next Board Member is scheduled for:
June 28, 2019 @ 1:00 p.m.
725 Mason Street Board Room

Board Chairperson

Date