

Board of Directors
Thursday June 27, 2019
11:30 a.m.
GCHC
725 Mason Street – Conference Room

Board Members Present:

Claudnyse Holloman (Board Chair), Rob Podlesak, Yolanda Oliver-Yancey, Melody Relerford, Steven Schwartz, Erica Thrash-Sall, Tamar Pleasant-Swain

Board Members Absent: Kyle McCree (Excused) Debbie Duckett

Guests:

Brian Swiecicki, GCHC-Interim Executive Director, Glen Chipman, GHS-CFO, Jean Troop, GHS-Reimbursement Officer

Recording Secretary: Yolanda Larry, GCHC Administrative Assistant

Board Meeting called to order at 11:30 p.m. by Claudnyse Holloman

I. Adoption of Agenda

Robert Podlesak moved, Yolanda Oliver-Yancey supported to accept the agenda as written with the exception of the date and time of the meeting listed in the header, which was corrected to June 27, 2019 at 11:30 a.m.

Motion carried

II. Welcome & Introductions: Round table introductions conducted. Board Chair - Claudnyse Holloman reported the resignation of Valerie Southall from the GCHC Board of Directors effective June 17, 2019.

III. Public Participation & Community Feedback

No Public present for comments

IV. Approval of Minutes:

Correction to May 17, 2019 meeting minutes –

- Correct spelling for Melody Releford to Melody Relerford
- Correct spelling for Erica Thrash-Stall to Erica Thrash-Sall
- Revision under Section 9 – change “Class Action Suit” to “Class Action Grievance”

Steven Schwartz moved, Rob Podlesak supported to approve the May 27, 2019 minutes with the presented corrections.

Motion carried

V. Finance

Rob Podlesak reported that it was a good month financially. There was a surplus reported for the month of May of \$136,149. There was also an increase in revenue with Medicaid payments. The health center was able to record approximately \$75,000 of deferred Medicaid Wrap dollar revenue for the month of May. There was also a decrease in salary wages due to open positions reported for the month. Rob Podlesak reported that the financials were well within parameters.

Rob Podlesak also reported there was an increase with the Nurse Practitioners productivity for the month of May 2019 compared to April 2019. The Social Worker's productivity at 8.9 is a decrease from the reported 9.1 in April 2019.

Rob Podlesak also reported that the AIMS audit went well. Results from the report are not expected until sometime in 2020.

Rob Podlesak reported that the Statement of Revenue and Expenditure for FY18 (October 1, 2017 – April 30, 2018) showed a good grant year.

In regards to alternative funding sources, Rob Podlesak stated that the hiring of the RN Care Manager should make a difference regarding increase of revenue for these programs. The alternative funding source programs will be the RN Care Manager's primary focus. Brian Swiecicki informed the Board of Directors that he recently signed the letter of continuance for MI Care, which is one of the alternative funding sources.

Dr. Levine and Brian Swiecicki are in discussion of ways to continue increasing the clinic's productivity numbers. Brian Swiecicki reported an increase in productivity numbers over the past week. Yolanda Oliver-Yancey suggested scheduling the Mobile Unit, offsite, to provide sports physicals to students who are in need as a way to increase productivity. Erica Thrash-Sall inquired about Dr. Pyatt's high productivity. Brian Swiecicki noted that in part it was due to suboxone patients. He also explained how the suboxone program works. Brian Swiecicki also shared that Dr. Pyatt's productivity will reflect high numbers due to the need for patient follow-up appointments.

Rob Podlesak moved, Yolanda Oliver-Yancey supported the approval of the FY2019 YTD Financials as presented.

Motion carried

VI. Quality and Safety Committee

Jean Troop presented provider credentialing and re-credentialing for board approval.

The following providers were presented:

LIP's

Staci Hines, LMSW

Stefani Sabin, LMSW

Karen Palomares, LMSW

Renee Lewis, LMSW

LaQuadra Williams, LLMSW

Charlette Phillips, NP, Psychiatric

Gail Johnson, NP, Psychiatric

Robert Levine, MD
OLCP's
Shanna Brown, CMA
Christopher Newell, CMA
Rosemary Green, CMA
Kleon (Shauntae) Legardye, CMA
Rubicela Henry, CMA
LaTasha Smith-Perteet, CMA
KraShonda McDaniels, CMA
Erica Graska, CMA

HEALTH COACHES

Milton Carroll
Austin Schmidt
Russell Hill
Jessica Kuzawinski
David Stashko
Shirley Cathey
Fredrick Coleman

Steve Schwartz moved, Melody Relerford supported the approval for the credentialing and privileging and re-credentialing of the listed providers.

Motion Carried

VII. Personnel Committee Summary

Personnel Committee Chair, Tamar Pleasant-Swain, contacted the applicant who was interested in becoming a member of the GCHC Board of Directors. She stated the applicant is currently a non-resident of Genesee County and did not provide specifics of his connections with Genesee County. The applicant indicated that he would follow up with Tamar Pleasant-Swain to provide definitive connections to Genesee County but has not responded.

VIII. Strategic Planning Committee Summary

Melody Relerford, Chair of the Strategic Planning Committee, recently emailed employees who were interested in becoming a part of the committee, a morale questionnaire. As of this date, only one (1) response has been received. The purpose of the questionnaire is to provide feedback of employee morale at GCHC. Melody Relerford stated a scheduled meeting is forthcoming.

IX. Corporate Compliance Committee Summary

Nothing to report at this time.

X. Interim Executive Director's Report

Brian Swiecicki met with Jim Milanowski from (Genesee Health Plan) GHP to discuss re-establishing the GHP grant that was recently rescinded. Further discussion will take place.

Brian Swiecicki reported on the grievance meeting that took place between him, the unions and GCHC staff members to address issues that had been brought forth to the union. Staff concerns presented

were employee morale and improving communication between leadership and staff. Brian Swiecicki and the employees came to a mutual understanding that led to the grievances being placed on hold.

Brian Swiecicki reported that he did contact the consultant who was suggested by board member Erica Thrash-Sall, Lisa Horne from Stones for Hope, to assist with employee morale. Brian Swiecicki expressed that the previous consultant, John Waldo, resolved most of the employee concerns. Rob Podlesak recommended that rather than using additional funds to hire external resources that we use internal staff, Shawn Edwards, to train, debrief and assist with current issues. If there is no resolution or improvement, then the board will look at external solutions.

Brian Swiecicki informed the committee that a “living HRSA” compliance library has been initiated for maintaining HRSA documents. Rebekah Kleinedler, GHS Business Services Project Manager, has been designated as the “*Safe Keeper*” in charge to ensure that the Health Center remains in compliance throughout the year, not only during site visits.

Brian Swiecicki discussed the recent OIG (Office of Inspector General) AIMS audit. The audit appeared to go well. There was one issue related to a financial draw down of funds completed by the previous Billing Manager of approximately \$8,100 from the HRSA grant, and applied to the AIMS grant incorrectly Jean Troop indicated that the issue was resolved during the audit. In the end, the auditors were impressed with the increase in patient numbers reflected in our mental health and SUD programs.

Brian Swiecicki informed the committee of available dollars for staff conferences and trainings. There are currently two out-of-state conferences that have been selected for attendance: “NextGen Annual Conference, November 10 – 13, 2019 in Orlando Florida and the National Association of Community Health Centers 2019, August 18 – 20, 2019 in Chicago Illinois. Brian Swiecicki will determine staff that will participate in conferences to obtain the most benefit and in the future. Tamar Pleasant-Swain suggested that a tracking mechanism be put in place for conference attendants. She stated that it is also important that the attendees return and provide learned information and staff training. Brian Swiecicki will continue to ensure information is brought back and shared with appropriate staff. Tracking will be maintained via sign-in sheets at meetings.

The GCHC 60-second commercial ad was shown to the board members. Suggestions included adding the deaf and LGBTQ+ communities. It was also suggested to add foreign language services. The board is concerned that we make it known that GCHC is a “safe place” and that services are offered for all. Yolanda Oliver-Yancey asked if training regarding serving LGBTQ+ clients would be in place for staff. Brian Swiecicki stated training needs are in place and forthcoming.

Due to the recent resignations of two board members, the committee agreed that new members are needed. Brian Swiecicki stated per the GCHC Board by-laws, at least fifty-one (51%) percent of the GCHC board members should be consumers. The Board agreed that the next member should be a consumer. Tamar Pleasant-Swain asked if there were formal tools in place to screen consumers for board appointment. Brian Swiecicki will work on creating a screening tool to assist with consumer board appointments. Steve Schwartz added that the front desk staff could possibly provide a wealth of information regarding eligible consumers for board appointment. Brian Swiecicki agreed to survey the clinicians as well as front desk staff for referral suggestions.

Claudnyse Holloman asked the Board of their interest in receiving a GCHC iPad for board committee purposes. The following committee members who are interested in receiving the iPads are Steven Schwartz, Yolanda Oliver-Yancey, Melody Relerford, and Tamar Pleasant-Swain.

Claudnyse Holloman also requested that the updated GCHC Board of Director Roster be sent to all board members. The Recording Secretary will email the board members the updated roster.

XI. New Business Discussion

- a. Board Resignation: Claudnyse Holloman informed the committee of Valerie Southall resignation. The resignation left the secretary position open. Rob Podlesak nominated Steve Schwartz to become secretary.

Rob Podlesak moved, Melody Relerford supported Steven Schwartz as the new GCHC Board Secretary.

Motion Carried

- b. Grant Programs: As requested, the list of HRSA and Non-HRSA grants were provided to the board. The board reviewed the list.
- c. Committees: Claudnyse Holloman presented the official board committees and their assigned board members:

Finance Committee: Rob Podlesak – Chair, Yolanda Oliver-Yancey and Steve Schwartz

Personnel/Corporate Compliance: Tamar Pleasant-Swain – Chair, Debbie Duckett, Yolanda Oliver-Yancey, Steve Schwartz

Quality Committee: Erica Thrash-Sall – Chair

It was noted that Jean Troop, Reimbursement Officer participates in the Personnel/Corporate Compliance and Quality committees. Several GHS finance staff participate in the Finance Committee.

XII. Adjournment

Melody Relerford moved and Steve Schwartz supported the motion to adjourn the meeting. Meeting adjourned at 12:45 p.m.

Next Board Member is scheduled for:

July 26, 2019 @ 1:00 p.m.

725 Mason Street Board Room

Board Chairperson

Date