

**Board of Directors**  
*Friday, December 13, 2019*  
*1:00 p.m.*  
*GCHC*  
*725 Mason Street – Conference Room*

*Board Members Present*

Claudnyse Holloman, Chair; Steven Schwartz, Sam Olson (via telephone), Autumn Bagley, Deborah Duckett, Kyle McCree, Erica Thrash-Sall

*Board Members Absent*

Ericka Smith (excused), Yolanda Oliver-Yancey

*Guests*

Brian Swiecicki; GCHC Interim Executive Director, Glen Chipman, GHS CFO, Jean Troop, GHS Reimbursement Officer; Sandy Sweet, GHS Accounting Manager

*Recording Secretary: Karen Riddle, GHS Administrative Assistant*

**Meeting called to order at 1:00 p.m. by Claudnyse Holloman, Board Chair.**

**I. Adoption of Agenda**

S. Schwartz moved, A. Bagley supported the motion to adopt the agenda as presented.

*Motion carried*

**II. Welcome & Introductions**

Round table introductions were made.

**III. Public Participation and Community Feedback**

None

**IV. Approval of Minutes**

S. Schwartz moved, D. Duckett supported the motion to approve the November 15, 2019 minutes as presented.

*Motion carried*

**V. Finance Committee Summary**

**a. FY20 November 2019 YTD Financials**

**b. Productivity Charts**

**c. Dashboard**

G. Chipman summarized the financial packet that was presented to the Finance Committee. He stated that both the revenue and expenditures were under budget in the month of November. The revenue was \$480,535 compared to the budget of \$568,353 and the expenditures were \$375,827 compared to the budget of \$530,254. The difference in the expenditures is mostly due to salaries and fringes. This

is expected to increase as positions are filled. It was noted that on the grant year budget beginning May 2019 through November 2019, there is a year to date surplus of \$794,161.

The dashboard graphs were reviewed and discussed. The goals are within reach, if not met. Board Chair noted that the finance committee thanked the staff for their diligence and hard work on reducing the percentages. She also thanked B. Swiecicki, S. Sweet, G. Chipman and J. Troop in their part in being a positive influence on increasing staff morale.

B. Swiecicki stated that we had received approval from HRSA to carryover \$205,000 from the QI grant and it will be added to the budget.

The productivity was reviewed and discussed. D. Duckett mentioned that she has heard good feedback in regards to staff and services.

S. Olson moved, D. Duckett supported the approval of the FY20 November 2019 YTD Financials and Financial Summary Report.

*Motion carried*

## **VI. Contract Summary**

### **a. Sagacity Interventions, LLC**

B. Swiecicki presented the Sagacity Interventions, LLC agreement to the board. This agreement will provide nurse practitioner clinical services. The agreement would begin on January 6, 2020 and continue through September 30, 2020 for a maximum of 1,560 hours.

C. Holloman stated that during the review of this agreement at the finance committee, they decided not to approve or recommend approval to the Board until a legal opinion was obtained due to the concern of the county retirement commission's rule regarding former staff. B. Swiecicki stated that he would obtain the legal opinion and share via email with the group. He asked for consideration of an email vote once the legal opinion is reviewed and accepted. The Board agreed that an email vote could be obtained to approve this agreement after review and acceptance of the legal opinion.

### **b. GHS/GCHC Co-applicant Agreement**

The GHS/GCHC Co-applicant agreement is reviewed annually and revised as needed per the original agreement. No changes have been made or were suggested at this review.

S. Olson moved, K. McCree supported the motion to accept GHS/GCHC Co-applicant Agreement as presented.

*Motion carried*

## **VII. Interim Executive Director's Report**

B. Swiecicki stated that not all of the SWOT analysis have been submitted to Sarah Bannon for preparation of the Strategic Planning Retreat in January 2020. He requested that K. Riddle resend the SWOT to the board members and that it is completed and returned directly to Sarah Bannon as soon as possible.

He informed the board that the Center is planning a holiday patient appreciation and will have small gifts and refreshments the week of December 16-20, 2019 at both locations.

B. Swiecicki stated that the Michael Bloomberg Foundation has reached out to GHS/GCHC in regards to a grant being offered to create a mobile MAT unit. It is the hopes to create an opportunity to combat the opioid epidemic and provide outreach. He will bring more information to the January GCHC Board meeting.

### **VIII. Strategic Planning Committee Summary**

It was noted that the informational handouts were in last month's board packet regarding the strategic planning meeting. The Strategic Planning Retreat is scheduled for Friday, January 10, 2020 from 2-6:30 p.m. at 725 Mason Street.

### **IX. Personnel Committee**

Jean Troop stated that the biller and office manager positions have been filled and the staff are in place. She stated that a new NP will begin mid-January 2020.

- a. Applications for Membership
  - i. Shannon Kott

Board Chair presented the board membership application submitted for consideration and it was discussed.

D. Duckett moved, K. McCree supported the motion to approve Shannon K. as a Board Member to the GCHC Board of Directors beginning January 24, 2020.

*Motion carried*

### **X. Quality and Safety Committee Summary**

- a. Quarterly Grievance/Incident Report
- b. Patient Satisfaction Surveys
- c. Credentialing

J. Troop presented the Quality and Safety Committee Summary. She stated that there was one grievance related to a change in work schedule; a special conference was held on the matter and it did not progress to a grievance. Management will continue to look at schedules and coordinate with staff, always keeping in mind that patients' needs will come first.

The patient satisfaction surveys are in the process of being implemented. The plan is that they will be issued via iPads.

There were two LLPs and two OLCs reviewed for credentialing and privileging presented for board approval.

K. McCree moved, A. Bagley supported the approval of the Credentialing and Privileging of the presented staff as well as the Quality and Safety Committee Summary.

*Motion carried.*

**XI. New Business/Other**

a. Atherton

The hours at Atherton were brought before the board to solidify and approve. The hours are currently Monday and Wednesdays 8 a.m. – 4:30 p.m. and Friday 8 a.m. – 12 noon.

A. Bagley moved, D. Duckett supported the current hours at the Atherton location.

*Motion carried*

b. A. Huheillor

It was noted that A. Huheillor did not accept the board membership offered last month.


**XII. Adjourn**

S. Schwartz moved, A. Bagley supported the motion to adjourn the meeting.

*Motion carried*

Meeting adjourned at 1:36 p.m.

Next Board Meeting is scheduled for:  
January 24 2020 @ 1:00 p.m.  
725 Mason Street Board Room

  
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Claudyse Holloman, Board Chair

  
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Date