

**Finance Committee Meeting**  
*Friday, May 17, 2019*  
*12:30 p.m.-1:00 p.m.*  
*Genesee Community Health Center*  
*725 Mason Street – Conference Room*

Board Members Present:

Rob Podlesak, Finance Chair; Claudnyse Holloman, Board Chair; Deborah Duckett; Steven Schwartz

Guests:

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

*Recording Secretary: Yolanda Larry, GCHC/GHS Administrative Assistant*

**Meeting called to order at 12:37 p.m. by Rob Podlesak, Committee Chair.**

**I. Adoption of Agenda**

*Robert Podlesak moved to add Grant year budget 2019 to the agenda and remove Priority Management Group (PMG) from agenda due to discussion at held at April 2019 Finance Meeting, Claudnyse Holloman supported,*  
***Motion Carried***

**II. Approval of Minutes**

- a. *Rob Podlesak moved to approve the January 25, 2019 as written, Claudnyse Holloman supported,*  
***Motion carried***
- b. *April 26, 2019 minutes tabled until June 17, 2019 Finance Meeting.*

**III. FY19 April 2019 YTD Financials (Financial packet on file with minutes)**

- 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. \$30,000 of deferred Medicaid payments were reverted back to the revenue budget. Budget adjustments expected to be made through out the balance of the year. Currently interviewing for the positions of Medical Front Desk Specialist and RN Care Manager. \$400,000 budgeted for both positions including compensation and benefits. There are 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 is improved from

last year's percentage. Rob Podlesak request for a breakdown of claim submissions was unavailable due to a printing error. Jean Troop verbally provided the numbers: 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. The average for October 2018 – April 2019 was 8.5. Discussions between Brian Swiecicki and Dr. Robert Levine (Medical Director) who has presented ideas to assist with the current patient encounter numbers. Brian Swiecicki also informed the board of the need to hire for the front desk management position, which has already been budgeted for.

*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, only \$39 has been used. The balance of the water funds is located under deferred revenue. Brian Swiecicki referenced Page 6 of 9 and informed the committee 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 dollars carryover is due to the decision to not utilize funds for a previous discussed construction plan at 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. Dr. Levine and Dr. Ellis met to discuss concerns as well as to build a relationship that would assist the Nurse Practitioners with their questions regarding prescribing of psychiatric medications to patients. 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.

*Non-HRSA Grant* – Region 10 Naloxone Kit and Substance Abuse grant with a total budget of \$97,650. Water Crisis donation shows a budget of \$1,028.

*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 truly important.

*Alternative Funding* – Brian Swiecicki stated, 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.

*Rob Podlesak moved to accept the fiscal year April 2019 financials as written and to accept the grant year 2019 budget as presented, Claudnyse Holloman supported*  
***Motion carried***

- b. *Grant year budget 2019* – Brian Swiecicki informed the board that the health center is budgeted 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 next meeting to show the best way to staff the health center.

**IV. Contracts/MOUs/Grants Summary**

*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.

*Rob Podlesak moved to approve the Region 10 letter of Agreement-Staffing Grant, Debbie Duckett supported*

***Motion carried***

*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 MDHHS Patient Centered Medical Home contract renewal as presented, Claudnyse supported

***Motion carried***

- V. **Productivity** – No changes noted with productivity. Dr. Levine and Brian Swiecicki to continue working on a solid plan to improve productivity numbers.

**VI. New Business:**

- a. Productivity – Continued focus on increasing productivity numbers.
- b. Position vacancies
- c. Trainings – Brian Swiecicki would like to open up trainings for staff. Claudnyse Holloman stated it was previously board approved.
- d. GHP Grant – Termination of contract notification received from Genesee Health Plan (GHP) due to insufficient reporting and untimely reporting submissions.

**VII. Adjourn – Meeting adjourned at 1:07 pm**

*Claudnyse Holloman moved to adjourn Finance Committee Meeting, Debbie Duckett supported, Motion carried*

*Next Finance Committee Meeting – June 17, 2019 @ 1:00 pm.  
725 Mason Street Board Room  
Respectfully submitted by Yolanda Larry, Recording Secretary*