

**Finance Committee Meeting**  
*Friday, June 21, 2019*  
*12:30 p.m.*  
*Genesee Community Health Center*  
*725 Mason Street – Conference Room*

Committee Members Present:

Rob Podlesak, Chair; Claudnyse Holloman, Steven Schwartz

Committee Members Absent: None

Guests:

Brian Swiecicki – GCHC Interim Executive Director, Jean Troop, Reimbursement Officer, Sandy Sweet, Accounting Manager; *Recording Secretary: Karen Riddle, GHS Administrative Assistant*

**Committee Meeting called to order at 12:34 p.m. by Rob Podlesak**

**I. Adoption of Agenda**

Rob Podlesak moved and Claudnyse Holloman supported the motion to adopt the agenda as written.  
*Motion carried*

**II. Approval of Minutes**

April 15, 2019- Rob Podlesak tabled until next finance committee due to email issue.  
May 17, 2019- Rob Podlesak tabled until next finance committee due to email issue.

**III. FY19 April 2019 - YTD Financials**

Rob Podlesak turned the review of the financials over to Brian Swiecicki. Brian Swiecicki reported that the financials are in good shape and part of the reason is that a couple of positions have not been refilled, which accounts for salaries not being spent and adds to the surplus. Positions have been posted for the RN Care Manager, Office Manager and Psychiatric Mental Health Nurse Practitioner.

Rob Podlesak asked if there had been any word on the NAP (New Access Point) grant; and if we get this grant, will we still replace Atherton? Brian Swiecicki stated that he reached out this past week and no determination had been made on the NAP grant. He explained that the NAP is for a new location and Atherton is an established location that we are moving. It will require a change in scope to move locations with HRSA. There may be some additional cost in rent with Atherton but it should not be a major impact on expenses. Rob Podlesak inquired on whether or not we had reached out to Franklin Mission. Brian Swiecicki will follow up with Staci Hines.

Strategically, we will look at or near public housing for new and/or replacement locations. Steve Schwartz asked if it had to be in the City of Flint. Brian Swiecicki stated that no, we are Genesee County and can look in all areas of Genesee County. Jean Troop further explained that we are using the UDS tracker to locate where the need for service is and will look at it from a public housing aspect. Claudnyse Holloman asked who is responsible for determining the appropriate location. Brian Swiecicki stated that it would be a team from GCHC/GHS including himself and Jean Troop.

Brian Swiecicki stated that the monthly surplus for May is \$136,149 and the yearly surplus to date is \$457,927. Jean Troop stated that the Claims to Submission is down to 12 days and it is a good normal. However, she would like to see it as 10 days or under. It was noted that page 4/9 regarding productivity should be 10.9 for the October-May YTD. Dr. Levine is starting to see individuals and the Family NP is improving. Brian Swiecicki stated that the telepsychiatry is not moving forward as was hoped and he will follow up with other suggestions/ideas.

In regards to the Non-HRSA grant page 6/9, Brian Swiecicki stated that the Region 10 grant to fund the two peer positions for SUD would be added next month. Claudnyse Holloman will meet with Brian Swiecicki to discuss data delivery regarding the Genesee Health Plan grant.

It was noted that the grant year just started May 1, 2019, which equates to little activity on the GCHC Statement of Revenue and Expenditures (Grant Year).

In regards to alternative funding sources, it is the goal to hire the RN Care Manager and to have that position more focused on this revenue. The alternative funding resources is an area that requires guidance to maintain revenue.

Rob Podlesak asked if we had distributed information or set up schedules for transportation at help centers/apartment complexes, etc. Brian Swiecicki stated that this is a good idea and he will explore it further.

Brian Swiecicki gave a brief outline of upcoming events that GCHC will hold and fund. The big event is NHCW (National Health Center Week). Sponsorships will be requested as we have received sponsorship in the past. GCHC will fund remaining expense. Other events that may continue are Staff and Customer Appreciation. It was decided that the GALA would not continue.

Brian Swiecicki also informed the Committee that he is working on a plan to utilize the Mobile Unit more often.

Rob Podlesak moved and Claudnyse Holloman supported the approval of the FY19 October 18 – May 19 financial packet.

*Motion carried*

#### **IV. Productivity Report-May 2019**

The productivity report was discussed; and is on file with the minutes. Rob Podlesak asked why there would be big differences in numbers from week to week for a provider. It was explained that this is most likely due to time off. It was also noted that Dr. Levine has started to see individuals.

#### **V. Old Business**

The group discussed staff morale and additional support. Brian Swiecicki stated that he can look into the cost involved to hire a consultant but stated that some of the small changes that have been implemented already, such as dress code and management availability, have made a positive impact. He also stated that we have internal resources to handle debriefings and staff concerns. A suggestion was made to explore internal solutions before reaching out to external sources to assist in moving forward with positivity.

Claudnyse Holloman moved and Steve Schwartz supported the motion to utilize internal support to meet and have discussion with staff.

*Motion carried*

## **VI. New Business**

Brian Swiecicki reported that there are several conferences coming up that he would like to consider staff and board members attendance. There is money in the budget for conference and travel and he will begin to coordinate with staff to ensure the appropriateness and best value for each conference. One of these is the Michigan Primary Care Association conference in August. He inquired who on the board would be interested in attending as there is a Board track included in the conference agenda. Upon Claudnyse Holloman's suggestion, Brian Swiecicki will reach out to Cherry Hill to find out if there may be an opportunity to network with GCHC at the conference. Some of the other conferences he is considering, are financial officer training, value based payment model, Medicaid managed care and NextGen. Some conferences will require out-of-state travel. Brian Swiecicki also stated that he would confer with GHS to discuss possible cost sharing as the trainings/conferences could have a crossover benefit. Claudnyse Holloman stated that while she is interested for the Board to participate in conferences/trainings that if it comes down to numbers, she would prefer that staff have first opportunity of attendance. The group agreed.

Brian Swiecicki discussed the recent OIG (Office of Inspector General) AIM Audit. GCHC was randomly picked to be audited to review that the dollars are being spend appropriately. The audit seemed to go very well. They seemed impressed with the increased numbers. One issue arose regarding a drawdown of about \$8,100. Jean Troop added that this was addressed and resolved. The final report will not be expected until 2020; however, the report is not distributed directly to the Center.

Rob Podlesak asked if we are due for a HRSA site visit. Jean Troop explained that since we just renewed the grant we are due within the next three years. She said they typically would send notification up to six months in advance. Brian Swiecicki stated that we are already preparing for the OSV (on-site visit) by creating a library of compliance documents. This library will be available for staff to dock compliance documents and will be a living library throughout the HRSA audit and beyond.

The group viewed the GCHC 60-second commercial spot and provided feedback. Brian Swiecicki stated that marketing and costs would continue to be reviewed. Claudnyse Holloman suggested adding marketing to the deaf and Latino communities. There was also discussion on how to include the LGBTQ+ community. It was noted that the centers do not have a "safe place" emblem on the doors or on any marketing materials. Claudnyse Holloman shared that it may be beneficial to collaborate with Wellness for the LGBTQ+ community. Training was also discussed and Brian Swiecicki will have a conversation with Dr. Levine on addressing these topics.

## **VII. Adjournment**

Claudnyse Holloman moved and Rob Podlesak supported the motion to adjourn the meeting.

*Meeting adjourned at 2:19 p.m.*

Next Finance Committee Meeting –Monday, July 15, 2019

*Respectfully submitted by Karen Riddle, Recording Secretary*