

Finance Committee Meeting
Friday, October 18, 2019
12:00 p.m.
Genesee Community Health Center
725 Mason Street – Conference Room

Committee Members Present: Steven Schwartz, Sam Olson

Committee Members Absent: Claudnyse Holloman (excused), Yolanda Oliver-Yancey

Guests:

Brian Swiecicki – GCHC Interim Executive Director, Glen Chipman, GHS CFO,

Jean Troop, Reimbursement Officer

Recording Secretary: Karen Riddle, GHS Administrative Assistant

Committee Meeting called to order at 12:05 p.m. by Steven Schwartz

I. Adoption of Agenda

S. Schwartz moved, S. Olson supported the approval of the agenda as present.

Motion carried

II. Approval of September 16, 2019 Minutes

The motion for approval of the minutes was held after the GCHC Board Meeting.

Y. Oliver-Yancey moved, S. Schwartz supported the approval of the September 16, 2019 Finance Committee minutes as presented.

Motion carried

III. FY19 September 2019 - YTD Financials

G. Chipman presented the September 2019 and YTD financials and a brief discussion followed. G. Chipman presented the 2019 YTD Financials beginning with the September 2019 revenue and expenditures. The center continues to do well with an \$180,000+ surplus for the month and year to date surplus of \$942,000. We are over the budgeted income and doing quite well going into the next fiscal year.

G. Chipman discussed the Cost, Reimbursement & Productivity Statistics. He stated that the Medicaid Eligible Encounters were low this month. However, the productivity for NP and SW exceeded the budget of encounters per day. The year-to-date is under but very close. Overall, we are making strides and it is looking good.

Base grants demonstrates the expenses and revenue related to the grants. There were some adjustments to accounts which is why there are some negatives.

S. Schwartz asked about the Medicaid wrap dollars overage. G. Chipman said that we have a deferred revenue account set up on the balance sheet. It will take about 6-8 months to determine the actual amount owed, but the money is set aside in the deferred account. B. Swiecicki stated that his concern is that it could reflect in the following year on the pre-pays. J. Troop stated that we may need to reduce the dollars so we don't run into the same issue. The goal will be to break even.

G. Chipman continued with the financial review and discussed the remainder of the packet including the Non-HRSA grants and alternative funding sources. He reminded the committee that the grant year spans May 2019 through April 2020 versus the fiscal year of October 2018 through September 2019.

The A/R% over 120 days is staying right around the 50% mark and we continue to improve and work hard at meeting the goal of <20%. J. Troop stated that she does have a temp scheduled to start that will assist in working on this issue. Claim denials has a goal of <7% and we are exceeding that goal at <3%. We have started to readjust the financial based on the claim denials. The average days to claim submission is also doing well, beating the goal of <14 days.

S. Olson moved, S. Schwartz supported the recommendation for approval of the FY19 September and YTD Financials as presented.

Motion carried

IV. Productivity-September 2019

B. Swiecicki discussed the productivity. There is a high no-show rate at Atherton which attributes to Donnelly's lower numbers at Atherton site. Once she has a steady population, we would expect it to increase. Williams is low as well as she is the SW who works with Donnelly. What you don't see on the graph is that Dr. Levine picks up the overflow.

S. Olson moved, S. Schwartz supported the recommendation for approval of the Productivity reports.

Motion carried

V. Contract Summary

1. Lakeview Consultants, LLC

2. Region 10 Letter of Agreement (SUD Treatment)

Region 10 Letter of Agreement (Naloxone Kits)

B. Swiecicki presented the contract summary including the Lakeview Consultants contract which will be providing strategic planning and organizational development services to the FQHC. The employee survey was sent on the date of this meeting. This contract was originally in place until September 30, 2019, but due to delays we found it necessary to restart the process and have the board approve as a renewal. The other agreements on the summary are two Region 10 Letters of Agreement to provide staffing of two health coaches for SUD treatment and the other is for naloxone kits provided during training and community events, and the Genesee County Early Head Start and Head Start Child and Family Development Programs.

S. Olson moved, S. Schwartz supported the recommendation for approval the above-referenced contract and letters of agreement.

Motion carried

VI. Policy Review

- a. AR/Revenue Cycle Management & Collections
- b. Schedule of Charges

Jean Troop presented the above policies that were reviewed in Finance Committee. There were no changes to the Schedule of Charges. The AR/Revenue Cycle Management & Collections was updated to meet current process and language to support the current billing staff. The policy review dates are recommended to be every three years versus annually.

S. Olson moved, S. Schwartz supported the recommendation for approval of the above referenced policies.
Motion carried

VII. New Business

a. 2% increase for Non-union staff

B. Swiecicki presented for approval the 2% increase for Non-union staff with a 10/01/2019 start date. The union employees received this increase and it is typical for non-union to follow.

S. Olson moved, S. Schwartz supported the recommendation for approval of the 2% increase for non-union staff.

Motion carried

B. Swiecicki stated that he has not brought it to the full board for approval yet, but he is recommending to the committee that we use the same company that we have used in the past to do a mock HRSA site visit in preparation for the operational on-site visit coming up this summer. He is proposing that we do this after the first of the year. The cost is expected to be about \$7,500.

He also mentioned that we had a McLaren audit appeal that Jean Troop and her staff worked very hard at getting reduced to \$377. He gave kudos to her and her staff in their hard work in looking at the data and reviewing the rules and charts to reduce the payback.

VIII. Adjourn

S. Olson moved, S. Schwartz supported the motion to adjourn the meeting.

Meeting adjourned at 12:58 p.m.

Next Finance Committee Meeting –Monday, November 15, 2019.

Respectfully submitted by Karen Riddle, Recording Secretary