

Finance Committee Meeting
Friday, November 13, 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, 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 12:14 p.m. by Sam Olson

I. Adoption of Agenda

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

Motion carried

II. Approval of October 18, 2019 Minutes

The following was corrected in the minutes:

Section III. 3rd sentence changed to read “budgeted income”

Section III. 2nd paragraph, first sentence changed to read “Medicaid Eligible Encounters were low this month.”

Section III. 5th paragraph, 2nd sentence should have read “versus the fiscal year of October 2018 through September 2019.”

S. Schwartz moved, S. Olson supported the approval of the October 18, 2019 Finance Committee minutes with the above-noted corrections.

Motion carried

III. FY20 October 2019 - YTD Financials and Productivity

G. Chipman presented the FY20 October 2019-YTD financial packet. He stated that for the month of October we had surplus of \$58,899, which is \$20,800 over the budgeted surplus of \$38,099. He noted the Contract Labor line on the Statement of Revenue and Expenditures will see some fluctuation due to staffing changes. Under the expenses, the Licensing/Support/Maintenance accounts is budgeted for expected annual licensing fees that will hit throughout the year.

B. Swiecicki noted that there may be an opportunity to hire an experienced and health center knowledgeable NP that could reduce costs and increase service availability.

G. Chipman stated that the A/R % Over 120 days is still a work in progress. A temporary employee was hired to assist on cleaning up the backlog and we should start to notice the number decrease. The Claim Denials are down and consistent with the 3% and under the 14 days.

G. Chipman noted some changes on the Cost, Reimbursement & Productivity Statistics page. The Committee discussed making some additional changes that will appear starting next month. One of the changes made to

date is that the Unique Patient Count was calculated on a rolling year and included trailing years for the month. It was decided that a better measure would be to show the actual for each month. The unique patient count for October will be large because it includes all of the patients in September, but going forward it will only list the actual unique patients seen in the previous month, so it will be a much smaller number. The year-to-date will continue to accumulate all of the unique patients.

Also added to the report is the total cost per encounter to show what is budgeted per encounter versus what is actually paid. B. Swiecicki added that this is a huge improvement as the cost per encounter was much larger last year. G. Chipman stated that next month you will also see the productivity for the Nurse Practitioners broken down between behavioral health and medical. A change to the expectation of the Social Worker's productivity will also be made.

B. Swiecicki noted that there have been meetings with access, jail and hospital liaisons and we should start seeing an increase in the flow of patients.

G. Chipman concluded the financial packet presentation by noting that not much has been received to date for the Alternative Funding Sources. B. Swiecicki stated that the recently hired RN Care Coordinator should help with increasing these dollars and not "leave money on the table".

B. Swiecicki presented on the productivity charts noting that they continue to go up. As mentioned above, there will be some changes made to show a truer picture of the NP's productivity between behavioral and medical health.

S. Schwartz moved, S. Olson supported the approval of the FY20 October 2019 – YTD Financial packet and recommend approval to the Board.

Motion carried

IV. Contract Summary

1. RegLantern

B. Swiecicki proposed to the Committee a contract for \$8,000 with RegLantern to provide a compliance examination along with a summary and recommendation to meet and/or exceed the HRSA regulations and guidelines overseeing the operations of a FQHC via a mock survey.

S. Olson moved, S. Schwartz supported the approval of the above-referenced contract and recommend approval to the Board.

Motion carried

V. Other Business

B. Swiecicki informed the committee that several of the staff, including himself, attended a conference in Chicago and received information on the Medicare Cost Report which is a HRSA required report. This is a report that the agency has used an outside vendor to complete. As a result of the training, the staff feel confident that they can complete this report in-house which will save the agency about \$4,500 a year.

B. Swiecicki stated that the American Heart Association along with MPCA has reached out to GCHC regarding the small grant/project he spoke about at last month's committee meeting. While it is a small grant, the relationships that are being forged will be beneficial in future endeavors. J. Troop added that it will also help the HEIDIS scores.

Due to recent cyber-attacks on local agencies, B. Swiecicki instructed the IT department to do a review of our data securities. One of the steps he has chosen to take is to purchase cyber-attack insurance noting that a small portion is budgeted to GCHC.

VI. Adjourn

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

Meeting adjourned at 12:44 p.m.

Next Finance Committee Meeting –Monday, December 13, 2019.

Respectfully submitted by Karen Riddle, Recording Secretary