

**Finance Committee Meeting**  
*Monday, February 17, 2020*  
*1:00 p.m.*  
*Genesee Community Health Center*  
*725 Mason Street – Conference Room*

Committee Members Present: Sam Olson (via telephone), Steven Schwartz

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

Guests:

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

Committee Meeting called to order at 1:25 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 January 13, 2020 Minutes**

S. Olson moved, S. Schwartz supported the approval of the January 13, 2020 Finance Committee minutes as presented.  
*Motion carried*

**III. FY20 January 2020 - YTD Financials and Productivity**

G. Chipman presented the FY20 January 2020-YTD Financial packet. The January total revenue was \$544,588 compared to the budget of \$568,353 and the expenditures were \$497,089 compared to the budget of \$530,254. This resulted in a surplus for January of \$47,500 and \$350,209 year-to-date. There is a difference of \$197,814 in surplus compared to budget. G. Chipman added that Fringes Benefits on the expenditure side was high due to the annual funding of the HSA accounts. We could complete this as a monthly expense, but keeping with past practices, we decided to complete it in one lump sum. The NextGen payment was made in January which accounted for being over budget in “Other” by nearly \$7,000.

The Cost, Reimbursement & Productivity Statistics document was handed out at the meeting and a copy is on file with the minutes. G. Chipman noted that an additional 665 unique patients were seen in January. The health NPs are at 13.4 encounters per day which is above the budget of 12/day. The behavioral health NPs are at 8.7 encounters per day which is below the budget of 10/day. The Social Workers are at 5.4 encounters per day which was just below the budget of 6/day. It was noted that this may have been due to the way documentation was being recorded in NextGen. We will keep an eye on it and should see an improvement in February. The good news is that the cost per encounter is under budget.

The Key RCM Performance Measures were handed out at the meeting and a copy is on file with the minutes. The A/R % over 120 days ticked up slightly at 45% compared to 43% in December; the goal is under 20%. The Days in A/R ticked downward to 39 compared to 40 in December. The goal is less than 45 days so we are below our target. The Average days to Claim Submission hit the lowest point of the year at 8 compared to 11 in December. Overall we are looking good and will continue to work on the A/R% over 120 days.

G. Chipman completed the review of the financials by going over the final pages of the financial packet with nothing significant to note.

S. Olson moved, S. Schwartz supported the approval of the FY20 January 2020 – YTD Financial packet, and recommended approval to the Board.

*Motion carried*

J. Troop reviewed the productivity report and it is noted that some changes have been implemented on how to schedule and we will continue to move forward and work out the bumps. J. Troop also reviewed the revised Sliding Fee Scale as the federal guidelines recently changed.

S. Schwartz moved, S. Olson supported the approval of the Productivity Report and the Revised FY2020 Sliding Fee Scale as presented and recommended approval to the Board.

*Motion carried*

**IV. Contract Summary**

While there were no contracts to come before the committee, B. Swiecicki noted that there is a potential of the SOAR grant (Mobile MAT) and we are continuing to move forward on the American Heart Association and WiseWoman agreements. Once the details are worked through, the agreements will put in place and the Board will be notified.

**V. Other Business**

None

**VI. Adjourn**

S. Olson moved, S. Schwartz supported the adjournment of the meeting.

*Motion carried*

The meeting adjourned at 1:49 p.m.

**Next Finance Committee Meeting –Monday, March 17, 2020.**

*Respectfully submitted by Karen Riddle, Recording Secretary*