

Board of Directors

Friday, February 28, 2020

1:00 p.m.

GCHC

725 Mason Street – Conference Room

Board Members Present

Claudnyse Holloman, Chair; Yolanda Oliver-Yancey (via telephone), Steven Schwartz, Autumn Bagley, Deborah Duckett (via telephone), Kyle McCree

Board Members Absent

Sam Olson (excused), Erica Thrash-Sall (excused), Shannon Kott, Ericka Smith

Guests

Brian Swiecicki, Executive Director, Glen Chipman, GHS CFO, Jean Troop, GCHC Deputy Director; Sandy Sweet, GHS Accounting Manager

Recording Secretary: Karen Riddle, GHS Administrative Assistant

Meeting called to order at 1:13 p.m. by Claudnyse Holloman, Board Chair.

I. Adoption of Agenda

A. Bagley moved, K. McCree supported the motion to adopt the agenda as presented with the following additions: Board Self-Evaluation and HRSA, Executive Director's contract, and MPCA.

Motion carried

II. Welcome & Introductions

III. Public Participation and Community Feedback

None

IV. Approval of Minutes

K. McCree moved; S. Schwartz supported the motion to approve the January 24, 2020 minutes as presented.

Motion carried

V. Finance Committee Summary

a. FY20 January 2020 YTD Financials

G. Chipman gave a brief overview of the FY20 January 2020-YTD Financial packet and noted that it was discussed in detail at the GCHC Finance Committee meeting on February 17, 2020. 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. It was noted that the injectables were exactly on budget; this is based on dollar amount per injection. S. Schwartz asked how often we make amendments to the budget. G.

Chipman said amendments happen only when there are additional grants to add or a significant change has taken place. Otherwise, the budget is spread evenly across the 12 months. The financial packet is on file with the minutes.

It was noted that the A/R% over 120 days jumped a couple of percentage points, but this is not a concern and it is expected to start trending downward in the future. The claim denial rate stayed consistent at 4% and the average days to claim submission dropped to eight.

The productivity statistics were discussed, and it was noted that the encounters are expected to go up as the new NP's build their caseloads. B. Swiecicki also noted that they are working on fine-tuning the intake process for new referrals.

b. Productivity Charts

The numbers are looking pretty good; however, the incentive threshold may need to be revised as it has yet to be met. There remains an issue with the intake process and no-show rate. B. Swiecicki stated that the process is currently being reviewed and improved. On the behavioral health side, the referral rate from Access, hospitals and jails is increasing and it may be necessary to have a care coordinator in place to assist in the process.

Y. Oliver-Yancey asked if there is a special care coordinator to assist patients getting to the appointment to decrease the no shows. B. Swiecicki stated that we do currently have transportation and he is also looking at other options such as the MICare process and is in the beginning stages of investigating how a care coordinator position could be utilized. There is also a process being developed to call patients and check in on a regular basis. B. Swiecicki is working with his management team to develop the processes.

K. McCree moved, A. Bagley supported the approval of the FY20 January 2020 YTD Financials and productivity as presented.

Motion carried

C. Updated Sliding Fee Scale

J. Troop presented the updated Sliding Fee Scale which reflected the 2020 FPL's. She discussed with the Board the need to review the nominal fee and that they may want to consider changing column A from a \$3.00 nominal fee for those in the 0-100% poverty level to \$0. Most of our population falls within this category and have little means to pay and often creates an unobtainable receivable that eventually is written off.

K. McCree moved, A. Bagley supported the approval of the updated Sliding Fee Scale as amended, changing the \$3.00 nominal fee to \$0.

Motion carried

At this time, the Board Chair gave a brief history of Brian Swiecicki's history of acting Interim Executive Director of GCHC over approximately the last year and entertained a motion to name Brian Swiecicki as the Executive Director of GCHC.

S. Schwartz moved; A. Bagley supported the motion to officially make Brian Swiecicki the Executive Director for Genesee Community Health Center.

Motion carried

VI. Interim Executive Director's Report

B. Swiecicki reminded the Board that they are still in the mist of finalizing the strategic report. There will be an upcoming presentation of the structured, finalized report from the consultant at the April board meeting.

The quarterly Promoting Wellness and Healthy Communities report was distributed and reviewed noting committees, trainings for community, events both in the community and agency, advertisement and social media campaigns. The ED also noted that over 221 individuals at a variety of sites throughout the community were training on Narcan usage.

It was noted that the Center is moving forward with the WiseWoman agreement increasing the integration and community collaboration as well as with the American Health Association agreement.

B. Swiecicki stated that J. Troop in completing the final upload of the mock on-site documents to Reglantern. We will expect a report from Reglantern in the next month to assist us on where we have deficiencies that we will then correct prior to the actual OSV.

The ED also stated that he is working on a potential partnership with Communities First regarding health and wellness services much like those in the Berkley Place. He stated that we will continue to work with that organization and the population that they serve.

The UDS reports were submitted and accepted.

The 340B was recertified; this is the pharmaceutical agreement with the federal government for low to no cost medications for our consumer.

The Medicare Cost Report was submitted today (2/28/2020), with about a \$4,300 cost settlement that Medicare will reimburse.

B. Swiecicki informed the Board that he and his team have been looking at new properties for the Atherton location. There is strong lead on a local property, and he is hoping to move forward. It is near a senior center and two housing projects. The next step is having the clinical team look at the property layout. It is for sale and not lease. We will keep the board apprised of the negotiations.

VII. Strategic Planning Committee Summary

Updated during the ED report.

VII. Personnel Committee Summary

B. Swiecicki reported the personnel summary:

No new hires
New posting for a Health Coach
No terminations
One grievance filed, it pertained to an operational dispute thought to be unfair. However, the grievance was dismissed.

IX. Quality and Safety Committee Summary

- a. Non-Retaliation and Non-Retribution Policy**
- b. Continuity of Care - Referrals**
- c. Scope of Service**
- d. Medical Information Scanning to EHR**
- e. Hours of Care**
- f. UDS Measures 2019 Chart**
- g. 2019 Diabetes**

Jean Troop reviewed the policies noting minor changes. The UDS Quality Measures 2016 through 2019 handout was reviewed noting improvements in increased compliance rates. The 2019 Diabetes Quality Improvement Project handout was reviewed and discussed noting that the initial percentage of diabetic patients tested in 2017 was 77% compared to the 91% of those tested in 2019.

S. Schwartz moved; K. McCree supported to approve the policies a. through e. as noted above.
Motion carried.

X. OSV – What to Expect!

As the Center and Board continue to prepare for the OSV (HRSA On-site Visit), J. Troop will continue to educate the Board on their duties and roles. At this meeting, the handout entitled Board of Directors Functions and Responsibilities was reviewed and discussed.

XI. Other

C. Holloman informed the Board that she had been contacted by the MPCA regarding dispensing Patient and Staff comment cards to support advocacy of the health center. The MPCA asked that up to 200 comment cards are completed. This helps to open the eyes of our elected officials and let them know what health centers are doing and what is still needed. The Board is in support of requesting staff and patients to complete the cards on a voluntary basis.

B. Swiecicki added that it is worthwhile to see the advocacy happening in DC. He will get some dates of conferences and/or events to the Board Chair regarding different venues that happen in DC.

K. McCree suggested to invite Congressman Kildee to the Center to experience the staff and patients' stories to advocate the Center's work.

The Board Chair reiterated that she has emailed the Executive Director's evaluation to all staff and asked that they complete it and return to her by March 31, 2020. She stated that she and B. Swiecicki

have discussed his self-evaluation as well. The ED evaluation will be reviewed at the April Board meeting.

The contract for the Executive Director was reviewed by those members present and discussed by all. The contract contains the same language as the previous ED's contract, and the term ends on September 30, 2020.

A. Bagley moved; Y. Oliver-Yancey supported to accept the ED contract as presented.

Motion carried

a. GCHC Organizational Chart

The Organizational Chart was presented to the Board with the noted changes of removing Interim from the ED position and adding the Deputy Director.

Y. Oliver-Yancey moved, and S. Schwartz supported the approval of the amended GCHC Organizational Chart.

Motion carried

The board offered congratulations to Jean Troop as her new role as the GCHC Deputy Director.

b. GCHC Treasurer Vote

S. Olson was not available at the meeting but had a prior conversation with the Board Chair and did agree to accept the seat of Board Treasurer.

K. McCree moved; S. Schwartz supported the motion to approve Sam Olson as Treasurer.

Motion carried

c. ED Evaluation

Board Chair emailed out the Executive Director's evaluation to the board. Please complete and return by March 31, 2020. It will be discussed at the April 24, 2020 GCHC Board meeting.

Reminder that Board elections are held in April.

Board Chair asked for a motion, due to non-compliance of attending the board meetings since the appointment, that Ericka Smith be removed from the GCHC Board of Directors.

D. Duckett moved, S. Schwartz supported removing Ericka Smith from the GCHC Board of Directors.

Motion carried

Y. Oliver-Yancey mentioned the upcoming National Mental Health Month in April and requested that we as a Center do something to support the event. The ED will discuss with staff on how the Center may support NMHM. Y. Oliver-Yancey also inquired about the North Flint Food Market-co-op and how the Center might utilize or connect to encourage healthy food choices and other community benefits. The ED will investigate and bring something back to the Board.

A reminder to all Board members that they may schedule one-on-one meetings with the ED to discuss ideas and the direction of the Center at any time. Please reach out to schedule.

K. McCree inquired on what the Center is doing to promote the 2020 Census. B. Swiecicki stated that there is a table in the lobby as well as postings on social media sites.

The Board Chair issued one last reminder to complete the ED evaluation and Board Self Evaluation. Please submit the ED evaluation to her by March 31, 2020.

XII. Adjourn

Meeting adjourned at 2:18 p.m.

Next Board Meeting is scheduled for:
March 28, 2020 @ 1:00 p.m.
725 Mason Street Board Room

Claudnyse Holloman, Board Chair

Date