

Finance Committee Meeting
Monday, March 16, 2020
1:00 p.m.
Genesee Community Health Center
Via Telephone Conference

Committee Members Via Telephone: Sam Olson, Treasurer; Claudnyse Holloman, Chair; Steven Schwartz, Secretary

Committee Members Absent: Yolanda Oliver-Yancey, Vice Chair

Guests:

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

Recording Secretary: Karen Riddle, GHS Administrative Assistant

Committee Meeting called to order at 1:14 p.m. by Sam Olson

I. Adoption of Agenda

S. Olson moved to approve the agenda as presented, supported by C. Holloman.

Motion carried

II. Approval of January 13, 2020 Minutes

S. Olson moved to approve the February 17, 2020 minutes as presented, supported by C. Holloman.

Motion carried

III. FY20 February 2020 - YTD Financials and Productivity

G. Chipman presented the FY20 February 2020-YTD Financial packet. The February total revenue was \$508,086 compared to the budget of \$568,353. The volume and injectables were down for the month. The expenditures were \$432,124 compared to the budget of \$530,254. This resulted in a surplus for February in expenditures of \$98,130 and \$484,063 year-to-date. The total surplus difference for February is \$37,863 and \$237,677 year-to-date. The Center is doing well. G. Chipman noted that there was a “catch-up” cost of building depreciation for February that will happen again in March; thereafter it will be accrued monthly. He also noted on page 2 the \$10,204 Prior Year Expense Adjustment that was due to a one-time cost adjustment based on rental costs.

The Cost, Reimbursement & Productivity Statistics document showed that the Medicaid encounters were down slightly. This was attributed to less days in the month as well as lower volume of encounters. The \$261 cost per encounter is still under budget.

The Center is continuing to look at ways to utilize all grant dollars. The grant year synopsis is looking good and financially sound. The Alternative Funding Sources show money coming in for HEIDIS and MiCare. One more quarterly payment is expected for SIMS. The Center will pursue other grant opportunities.

(S. Olson was excused from meeting @ 1:21 p.m.).

The productivity graphs were reviewed, noting that the Family NP was down slightly due to PTO and the SW did better this month.

C. Holloman moved to recommend approval of the FY2020 February 2020 – YTD Financial packet and productivity to the GCHC Full board, S. Schwartz supported.

Motion carried

IV. Other

Due to the COVID-19 pandemic, B. Swiecicki informed the Finance Committee that in keeping with the State Emergency provisions, the Center would be operating on very limited resources and following very strict guidelines to keep staff and patients and the community safe during this unprecedented time. He outlined a payment structure for those staff who are present in the Clinic serving the patients. Along with their regular pay, they would also receive one hour of PTO per hour worked on-site.

C. Holloman moved to approve the payment structure outlined by the Executive Director for those staff working on-site during the State Emergency as well as allowing the ED to make operational decisions to keep staff and patients safe throughout this time of emergency, S. Schwartz supported.

Motion carried

V. Adjourn

C. Holloman moved to adjourn the meeting; S. Schwartz supported.

Meeting adjourned at 1:27 p.m.

Next Finance Committee Meeting –Monday, April 20, 2020.

Respectfully submitted by Karen Riddle, Recording Secretary