

Board of Directors

Friday, March 27, 2020

1:00 p.m.

GCHC

Conference Call (due to State Emergency Stay at Home Order)

Board Members Present via call in:

Claudnyse Holloman, Chair; Autumn Bagley, Deborah Duckett, Kyle McCree; Erica Thrash-Sall

Board Members Absent

Yolanda Oliver-Yancey (excused), Steve Schwartz (excused), Sam Olson, Shannon Kott

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 1:00 p.m. by Claudnyse Holloman, Board Chair.

I. Adoption of Agenda

D. Duckett moved the approval of the agenda with addition of Board of Directors Application under Other, A. Bagley supported.

Motion carried

II. Welcome & Introductions

Due to the meeting being conducted via conference call, role call was completed prior to beginning of meeting.

III. Public Participation and Community Feedback

D. Duckett provided community feedback regarding how the Center has handled the changes imposed by the COVID-19 pandemic. She stated that she was very impressed on how quickly the management team and staff were able to adapt, assess, and meet the communities' needs.

IV. Approval of Minutes

K. McCree moved to approve the February 28, 2020 minutes as presented, A. Bagley supported.

Motion carried

V. Finance Committee Summary-The financial packet is on file with minutes.

a. FY20 February 2020 YTD Financials

G. Chipman gave a brief overview of the FY20 February 2020-YTD Financial packet and noted that it was discussed in detail at the March GCHC Finance Committee. 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. On page 2, the \$10,204 Prior Year Expense Adjustment is due to a one-time cost adjustment based on rental costs.

The unique patient count ticked up a little bit from January, in February there were 788. 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.

It was noted that the A/R% over 120 days stayed consistent. The days in A/R have been <45 days the last three months. The claim denial rate and average days to claim submission have remained consistently under benchmark.

b. Productivity Charts

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

The Board agreed that coming into the COVID-19 crisis with a surplus will bode well for the Center.

D. Duckett moved the approval of the FY20 February 2020 YTD Financial packet and the Productivity Charts, E. Thrash-Sall supported.

Motion carried

VI. Executive Director’s Report

COVID-19 Update-B. Swiecicki stated that he is very happy with the staff and they way they have stepped up during this crisis. The Center was only closed for one day to allow the management team to discuss the strategy and how to work remotely. On Tuesday, when the Center reopened, a plan was in place for Suboxone and injections, safety precautions were in place and it was up and running. Telehealth and Telepsych was implemented and the management team continued to work on improved ways to work remotely to have as few staff in-house as possible. PPE was ordered and will continue to be ordered throughout the crisis. The team is looking at utilizing the mobile unit to decrease foot traffic in the clinic. The MA’s, NP’s, HC’s SW’s, front staff and Dr. Levine have done a wonderful job. B. Swiecicki also felt that the patients were understanding and adapting to the “new” ways.

C. Holloman stated that she has been in contact with MPCA and feels that the Center is a “good spot” comparative to other centers under the ED’s leadership. B. Swiecicki stated that it has truly been a team effort day-in and day-out as they work to redesign the system of care in a short period.

PSA’s

B. Swiecicki informed the Board of the public announcements regarding the Center’s response to COVID-19 via television and radio ads, Facebook, You Tube, and our websites that are consistent with the messages being relayed by the CDC.

Potential Layoffs

ED stated that the Center is not looking at layoffs at this time.

HRSA Notice of Grant Award-FY2020 Coronavirus Supplemental Funding for Health Centers

B. Swiecicki stated that the funding of \$54,000 will provide for flexibility for preventing, preparing for, and responding to COVID-19. Reporting will include a semi-annual Progress Report describing the status of activities and use of funds.

Purchase of Center Rd. property:

B. Swiecicki stated that he and his team have been looking at properties to move the Atherton clinic. He feels that they have found a good fit on Center Road. Its prior use was a doctor's office, it is highly visible, on the bus route and could be converted to fit the Center's needs without too many updates. A. Bagley inquired if this location is in an area with the same clientele as the Atherton location. J. Troop stated that it maintains consistency and UDS measures shows this zip code to be a high concentration of our population.

The Executive Director asked the Board to approve the following motions:

1. Allow the ED the leniency to approve expenses up to \$250,000 over presented budget and to have the ability to move 20% of funds between line items presented in budget that are related directly to COVID-19 expenses.
2. Allow the ED to approve expenses up to \$100,000 for emergency procurement related to COVID-19 without prior Board approval.
3. Allow the ED to accept the HRSA Grant Award FY2020 Coronavirus Supplemental Funding for Health Centers.
4. Allow the ED to move forward on procuring building/property on Center Rd. for the Atherton Clinic up to \$299,000 or obtaining bank loan for purchase, using the most reasonable financial judgement.

D. Duckett moved 1. Through 4 above as recommended by the Executive Director, K. McCree supported.

Motions carried

VII. Strategic Planning Committee Summary

The Board Chair stated that the strategic plan has been submitted to the ED and Sarah Bannon of Lakeview Consultants will be invited to present at the April Board Meeting.

VIII. Personnel Committee Summary

B. Swiecicki reported the personnel summary:

- No new hires
- No terminations
- No union grievances

IX. Quality and Safety Committee Summary

- a. Communicable Disease Reporting
- b. Consent to Treat Minors

- c. Patient Complaint and Grievance Process**
- d. Patient Complaint and Grievance Log**
- e. Patient Complaint and Grievance Form**
- f. Credentialing and Privileging Staff Approvals**

J. Troop reviewed policies a. through e above and noted that there were only minor changes to stay consistent with HRSA language. She also stated that James (Mike) Hogle and Francesca Petrilli had been reviewed by the credentialing personnel and was seeking board approval.

A. Bagley moved to approve policies a. through e. as noted above and to approve the privileging of James (Mike) Hogle and Francesca Petrilli, D. Duckett supported.

Motion carried

IX. OSV – What to Expect!

J. Troop stated that the Center is living the compliance standards every day so that the Center is always ready and not only when there is an OSV due. She stated that based on the recent compliance audit conducted by RegLantern, that while the health center has a few areas to work on, overall we are in good compliance with the program requirements. A work plan has been developed to work on those areas and leadership will continue to educate staff on the compliance requirements.

X. Other

C. Holloman presented a Board of Director's Application for Robert Podlesak. The Board discussed the application noting that R. Podlesak was a prior Board member.

D. Duckett moved to accept the Board of Director's application for Robert Podlesak, A. Bagley supported.

Motion carried

XII. Adjourn

Meeting adjourned at 1:55 p.m.

Next Board Meeting is scheduled for:
April 24, 2020 @ 1:00 p.m.
Via ZOOM

Claudnyse Holloman, Board Chair

Date