

Finance Committee Meeting
Monday, April 20, 2020
1:00 p.m.
Genesee Community Health Center
Via Zoom

Committee Members Via Zoom: Sam Olson, Treasurer; Claudnyse Holloman, Chair; Steven Schwartz, Secretary, Rob Podlesak

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 1:01 p.m. by Sam Olson

I. Adoption of Agenda

R. Podlesak moved to approve the agenda as presented, supported by C. Holloman.

Motion carried

II. Approval of March 16, 2020 Minutes

C. Holloman moved to approve the March 16, 2020 minutes as presented, supported by S. Schwartz.

Motion carried

III. FY20 March 2020 - YTD Financials (Financial packet on file with minutes)

G. Chipman presented the FY20 March 2020-YTD Financial packet. The February total revenue was \$444,561 compared to the budget of \$568,353. The volume and injectables were down significantly due to the COVID-19 pandemic. The injectables were down about 1/3 and will most likely continue a downward trend through April. It is to be expected due to the current situation. The expenditures were \$419,450 compared to the budget of \$530,254. This resulted in a surplus for March of \$25,111 and \$453,282 year-to-date.

G. Chipman noted that the surplus in March would have been greater but there was a “catch-up” of depreciation expense as there was in February. Going forward, the depreciation expense will be accrued monthly. He noted all-in-all it was a decent month considering the situation.

The Key RCM Performance Measures are consistent as they have been in the past months. The A/R % over 120 days went down from 45% to 38%, so we are inching closer to the goal of less than 20%. The Days in A/R are staying in the 30's and below the goal of less than 45 days.

The claim denial rate is continuing to be below the goal of less than 7% and hovering right around 4%. The average days to claim submission did experience an uptick to 15. This was due to staff working from home and not having all the necessary tools to continue normal work activity until later in the month. We should see this improve in April.

The Cost, Reimbursement & Productivity Statistics were discussed. Again, it was noted that due to the COVID-19 pandemic, the numbers are lower than they would be normally. The total cost per encounter was the highest it has been since the beginning of the fiscal year at \$283. Again, the Medicaid eligible encounters are down by about 1/3. C. Holloman asked if the numbers are expected to be higher for the social workers in April. B. Swiecicki stated that we are working on new processes and we do have capacity. He noted that the numbers are beginning to inch up.

The first payment for 2020 was received for the Meaningful Use (EHR) funding in the amount of \$9,626. It is anticipated that the dollars will show for SIMS (PCMH) next month.

S. Schwartz moved to recommend approval of the FY2020 March 2020 – YTD Financial packet to the GCHC Full board, R. Podlesak supported.

Motion carried

a. HRSA COVID-19 Funding

B. Swiecicki presented two grants from HRSA. One is for \$53,000 and the other is for \$581,000. These grants will cover assisting with and providing help to the community regarding this crisis. It may entail help videos, media messages, how to work with telehealth, virtually every way we can assist the community in how to deal with the COVID-19 crisis.

S. Olson moved to accept and approve the HRSA funding described in the two grants above; S. Schwartz supported.

Motion carried

b. 20% Wage Increase

B. Swiecicki stated that GHS and the Center are paying staff who are on the frontline in anyway a 20% salary increase for the period of the crisis. This includes any staff who are working at the Center on any given day.

c. Productivity Reports-Average Number of Patients/Per Day

The week of March 9, 2020 productivity numbers were discussed (graphs on file with minutes). It was noted that the graphs did not show an entire month due to staff not working in the office on a regular basis the last 2 ½ weeks of March due to COVID-19.

It was noted that the low numbers reported for one of the social workers was due to her completing the preassessment intakes and there being a learning curve to these assessments.

d. COVID-19 Numbers

A new grid was presented to show the two weeks running operations the “new way”. As the Center and administration worked on new processes to include remote work and limited Center activity with new technology, the numbers did decline. However, the past week did show an increase and productivity was at about 60%.

C. Holloman moved to approve the summary of the COVID-19 productivity numbers; S. Schwartz supported.

Motion carried

IV. Contract Summary

The contract summary was presented and discussed, noting a new contract for a RegLantern Compliance Platform to assist with aspects of HRSA requirements and always keeping the Center ready and compliant. There were also two renewals: Dr. David Pyatt and Priority Management Group (credentialing).

R. Podlesak moved to accept and recommend approval of the Contract Summary to the GCHC Board of Directors, S. Schwartz supported.

Motion carried

V. Other

The board discussed and agreed that they would like to do something special for the Center’s staff in appreciation of the work they have done and will continue to do during this crisis.

VI. Adjourn

R. Podlesak moved to adjourn the meeting; S. Schwartz supported.
Meeting adjourned at 1:34 p.m.

Next Finance Committee Meeting –Monday, May 18, 2020.

Respectfully submitted by Karen Riddle, Recording Secretary