

**Finance Committee Meeting**  
*Monday, May 18, 2020*  
*1:00 p.m.*  
*Genesee Community Health Center*  
*Via Zoom*

Committee Members Via Zoom: Sam Olson, Treasurer; Claudnyse Holloman, Chair; Steven Schwartz, Secretary, Yolanda Oliver-Yancey, Vice Chair; Rob Podlesak

Committee Members Absent: None

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 1:02 p.m. by S. Olson

**I. Adoption of Agenda**

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

*Motion carried*

**II. Public Participation**

None

**III. Approval of April 20, 2020, 2020 Minutes**

C. Holloman moved to approve the April 2020 minutes as presented, supported by R. Podlesak.

*Motion carried*

**IV. FY20 April 2020 - YTD Financials (Financial packet on file with minutes)**

G. Chipman presented the FY20 April 2020-YTD Financial packet. The April total revenue was \$507,827 compared to the budget of \$572,824, which is under budget by \$64,998. The Medicaid encounter and Injection revenue were under budget by about \$124,000 and the Commercial and other revenue was under budget as well. Grant revenue covered many expenditures that would have put us into a deficit. Total April expenditures were \$472,668 compared to budget of \$534,725. This created a surplus of the \$35,159 compared to budget of \$38,099. The use of the grant funds and careful expense management both contributed to this monthly surplus and continue to build on our YTD surplus which grew to \$488,441 in April.

The Key RCM Performance Measures are consistent as they have been in the past months. The A/R % over 120 days went down stayed consistent at 38%. The Days in A/R ticked up to 41. J. Troop stated that it has been a challenge and some of the deposits didn't get made right away and posting did get behind due to working from home and the timing. The cash will be in by the end of the month. The claim denial rate stayed consistent at 4%. The average days to claim submission did improve in April and came in at 9.5.

The final SIMS payment was made, and the Center will be looking at new incentives. There was some concern raised on grants in which there had been no activity. It was noted that there will be some opportunity for carryover.

C. Holloman moved to recommend approval of the FY2020 April 2020 – YTD Financial packet to the GCHC Full board, R. Podlesak supported.

*Motion carried*

a. Notice of Award for COVID Testing (HRSA)

The HRSA Notice of Award in the amount of \$162,679.00 to support COVID-19 testing was presented to the committee and discussed. This will support testing at shelters, group homes, adult foster care facilities and the underserved. This includes the swab testing; the antibody testing has not yet begun.

C. Holloman moved to recommend approval of the HRSA Notice of Award in the amount of \$162,679.00 for the purpose of COVID-19 testing to the GCHC Full Board, Y. Oliver-Yancey supported.

*Motion carried*

**V. Quality Report**

J. Troop presented the week of April 27 reports and noted that both the NPs and SWs have picked up since last month. She stated that most services are being done via telehealth.

**VI. Financial Policy Review**

- a. Fixed Assets
- b. Grants Management
- c. Petty Cash Policy

G. Chipman reviewed with the committee the three policies list above. He noted that there were no major changes and most changes related to changing the person responsible for technical review.

R. Podlesak inquired about the use of the GHS logo on GCHC policies. G. Chipman explained that under the co-applicant agreement between GHS and GCHC, GHS is the oversight of Finance and HR and therefore, policies of GHS can be used under GCHC unless it is a specific policy only for GCHC.

C. Holloman moved to recommend approval of the Fixed Assets, Grants Management, and Petty Cash Policy to the GCHC Full Board, R. Podlesak supported.

*Motion carried*

**VII. Other**

J. Troop wanted to make the committee aware that GCHC was currently holding Medicare claims on the advice of MPCA due to Medicare not having the systems set up yet to pay them correctly.

She and staff are actively researching telehealth platforms and considering satellite locations for consumers to utilize telehealth services.

**VIII. Adjourn**

R. Podlesak moved to adjourn the meeting; S. Schwartz supported.  
Meeting adjourned at 1:36 p.m.

**Next Finance Committee Meeting –Monday, June 15, 2020.**

*Respectfully submitted by Karen Riddle, Recording Secretary*