

Board of Directors Meeting Minutes

Friday, May 22, 2020

1:00 p.m.

GCHC

VIA ZOOM MEETING

Board Members Present via call in:

Claudnyse Holloman, Chair; Autumn Bagley, Steve Schwartz, Rob Podlesak, Kyle McCree, Erica Thrash-Sall, Yolanda Oliver-Yancey (joined at 1:38 p.m.), Sam Olson (joined at 1:45 p.m.)

Board Members Absent

Deborah Duckett (excused)

Guests

Brian Swiecicki, Executive Director; Jean Troop, GCHC Deputy Director; Glen Chipman, GHS CFO; 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

It was recommended that Board Elections are added under Other.

R. Podlesak moved to accept the agenda with the amendment of adding Board Nominations under Other, S. Schwartz supported.

Motion carried

II. Welcome & Introductions

Board Chair welcomed attendees via Zoom and noted attendance.

III. Public Participation and Community Feedback

None

IV. Approval of Minutes

S. Schwartz moved the April 24, 2020 minutes as they were written and presented, R. Podlesak supported.

Motion carried

V. Finance Committee Summary-The financial packet is 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. Without the grant revenue, the outcome would have been much worse. The Medicaid and injections were down about two-third during the month of April. The good side was that the expenditures were down as well. The total April expenditure was \$472,668 compared to the budget of \$534,725. This resulted in an expenditure surplus for April of \$62,058. Overall, for the month of April there was a deficit of \$2,940. With the addition of several grants to assist with the COVID-19

expenditures, the Center continues to have a surplus of \$221,751.00 year to date. In the current environment, this is a good sign.

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 did not 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.

S. Schwartz moved to approve the FY2020 April 2020 – YTD Financial packet, supported by R. Podlesak.

Motion carried

a. Notice of Award for COVID Testing (HRSA)

J. Troop presented the HRSA Notice of Award in the amount of \$162,679.00 to support COVID-19 testing and it was discussed. This grant 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.

Autumn Bagley moved to accept the Notice of Award from HRSA in the amount of \$163,679.00 to support COVID-19 testing, K. McCree supported.

Motion carried

VI. Executive Director's Report

B. Swiecicki stated that there have been large purchases of PPE (personal protection equipment) over the last couple of months. Some of the items have included N95 masks (nearly 180,000), surgical masks (approx. 70,000), face shields as well as protective gowns and gloves. The PPE is used to protect our staff, patients, as well as the community.

The COVID testing is going well. Over 300 people have been tested in group homes, shelters in Flint, and assisted living programs. J. Troop has been handling the schedule and S. Wood has been handling the set-up process and assisting the teams coming to pick up the supplies.

Staff continue to work offsite/virtual offices as much as possible with positive productivity results considering the circumstances. The Center is working on developing additional telehealth platforms to make it easier for patients to log in and get services. The ED thanked J. Troop and others for all the hard work behind the scenes in making the virtual services possible.

We are working on a transition plan back to the office as well as working with the State on telehealth codes available. It is the plan to bring staff back into the office in stages.

Medicare Cost settlement is complete and has been accepted. A check was received for a few thousand dollars. We can now move forward to working and filing the current Medicare Cost report.

G. Chipman and his staff are close to completing the financial and single audits. Currently, it is in draft form and looks to be a good audit.

S. Schwartz asked about the location on Center Rd. The location at 2298 Center Rd. was approved by HRSA. This week, B. Swiecicki did have a cost/property analysis. Negotiations will begin with the next couple of weeks.

C. Holloman stated that she and B. Swiecicki are on a community call twice a week and they have said nothing but great things about the Health Center and its testing of all the shelters and missions. We were the first to offer the mobile testing. It felt great to be on the call and hear all the great accolades the Center was getting due to us going out and test the front-line workers to ensure health and safety. She extended her thanks and gratitude to all the staff and discussed a way to express the Board's appreciation.

The Board Chair asked B. Swiecicki what the plan was to promote safety to staff as the Center re-opens. He stated that they will monitor who is in the office, when they will be there and how many are in the office at any given time, along with continuing the safety protocols of wearing PPE and practicing social distancing. We will continue to do as much as we possibly can remotely.

We are promoting commercials (the link was shared with the Board via email) that talk about safety and different elements of the COVID-19 pandemic. One will air as a show is going to commercial and then another will air when it comes back from commercial; it is called bookends. This is another way for us to be more visible in the community.

E. Thrash-Sall commented on the testing process and how J. Troop and her staff made it so smooth and alleviated the concern. The team really made the patients feel comfortable about the testing. She praised the innovativeness of the mobile team and the process.

B. Swiecicki mentioned that we are working with the Ford company on vans for mobile testing. The team has been giving assessments and feedback on the medical vans Ford has been proposing.

VII. Personnel Committee Summary

B. Swiecicki reported that there were no union grievances or issues, no new hires, and no terminations over the past month.

There is a discussion in progress regarding hiring another RN Care Manager with grant funds during this pandemic.

K. Riddle will send out a meeting request for a personnel committee meeting in July.

VIII. Quality and Safety Committee Summary

- a. Chart total Kept Appointments for Week of April 27
- b. 2020 Diabetes Quality Improvement Project Q1
- c. USD Q1
- d. Credentialing Policy Draft

J. Troop presented the Chart total of kept appointments for the week of April 27, 2020, the 2020 Diabetes Quality Improvement Project Q1, and the USD Q1 results. She noted that the first quarter of the diabetes data shows the Center at 34% for the measure of A1c>9 or untested compared to the network average of 32%. The percentage of diabetic patients tested has gone up from 77% in 2017 to 93% in the first quarter of 2020.

The Deputy Director also presented changes to the Credentialing Policy that was noted as weakness during the HRSA review. She noted that items J, K and L were added to strengthen the language in the policy.

S. Schwartz moved to approve a, b, c, and d as presented above, A. Bagley supported.

Motion carried

IX. Financial Policy Review

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

G. Chipman presented minor updates to the Fixed Assets, Grants Management and Petty Cash policies. He noted that there were not any procedural changes, the changes pertained to the technical review and revised dates.

K. McCree moved to approve a, b, and c as presented above, R. Podlesak supported.

Motion carried

X. OSV!

J. Troop stated that the OSV (On-site Visit/HRSA) has been postponed and may possibly be a virtual review scheduled by year end or first part of next year. She said that regardless of how the review is handled, the Center will be prepared as they continue to work on any issues every day.

During the Board's Self-evaluation, it was noted that there was some uncertainty about the quality section. J. Troop stated that reviewing the quality and productivity at the board meetings is how that compliance measure reported and met.

XI. Other

The Board Chair opened the floor for officer's elections for Chair, Vice Chair, Treasurer and Secretary.

Rob Podlesak was nominated for Treasurer.

Claudnyse Holloman was nominated for re-election of Board Chair.
Yolanda Oliver-Yancy was nominated for re-election of Vice Chair.
Steve Schwartz was nominated for re-election of Secretary.

All nominations were accepted.
Nominations were closed.

K. McCree moved to adopt the slate of Board Officers nominated, A. Bagley supported.
Motion carried

K. McCree moved to review the officers and members terms per the by-laws, Y. Oliver-Yancey supported.
Motion carried

XII. Adjourn

S. Schwartz moved to adjourn; Y. Oliver-Yancey supported.
Motion carried

Next Board Meeting is scheduled for:
June 26, 2020 @ 1:00 p.m.
Via ZOOM

Claudnyse Holloman, Board Chair

Date