

Board of Directors Meeting Minutes

September 25, 2020

1:00 p.m.

GCHC

VIA ZOOM MEETING

Board Members Present via call in:

Claudnyse Holloman, Chair; Yolanda Oliver-Yancey, Rob Podlesak, Steve Schwartz, Kyle McCree, Sam Olson, Erica Thrash-Sall, Autumn Bagley, Sam Olson

Board Members Absent

Deborah Duckett

Guests

Brian Swiecicki, Executive Director; Jean Troop, GCHC Deputy Director; Glen Chipman, GHS CFO; Sandy Sweet, GHS Sr. Accountant

Meeting called to order at 1:03 p.m. by Claudnyse Holloman, Board Chair.

I. Adoption of Agenda

*A. Bagley moved to accept the agenda as presented, Y. Oliver-Yancey supported.
Motion carried*

II. Welcome & Introductions

III. Public Participation and Community Feedback

None

IV. Approval of August 28, 2020 Minutes

Y. Oliver-Yancey moved to approve the August 28, 2020 minutes as presented, R. Podlesak supported. Motion carried

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

a. Approval of August Financials

b. FY2021 Budget

c. GCHC Legislative Mandates Policy

- a. R. Podlesak presented the August 2020 financials. During the month of August, the total revenue was \$490,282 compared to the budget of \$669,685, this resulted in being under budget by \$179,403. Patient revenue is still lower due to the current situation. The grants that are being utilized help to reduce the impact the totals. The expenses totaled \$478,782 compared to a budgeted expense of \$631,586 which is a difference of \$152,805. Salary and wages were lower during August. However, the contract labor and building costs were considerably higher which attributed to the lower surplus. The August surplus was \$11,500 compared to budgeted surplus of \$38,099 which is a difference of \$26,599. Year-to-date, we are looking good with a \$612,217 surplus compared to a year-to-date budgeted \$419,085.

The Days in A/R performance measures were reviewed and discussed, and it was noted that it was down from 44 to 39 and the A/R% over 120 days went up from 43% to 47%. J. Troop explained that even though the claims are getting out, some of the health plans are still struggling with paying the telephonic codes not being programmed. She is monitoring the age of the 120 days and her team is consistently working on it.

The Cost, Reimbursement & Productivity Statistics shows that the Medicaid Eligible Encounters were down from July by 55. The Unique Patient Count was 81 and Medicaid Eligible Encounters were 1,046. NP encounters on the healthcare side were 8.7 compared to 12 budgeted and on the behavioral health side, they were 7.3 compared to a budgeted 10. SW encounters per day were 5.5 which is an increase from the 4.8 in August but still below budget. Overall, the cost per encounter decreased in August from \$377 in July to \$307.

G. Chipman noted that on the Base Grant page, the SUD-MH grant is a negative number due to an accounting glitch that was discovered internally and adjustments were made to ensure the cost were correct for end-of-year reporting. He also mentioned that appropriate costs will continue to be moved to grants.

S. Olson moved to accept the FY20 October 2019 through August 2020 Financials as presented, R. Podlesak supported.

Motion carried

- b. G. Chipman presented the FY2021 in the format agreed upon at the GCHC Finance Committee and a brief discussion took place. The Board is happy with the new format.

A. Bagley moved to approve the FY2021 Budget as presented, R. Podlesak supported.

Motion Carried

G. Chipman presented and discussed the HRSA Grant Management Policy explaining that the purpose of the policy is to ensure that all guidelines mandated by the Further Consolidated Appropriations Act, 2020 (Public Law 116-94) are followed and that GCHC adheres to the statutory provisions listed in the policy that limit the use of funds on HRSA grants and cooperative agreements for FY2020.

S. Schwartz moved to approve the HRSA Grant Management Policy as presented, R. Podlesak supported.

Motion carried

VI. Contract Summary

- a. Sapient Initiatives, LLC
- b. Azara DRVS Sublicense Agreement-Amendment #6
- c. Nextgen AWS Cloud (Sole Source Agreement)

G. Chipman presented the contract summary and a brief discussion followed.

Y. Oliver-Yancey moved to approve the contracts listed above as presented, S. Olson supported.

Motion carried

VII. Quality and Safety Summary

a. Quality July Minutes

b. Clinical Care of Employee(s)-Family Policy

c. Chart total Kept Appointments for August

d. COVID-19 Encounters by Specialty for August 2020

a. J. Troop presented the Quality and Safety summary stating that both the August and September meetings have been held. During the September meeting, patient grievances were discussed as it related to patient requested medications versus the provider recommended medications. As a result, a better process has been developed for patients to change providers. The clinic continues to see patients according to the recommended guidelines with minimal wait time for patients. PPE is being used appropriately by staff.

b. J. Troop presented and discussed the Clinical Care of Employee(s)-Family Policy as presented explaining that the policy's intent is to ensure that the privacy and confidentiality of the employee and/or family member seeking treatment is met, while upholding ethical standards of the provider.

S. Schwartz moved to approve the Clinical Care of Employee(s)-Family Policy as presented, Y. Oliver-Yancey supported.

Motion carried

c.,d. The Board reviewed the Chart of Total Kept Appointments and COVID-19 Encounters by Specialty for August 2020. It was noted that using telehealth has cut down on the no-show rate. Even though the numbers are down, they still show that they are at about 90% of pre-COVID-19 production. All in all, the providers are doing well.

VIII. Executive Director's Report

B. Swiecicki presented his ED report:

He continues to work and have discussions with MDHHS on COVID vaccines for Genesee County residents, the MDHHS-Michigan Coronavirus Task Force on Racial Disparities and MDHHS on the Safer Systems of Care grant.

The collaboration with the Michigan Housing Department and Community First on the Berkley Place Project continues.

After speaking with the HRSA Project Manager regarding the HRSA Site Visit, it has been determined that there will be no operations site or virtual visit for 2020, and instead aim for 2021.

To date we have tested 1,142 individuals for the COVID screening. He commended J. Troop and her team for this effort. It speaks to the fact that we can serve these underserved populations and it is recognized as other entities reach out to us to assist with testing as well as looking forward to vaccine distribution.

Board Chair and S. Schwartz took this time to thank Brian for the partnerships and collaborations he and his team have reached. It is refreshing as a Board member to know that we are collaborating and partnering with critical places to serve our populations.

B. Swiecicki stated that Dr. Levine has asked the Board to consider his request to step down as Medical Director. As you know he is doing mainly administrative work such as policies, procedures, and operational tasks. While he did this well, it is not his desire. His interest is with working on a clinical team. Dr. Levine has asked B. Swiecicki to start working with him on a transition to step down from the Medical Director positions and work with him on assisting with opening the new Atherton site. We will post for the Medical Director and begin working on this transition in the next couple of months.

B. Swiecicki presented the ASFCME Contract negotiations for approval as stated below:

- ◇ Diversity Day – 8 hours FT / Prorated PT holiday time will be put in employee's bank at the beginning of the year and must be used by the end of the year.

- ◇ If depositing into Nationwide 457b, the employees deposit will be paid at 100% of their base hourly rate (does not include longevity) for each hour of PTO.

- ◇ Four (4) year contract.

- o Year 1: 10/01/20 – 09/30/21 = 3% with a \$1,500 signing bonus
- o Year 2: 10/01/21 – 09/30/22 = 2% with a \$750 retention bonus
- o Year 3: 10/01/22 – 09/30/23 = 1% with a \$1,000 retention bonus
- o Year 4: 10/01/23 – 09/30/24 = 1% with a \$1,000 retention bonus

- ◇ AFSCME represented staff with six (6) or more years of service on January 1, 2021, currently enrolled in the ICMARC Retirement Plan, will be eligible for a contribution of two percent (2%) of their gross pay, into a Nationwide 457b Account. Staff will be required to contribute two percent (2%) of their gross pay, in order to be eligible for the two percent (2%) employer contribution match.

- ◇ The Employer will offer UNUM and AFLAC Supplemental Insurance, during Open Enrollment, and will provide payroll deduction for any employee who elects to participate.

He stated that as in the past and with this contract negotiation, non-union staff will be offered the same considerations.

S. Schwartz moved to approve the AFSCME Contract as presented, supported by Y. Oliver-Yancey.

S. Schwartz amended his motion to include non-union employees to the contract benefits, supported by Y. Oliver-Yancey.

Motion carried

IX. OSV!

Federal Torque Claims Act (FTCA) and what it means to the Health Center. J. Troop stated that the FTCA has been being discussed in the Quality Meetings for the last 10 months or so. The FTCA is an act that was enacted in 1992-95 that granted medical malpractice liability protection. It supports health centers and the cost of medical malpractice.

The committee discussed and expressed concerns and thoughts about applying for FTCA.

R. Podlesak moved to allow GCHC to move forward with the FTCA application, A. Bagley supported.

Motion carried (5 approved; 1 opposed)

X. Other

a. FY2021 Board/Committee Meeting Calendar and Assignments

The FY2021 Board/Committee Meeting Calendar and Assignments was presented for approval. It was noted that the December Finance Committee would be moved to December 18, 2020 at noon. Committee Assignments were discussed, and the board was reminded to review and volunteer for committees as appropriate and let the Board Chair know your interest.

Y. Oliver-Yancey moved to approve the FY2021 Board/Committee Meeting Calendar and Assignments with the above-noted change, S. Schwartz supported.

Motion carried

S. Schwartz asked if the new Atherton on Center Road has been opened. B. Swiecicki stated that the proposed date is October 19, 2020.

XI. Adjourn

Y. Oliver-Yancey moved to adjourn, S. Schwartz supported.

Motion carried

Meeting was adjourned at 2:12 p.m.

Next Board Meeting is scheduled for:
October 23, 2020 @ 1:00 p.m.

Claudnyse Holloman, Board Chair

Date