

GCHC BOARD OF DIRECTORS MEETING MINUTES

November 20, 2020 @ 1:00 p.m.

VIA Zoom

Board Members Present via Zoom:

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

Board Members Absent:

Autumn Bagley (excused); Deborah Duckett

Guests:

Brian Swiecicki, Executive Director; Jean Troop, GCHC Deputy Director; Glen Chipman, GHS CFO; Sandy Sweet, GHS Sr. Accountant; Lisa Hearn-Shumpert, Corporate Compliance Officer

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

I. Adoption of Agenda

There were two add-ons to the agenda to be added under Other: Diversity, Equity, and Inclusion discussion and Closed Session.

K. McCree moved to accept the agenda with the additions, S. Schwartz supported.

Motion carried

II. Welcome and Introductions

Introductions and roll call completed.

III. Public Participation

None

IV. Approval of October 23, 2020 BOD Minutes

S. Schwartz moved to accept the October 23, 2020 minutes as presented, K. McCree supported.

Motion carried

V. Corporate Compliance (Report and Education on file with minutes)

Lisa Hearn-Shumpert presented the GCHC Aggregate Report and provided compliance education. She discussed and explained each section of the report. She stated that there were no major issues or litigation. It was noted that the dedicated, anonymous Corporate Compliance hotline is 810-762-5288 and is available to the Board, staff, and community. L. Hearn-Shumpert's direct line is 810-424-6061 and her email is lshumpert@genhs.org. L. Hearn-Shumpert advised that the GCHC should have a Corporate Compliance committee made up of board members, possibly a Medical Director/Executive Director and staff that meets once or twice a year or as necessary.

R. Podlesak moved to approve the GCHC Aggregate Corporate Compliance Report, K. McCree supported.

Motion carried

J. Troop and the Board commended L. Hearn-Shumpert on her support of the Health Center.

J. Troop noted that the education was the OSV! portion of the agenda.

Before moving on, K. McCree advised the Board that the current legislation that allows virtual public meetings, expires at the end of the year. He stated that D. Russell is working toward a solution to have in-person meetings that will allow for appropriate social distancing should it become necessary. B. Swiecicki asked L. Hearn-Shumpert to reach out to our attorneys to find out their recommendations for the first of the year.

VI. Finance Committee Summary

R. Podlesak presented the FY21 October 2020-September 2021 Finance Summary Packet. He noted that the total revenue for October 2020 was \$407,844 compared to budget of \$614,434 making it a difference of (\$206,590). The total expenses for October 2020 were \$431,030 compared to budget of \$590,143 making it a difference of \$159,112. The YTD actual is (\$23,292) compared to budget of \$24,292 making it a difference of (\$47,477). The revenue was down across the board and he summed that up by explaining that two revenue-producing employees were off during the month. The moving of Atherton has also played a part in the decrease of injectables.

The Days in A/R were at 31 for October 2020 which was a decrease from 38 in September 2020. A/R% over 120 days was 53% which was an increase from 47% in September 2020. This is due to an issue with the State coordinating payments. The Claim Denial Rate is well below the <7% goal at 4%. The Average days to Claim Submission was at 14 in October which was an increase from 8 in September. This was a result of two billing employees being out of office due to illness. It is anticipated that this will be lower in November when the department is at full staff.

The Cost, Reimbursement & Productivity Statistics shows a Unique Patient Count of 1,192 for October as this is the first count for the new fiscal year. This is a different calculation than we have done in the past. In the past, the line item was an “average” number of patients each year and based on a rolling 12-month period. Currently and going forward, the report will show the actual unique patient numbers each month with the accumulation being reported in the year-to-date number. Since October 2020 is the first month of the fiscal year, each patient seen at the HC is a “unique” or new patient. In November many of the same patients seen in October will be seen in November, those patients are not counted in the November Unique Patient Count. Only new patients seen in November will be included in the November Unique Patient Count. For example, the 1,192 seen in October are all unique since it is a new fiscal year. If we then see 1,192 patients in November and 892 of them are patients that were seen in October, then only 300 patients are unique to November and the year-to-date total would be 1,492 unique patients.

R. Podlesak discussed the remainder of the financial packet and noted that the Total Cost Per Encounter for October was \$259 which was under the budgeted number of \$299. He also noted on the Alternative Funding Sources the comments at the bottom of the page that notes which grants are paid on a quarterly or annual basis.

There was also a Reconciliation of Medicaid Wrap Advance Payments in Deferred Revenue that shows the breakdown of the payments from FY19, FY20 and FY21.

S. Schwartz moved to accept the FY21 October 2020-September 2021 Financials as presented, S. Olson supported.

Motion carried

VII. Contract Summary

Rapid Response Initiative Fund-Community Foundation of Greater Flint is a grant in the amount of \$20,000 to assist in the Rapid COVID-19 Testing initiative.

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

Motion carried

VIII. Quality and Safety Summary

E. Thrash-Sall presented the Quality and Safety Summary. She presented the September 22, 2020 meeting minutes, on file with minutes. The chart review from the Medical Director's quarter 3 for discussion and comment. She also presented the Recommended Provider Privileging for Joe Karanja. J. Troop noted that this did not go to Quality this past month due to timing, but J. Karanja did begin at the HC and Dr. Levine and the ED approved the privileging, and she is asking for the Board's approval so the NP could see patients. It will be taken to Quality in November.

E. Thrash-Sall moved to approve the Medical Director's Report – Q3 2020 – Quarterly Chart Review Summary, supported by S. Schwartz.

Motion carried

E. Thrash-Sall moved to approve the recommended Provider Privileging for Joe Karanja, NP, supported by R. Podlesak.

Motion carried

The 2020 Diabetes Quality Improvement Project reports were presented and discussed. J. Troop explained that the changes in red on the report is due to more telehealth rather than in-person. We do have an initiative in place to work with the providers to see more in December. HRSA is aware of the impact of COVID and that the quality measures will suffer.

IX. Executive Director's Report

B. Swiecicki reported that he continues to work closely with the State on implementing the flu grants on vaccinations and clinics which he believes will lay the groundwork for the COVID vaccine implementation when it is available. He also stated that we are working with Health Department and there was testing today on the rapid testing for COVID. The plan is that they will potentially supply GCHC with 2,000 testing kits.

He stated that we are also working on supplemental and HRSA funding for programs such as hypertension and others. Securing some additional funding will assist the Center in continuing these programs as well as the potential to add others. More information to come as submissions are completed.

There was a drive-through Halloween event and afterward the remaining bags were shared with the Women's Shelter of Flint. There will be food boxes to patients for Thanksgiving that are also being shared with the People Program at Mott Community College/Atherton Apartment Complex. There will also be winter warming items we will give to the patients and surrounding neighborhoods.

B. Swiecicki stated that we are now out of Atherton on Klienpell completely and providing services at the Atherton on Center Road.

About personnel, there was one grievance by the social workers. There was a meeting, and it was determined it was just a miscommunication and quickly resolved. One MA and one NP was hired during October.

X. OSV!

Covered under Item V. with L. Hearn-Shumpert.

XI. Other

Diversity, Equity, and Inclusion: E. Thrash-Sall added this to the agenda to bring to the Board's attention the need for diversity, equity, and inclusion discussions. She noted that during the past six months this topic is very heightened. Her hope is that we develop strong policies and trainings to avoid incidents as

the health center experienced some months back. She would like the Board to take lead on looking at Diversity, Equity, and Inclusion in a comprehensive way in the way that we engage with staff and how we treat our patients. B. Swiecicki suggested having S. Edwards present at a future meeting to give updates on some of the things she is doing to promote, train, and develop the culture we are hoping to achieve. E. Thrash-Sall agreed and would propose that the Board allocate some resources for outside training with consultants in areas of specialties. C. Holloman suggested and asked for board approval to add Diversity, Equity, and Inclusion to the GCHC Board of Directors agenda.

Y. Oliver-Yancey moved to make Diversity, Equity, and Inclusion a standing agenda item, supported by S. Schwartz.

Motion carried

Pursuant to the Michigan Open Meeting Act, C. Holloman requested the Board enter closed session to discuss Executive Director position.

Y. Oliver-Yancey	yes
R. Podlesak	yes
S. Schwartz	yes
E. Thrash-Sall	yes
K. McCree	yes
S. Olson	yes

At 2:10 p.m. all non-board members left the Zoom meeting and the Board moved into Executive Session.

At 2:27 p.m. B. Swiecicki and K. Riddle were allowed back into the Zoom meeting and the Board resumed open session.

E. Thrash-Sall moved to extend the offer of GCHC Executive Director to Jean Troop, Y. Oliver-Yancey supported.

Motion carried

K. McCree thanked the search committee for the work on finding a qualified ED. S. Schwartz added that he feels this is a great choice. B. Swiecicki added that J. Troop has the needed experience as well as being knowing the HRSA guidelines well.

XII. Adjourn

S. Olson moved, R. Podlesak moved to adjourn the meeting.

Motion carried

The meeting was adjourned at 2:31 p.m.

Next Board Meeting is scheduled for:

December 18, 2020 at 1:00 p.m. via Zoom

Claudnyse Holloman, Board Chair

Date