

**GCHC BOARD OF DIRECTORS MEETING MINUTES**

December 18, 2020 @ 1:00 p.m.

VIA Zoom

Board Members Present via Zoom:

Claudnyse Holloman, Chair; Autumn Bagley, Kyle McCree; Rob Podlesak; Steve Schwartz

Board Members Absent:

Sam Olson (excused); Erica Thrash-Sall (excused); Yolanda Oliver-Yancey; Deborah Duckett

Guests:

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

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

**I. Adoption of Agenda**

**R. Podlesak moved to accept the agenda as presented, supported by S. Schwartz.**

*Motion carried*

**II. Welcome and Introductions**

Roll call completed.

**III. Public Participation**

None

**IV. Approval of November 20, 2020 BOD Minutes**

**S. Schwartz moved to accept the November 20, 2020 minutes as presented, K. McCree supported.**

*Motion carried*

**V. Finance Committee Summary**

G. Chipman presented the FY21 October 2020-September 2021 Finance Summary Packet focusing on the month of November 2020. The total revenue for November 2020 was \$441,470 compared to budget of \$615,187 making it a difference of (\$173,717). The total expenses for November were \$459,185 compared to budget of \$590,895 making it a difference of \$131,710. The total deficit for November was (\$17,716) and YTD deficit compared to budget is (\$89,485). This deficit is due to continuing struggles with COVID-19 and extremely low revenue due to holidays and staff vacations. All-in-all, we are doing a good job at managing expenses. The probable expectation for volumes in December will be low again due to staff days off.

G. Chipman reviewed the balance sheet which is new to the packet per the committee's request. It shows the assets, liabilities, and fund balance. This will be included monthly.

The Days in A/R was reported at 34, which was a slight uptick from October which was 31. Part of the reason for this uptick is the delay of getting the claims out initially. And there are still some issues with the payors and getting claims processed. The A/R% over 120 days dropped from 53% in October to 44%. The Claim Denial Rate remained the same as the previous month at 4%. The Average days to Claim Submission dropped from the 14 reported last month to 10.

In regards to the encounters, 563 Unique Patients were added to the Unique Patient Count for the month of November and Medicaid Eligible Encounters are 1,028 for November 2020. Productivity for the Health

NPs was 7.6 encounters per day, for the Behavioral Health NPs it was at 6.2 per day, Social Workers was at 4.9 per day; with a total encounters per day at 6.7. Again, part of this is attributed to less amount of work days in November along with staff vacations/PTO days as well as the COVID-19 environment impact. The cost per encounter was \$307 compared to a budget of \$300.

He reported that the Finance Committee had a discussion regarding the grants and talked about how the Center is diligently working to incorporate ways to use the grants.

G. Chipman reviewed the Reconciliation of Medicaid Wrap Advance Payments Deferred Revenue to conclude the finance packet review.

S. Schwartz offered his thanks for the inclusion of the balance sheet in this month's packet and going forward.

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

*Motion carried*

J. Troop discussed the National Hypertension Control Initiative funding as informational and letting the Board know that GCHC has applied for the grant. HRSA has reached out to GCHC based on the number of hypertension patients reported in the UDS reporting. The grant dollars will be used to assist GCHC in helping the community members to get the hypertension diagnosis under control. This would be a three year grant for approximately \$126,000.

**VI. Contract Summary**

R. Podlesak reviewed the contracts presented to the Finance Committee and recommended to the Board approval. The contracts included the annual renewal between GCHC and MDHHS for the PPS rate that runs from January 1, 2021 through December 31, 2022. The GHS/GCHC Co-Applicant agreement was presented with no changes for approval. The last item on the contract summary is the Genesee Ameri-Corp and Host Site Agreement 20-21 that allows GCHC to manage a community outreach worker that is paid through MPCA.

**K. McCree moved to approve the Contract Summary as presented, A. Bagley supported.**

*Motion carried*

**VII. Quality and Safety Summary**

J. Troop reviewed the October Quality minutes. She also presented the Credentialing and Privileging for Lindsey Roth for Board consideration.

**R. Podlesak moved to approve the recommended Provider Privileging for Lindsey Roth, supported by S. Schwartz.**

*Motion carried*

The Training Plan – FY2020-2021 was presented and reviewed by the Board.

**S. Schwartz moved to accept the Training Plan 2021 as presented, supported by R. Podlesak.**

*Motion carried*

The Standards to Prevent Contagion: Safe Building Access is a new policy that was presented and reviewed by the Board.

**S. Schwartz moved to approve the Standards to Prevent Contagions-Safe Building Access as presented, supported by R. Podlesak.**

*Motion carried*

The 2021 yearly QI calendar for monthly QA/QI Committee meetings was presented for Board approval.

**A. Bagley moved to accept the QI Calendar as accepted, supported by S. Schwartz.**

Motion carried

**VIII. HRSA in Scope Sites, Services and Activities**

Jean Troop reviewed the HRSA scopes of sites, services and activities for accuracy with the Board. She explained that on an annual basis the Center is asked to either complete a SAC report or a continuation report which is what was asked for this year. On the Site detail document it was noted that the GCHC Mobile Health Clinic address should be changed from 422 W. 4<sup>th</sup> Avenue to 725 Mason Street.

**S. Schwartz moved to accept the HRSA in Scope Sites, Services and Activities document with the one address change regarding the Mobile Health Clinic on the Sites document, R. Podlesak supported.**

*Motion carried*

**IX. Executive Director's Report**

B. Swiecicki reported that the Center continues to implement the flu clinics as well as working on the COVID-19 vaccination clinic as it becomes available. He stated that he started a grant application with the State of MI for funding to assist with vaccinating all individuals regardless of insurance. The total is approximately \$175,000.

The HRSA onsite visit will be by May 25, 26, 27 2021. He reminded the Board that the HRSA team will want to talk and review items with the Board members so he asked that they are available during this time.

Personnel changes: Dr. Levine resigning in December 2020. Dr. Phung accepted the Medical Director's role. G. Shkemi will also be resigning 12/20/2020 and the LPN vacancy was filled. There were no termination, grievances, or arbitrations to report.

On behalf of the Board and Management, staff were gifted a stadium blanket. The Center also gave out hats, gloves, and scarves to patients as well as to some of our community partners to distribute.

B. Swiecicki reminded the Board that J. Troop will be taking over the Executive Director's responsibilities as the new GCHC ED. He stated he will be here through January and available as needed. He thanked the Board for the opportunity to serve and memories he will cherish.

**X. Diversity, Equity, and Inclusion**

This item will be discussed at the January 2021 GCHC Board of Directors meeting.

**XI. OSV!**

The OSV! education was covered under agenda item VIII.

**XII. Other**

C. Holloman thanked Brian again for his passion and dedication to the Health Center. The remaining Board members took a moment to thank Brian as well. He will be missed.

The Board Chair also offered recognition and thanks to the ED, J. Troop and the entire team for the work done during the pandemic and keeping the Center running well.

**XIII. Adjourn**

**K. McCree moved to adjourn the December 2020 GCHC Board of Directors meeting, supported by S. Schwartz.**

***Motion carried***

The meeting was adjourned at 1:58 p.m.

Next Board Meeting is scheduled for:

January 22, 2021 at 1:00 p.m. via Zoom

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Claudnyse Holloman, Board Chair

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Date