

Finance Committee Meeting Minutes
Friday, December 18, 2020
12:00 p.m.
Genesee Community Health Center
Via Zoom

Committee Members Via Zoom: Rob Podlesak, Committee Chair; Claudnyse Holloman, Sam Olson, Steve Schwartz

Committee Members Absent: Yolanda Oliver-Yancey

Guests:

Brian Swiecicki – GCHC Executive Director, Glen Chipman, GHS CFO; Jean Troop, Deputy Director; Sandy Sweet, Accounting Manager

Recording Secretary: Karen Riddle, GHS Administrative Assistant

Committee Meeting called to order at 12:08 p.m. by R. Podlesak.

I. Adoption of Agenda

S. Schwartz moved to adopt the agenda as presented, supported by C. Holloman.

Motion carried

II. Public Participation

None

III. Approval of November 16, 2020 Finance Minutes

Committee Chair requested that the approval of the November 16, 2020 minutes is moved to the January 19, 2021 meeting.

IV. FY21 October 2020 – September 2021 Financial Packet (Financial packet on file with minutes)

G. Chipman reviewed the November financials packet and it was discussed. 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 was (\$89,485). This deficit is due to continuing struggles with COVID-19 and extremely low revenue along with 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 days off.

B. Swiecicki added that there will be a reduction in salaries due to Dr. Levine's resignation which will be in December 2020. He suggested to the Board to keep track of the encounters at the new location on Center Rd. to determine operational hours. The Committee Chair voiced a concern that we do not get overstaffed. There was a discussion regarding issues on staffing and capacity; it was agreed it is something that will be closely monitored.

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 stayed the same as the previous month at 4%. The Average days to Claim Submission dropped from 14 in October to 10 in November.

The Cost, Reimbursement & Productivity Statistics page showed Unique Patient Count at 563 compared to budget of 750; the Medicaid eligible encounters were 1,028 compared to budget of 1,531. The productivity showed the health providers encounters at 7.6 per day compared to budget of 12.0; the behavioral health providers encounter at 6.2 per day compared to budget of 10.0; and the Social Worker encounters at 4.9 per day compared to budget of 6.0. The total cost per encounter was \$307 compared to a budget of \$300.

The total utilization for November of the base grants was \$171,101 and \$11,076 utilization of the non-HRSA grants. The Center administration continue to explore ways to draw down funds from the grants. Regarding the Alternative Funding Source page, there was \$3,073 received from the HEDIS in November 2020 with a FY2021 total of \$18,344.

The last page of the financials is the Reconciliation of Medicaid Wrap Advance Payments in Deferred Revenue sheet which shows a deferred revenue balance as of 11/30/2020 is \$1,088,244.87.

S. Schwartz moved to accept the FY21 October 2020 through September 2021 November Financials and recommend approval to the GCHC Full Board, supported by C. Holloman.

Motion carried

NHCI-HC (Hypertension grant) J. Troop presented for information purposes that HRSA allocated dollars to support reduction in hypertension rates in our community and GCHC did apply for the grant in the amount of \$128,000. This will support current staffing efforts in assisting patients to reduce the blood pressure. It is also a HEDIS measure and dovetails into our Heart American Association project; it is a win-win situation.

V. Contract Summary

- a. MOU21-99073 MDHHS
This is a renewal to guarantee our PPS rate through December 21, 2022.
- b. GHS/GCHC Co-Applicant Agreement
No changes made, but it is required to have the Board review on an annual basis.
- c. Genesee Ameri-Corp and Host Site Agreement 20-21
GCHC manages the community outreach worker provided by MPCA to provide gaps in care calls to patients which will assist in HEDIS rates to minimize the gaps in care. MPCA pays the staff, GCHC manages the staff.

C. Holloman moved to recommend approval the MOU21 with MDHHS to the GCHC Full Board, S. Schwartz supported.

Motion carried

VI. Quality Charts

- a. Chart total Kept Appointments for November 2020
- b. COVID-19 Encounters by Specialty for November 2020

J. Troop presented and discussed the quality charts. These charts iterate the days in which staff were off or there may have been closed days during the week due to holiday.

VII. Other

None

VIII. Adjourn

S. Schwartz moved to adjourn the meeting; supported by C. Holloman.

R. Podlesak adjourned the meeting at 12:54 p.m.

Next Finance Committee Meeting Scheduled for Monday, January 19, 2021 at 1:00 p.m.

Respectfully submitted by Karen Riddle, Recording Secretary