

## GCHC BOARD OF DIRECTORS MEETING MINUTES

January 22, 2021 @ 1:00 p.m.

VIA Zoom

### Board Members Present via Zoom:

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

### Board Members Absent:

Kyle McCree (excused), Sam Olson (excused); Deborah Duckett

### Guests:

Jean Troop, Executive Director; Glen Chipman, GHS CFO; Sandy Sweet, GHS Sr. Accountant; Shawn Edwards, GHS Sr. Director of Engagement, Diversity, and Inclusion

**Meeting was called to order at 1:06 p.m. by Claudnyse Holloman, Board Chair.**

**I. Adoption of Agenda**

**II. Welcome and Introductions**

Roll call completed.

**III. Public Participation**

None

**IV. Diversity, Equity, and Inclusion**

Shawn Edwards, GHS Sr. Director of Engagement, Diversity, and Inclusion gave an update on what has been happening throughout the agencies related to Diversity, Equity, and Inclusion. She updated the Board on agency-wide trainings as well as new hire requirements at orientation. Implicit Bias has been the 2020-2021 focus. We provided a 21-Days Racial Healing that many staff participated. Due to the ongoing COVID-19, racial tensions, and political wars, GHS/GCHC took a stand to make a statement and created an Anti-Racism Resolution. This strengthens the agencies commitment to staff and the community. To support our staff, the listening circles continue and are well attended with about 25-35 participating and many are repeat attendees. We have a task force that meets monthly to find ways to do better to treat individuals with the utmost dignity and to maximize our servitude. She looks at it from this point of view “diversity as “being invited to the party” and inclusion as “is anyone going to ask you to dance.” This is what the collective agencies are striving for: inclusion. Some of the things going forward are bringing back some of the training modules that newer staff may not have experienced such as service to our LBGQTQ population, the water crisis cultural competence piece, and many, many others. Bringing all these components together, we will roll out a cultural competency policy and plan and training.

**V. Approval of December 18, 2020 BOD Meeting Minutes**

S. Schwartz moved to approve the December 18, 2020 BOD meeting minutes as written, supported by A. Bagley.

*Motion carried*

**VI. Finance Committee Summary**

R. Podlesak presented the finance summary. As expected, due to continuing circumstances, the revenue is down. The total revenue for December 2020 was \$441,881 compared to budget of \$615,187. The total

expenses for December 2020 were \$440,812 compared to budget of \$590,895. There was a slight surplus in December of \$1,069. He pointed out that the Center is doing a particularly good job in keeping the expenses aligned with the revenue. The Other Expenses page showed that the expenses were low, but it was noted that many are one-time, annual expenses which accounts for the fluctuations to budget during the year. The balance sheet looks good with \$1,229,005 of total liabilities versus \$4,109,880 of total assets.

R. Podlesak continued with the Cost, Reimbursement & Productivity Statistics page noting that December is historically a quiet month. We were open 18.5 days during December. There were 233 unique patients added during the month. The total cost per encounter was \$283 which was slightly under budget. There is still some struggle with productivity based on dealing with COVID-19 situations. However, he feels that the Center is in a good position for business to pick up moving forward.

The last page of the financials is the Reconciliation of Medicaid Wrap Advance Payments in Deferred Revenue sheet which shows that the deferred revenue balance as of 12/31/2020 is \$986,500.

A. Bagley moved to approve the December 2020 Finance Summary as presented, supported by S. Schwartz.

***Motion carried***

**Region 10 PIHP and Genesee Health System-Recovery Coaching Services-Contract Summary**

J. Troop reviewed the contract summary noting that even though it is listed as a “new” contract, we have honored this contract in the past. The difference and the reason we are calling it new is that it no longer includes dollars for the NARCAN as that is provided free of charge through the state. We are contracting to provide recovery coaching services to individuals participating in the Medication Assisted Treatment program within the FQHC.

S. Schwartz moved to accept the Region 10 PIHP MAT contract as presented, supported by Yolanda Oliver-Yancey.

***Motion carried***

J. Troop reviewed the total kept appointments by the medical providers and as mentioned above, the visits were down due to staff vacations and COVID incidents. There was no COVID testing during the last two weeks of December.

**VII. Quality and Safety Summary**

J. Troop presented the Quality and Safety summary.

She did note that while the packet includes the November 2020 meeting minutes, those were discussed at last month’s Board meeting. She stated that at the December meeting they discussed the internal safety policies and updated and approved the Fire and Tornado policies to update the routes at the new location. They talked about the NextGen migration to move it to the current server to the Cloud next month, the Azara sign-on which was approved at a previous Board meeting, and continuing to look at the care management template to enhance the care management services in the community, there was no credentialing, HRSA site visit was discussed as preparations continue, no update on FPCA although they are moving forward with the application, and the quality workplan was review and discussed.

**VIII. Executive Director’s Report**

J. Troop had the following updates:

◇She thanked the Board for their confidence in her as she takes on the role of Executive Director for GCHC.

◇Center Road Update-It is increasing in patient volume as it is a great, visible location where we are providing our full services. The site is currently open Monday through Friday with an altered patient visits schedule. There will also be dedicated dates/times for COVID testing starting next week.

◇COVID Vaccine Roll-out Update: She noted that this does change daily. As of the previous night at 5:30, her call with the Health Dept. indicated that they are willing to redistribute their vaccine to the Center so that we can take on the roll of providing the group homes, homeless shelters, and other hard to reach communities. Depending on the availability of the vaccine, the start date is scheduled for the week of February 8, 2021. Forty staff have been vaccinated-most staff at the Center who wanted the vaccine, have received it. We continue to order the vaccine through MPCA and the State.

◇HRSA Reporting Update: All the quarterly updates have been completed. We are up to date on the CARES and Expanded Testing grant reporting. The UDS reports are currently being compiled which is due 2/14/2021. Once all the information is available, the information will go to the Quality Committee to review before presenting to the Board. The Medicaid Reconciliation and Medicare Cost reports are also due at the end of February.

◇OSV Update: Team meetings are held bi-weekly to ensure that policies/procedures and actions meet the compliance standards.

◇Staffing: As noted last month, Dr. Levine resigned. Dr. Phung has agreed to take on the role of Medical Director as well as provider. S. Brickman (ABO employee) started as a Case Manager under Bridgette Cavette. D. Ross (ABO employee) started as a Health Navigator under Bridgette Cavette. Both positions are grant funded.

There was a discussion regarding looking into available grant dollars for refrigeration of the Pfizer vaccine or if it is something to offer. It is a long-term discussion as for now the Center is equipped and can offer the Moderna vaccine.

**IX. OSV!**

J. Troop advised the Board that the HRSA virtual site visit would take place on May 25, 26, and 27, 2021. She stated that the Board should try to be available during that time to answer questions and communicate with the site auditor(s). She also mentioned that during the next meeting, the Sliding Fee Scale will be discussed and require approval. This is another example of how this Board governs and makes informed decisions.

**X. Other**

None

**XI. Adjourn**

S. Schwartz moved to adjourn the January 22, 2021 Board of Directors' meeting, supported by R. Podlesak.

*Motion carried*

The meeting adjourned at 1:58 p.m.

Next Board Meeting is scheduled for:

February 26, 2021 at 1:00 p.m. via Zoom

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Claudnyse Holloman, Board Chair

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Date