

**Finance Committee Meeting Minutes**

*Friday, January 22, 2021*

*12:00 p.m.*

*Genesee Community Health Center*

*Via Zoom*

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

Committee Members Absent: None

Guests:

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

*Recording Secretary: Karen Riddle, GHS Administrative Assistant*

Committee Meeting called to order at 12:01 p.m. by R. Podlesak.

**I. Adoption of Agenda**

Committee Chair proposed the addition of Financial Documents as number III. after Public Participation to the agenda.

**S. Schwartz moved to adopt the agenda with the proposed change, supported by S. Olson.**

*Motion carried*

**II. Public Participation**

None

**III. Financial Documents**

R. Podlesak stated that after further review of some of the pages of the financials previously presented, it was noted that there were some discrepancies including keystroke errors, formula errors across several spreadsheets, and procedural errors based on posting dates. While the discrepancies did not change the financial situation of the Health Center and they were not “major” mistakes; however, it is prudent to inform the Finance Committee of the inconsistencies and pledge to make a better effort in the to avoid errors in the future. A meeting was held to discuss how to correct the errors and what processes can be put in place to not have a repeat monthly. He asked G. Chipman to further explain the variations. He explained that there were some rounding issues and posting dates of grant dollars issues. He has reviewed with his team and put a procedure in place to correct. The Alternative Funding Source page also recorded some keying errors, which is an informational page only and does not affect the financial situation of the Health Center. To prevent this issue, they will begin to use formulas rather than keying issues as well as changes to reviewing techniques.

**IV. Approval of November 16, 2020 and December 18, 2020 Finance Minutes**

Committee Chair noted that the minutes had been reviewed, amended, and sent to the committee for review prior to the meeting.

**C. Holloman moved to accept the November 16, 2020 and December 18, 2020 minutes as presented, supported by Y. Oliver-Yancey.**

*Motion carried*

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

G. Chipman reviewed the December financial packet and it was discussed. The total revenue for December 2020 was \$441,881 compared to budget of \$615,187 making it a difference of (\$173,306). The total expenses for December were \$440,812 compared to budget of \$590,895 making it a difference of \$150,083. There was a surplus for the month of December of \$1,069 compared to budget of \$24,292, making it a difference of (\$23,222). The total actual year-to-date deficit is (\$30,362) compared to the budget of \$72,875. As in the previous months, COVID-19 continues to play a role in the financial operations. There were also holidays and staff vacations to consider over the past month which also results in lower revenue.

G. Chipman noted the \$7,769 other expenses compared to a budget of \$21,138 for December stating that it will not always be so low. The other expenses depend a lot on when software licensing hits during the year. The Balance Sheet shows total assets of \$4,109,880 and total liabilities of \$1,229,005 with a total net position of \$2,880,876.

The Days in A/R was reported at 31, which was slightly lower from the 34 reported in November. The A/R% over 120 days went up from 44% in November to 48%. When the revenue goes up, this number will go down.

The Claim Denial Rate went up 1% from 4% in November to 5% in December. The Average days to Claim Submission remained the same at 10.

The Cost, Reimbursement & Productivity Statistics page showed Unique Patient Count at 233 compared to budget of 750; the Medicaid eligible encounters were 1,009 compared to budget of 1,531. It was noted that the Unique Patient Count YTD was incorrect and should have read 1,988. The productivity showed the health providers encounters at 7.5 per day compared to budget of 12.0; the behavioral health providers encounter at 6.1 per day compared to budget of 10.0; and the Social Worker encounters at 4.4 per day compared to budget of 6.0. The total cost per encounter was \$283 compared to a budget of \$300. There were 18.5 working days in December 2020.

The total December 2020 revenue of the base grants was \$163,547 and \$31,005 for the non-HRSA grants. G. Chipman shared his screen to review the corrected Alternative Source Revenue page with the corrected YTD information and this corrected version was sent to the committee. Basically, what happened was that the Alternative Funding Sources page included in the packet showed a Prior Year FY20 Totals that was for the Prior Year FY19 totals. The new page has the Prior Year FY20 Totals included as well as the FY19 column. In future packets, this page will feature both FY19 and FY20 prior year columns as well as have “For Informational Purposes Only” in the header.

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 12/31/2020 is \$986,500.

**S. Olson moved to accept the FY21 October 2020 through September 2021 December Financials and recommend approval to the GCHC Full Board, supported by Y. Oliver-Yancey.**

*Motion carried*

**VI. Contract Summary**

a. Region 10 PIHP and Genesee Health System-Recovery Coaching Services

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 recommend approval the R10 PIHP/GHS-Recovery Coaching Services contract to the GCHC Full Board, S. Olson supported.**

*Motion carried*

**VII. Quality Charts**

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

**VIII. Other**

None

**IX. Adjourn**

S. Schwartz moved to adjourn the meeting; supported by Y. Oliver-Yancey.

R. Podlesak adjourned the meeting at 12:57 p.m.

**Next Finance Committee Meeting Scheduled for Monday, February 15, 2021 at 1:00 p.m.**

*Respectfully submitted by Karen Riddle, Recording Secretary*