

Finance Committee Meeting Minutes
Friday, April 23, 2021
12:00 p.m.
Genesee Community Health Center
Via Zoom

Committee Members Via Zoom: Claudnyse Holloman, Sam Olson, Steve Schwartz

Committee Members Absent: None

Guests:

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

Recording Secretary: Kristany Wilmoth, Administrative Assistant

Committee Meeting called to order at 12:02 p.m.

I. Adoption of Agenda

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

Motion carried

II. Public Participation

None

III. Approval of March 22, 2021 Finance Minutes

S. Schwartz moved to accept the March 22, 2021 minutes as presented, supported by S. Olson.

Motion carried

IV. FY21 October 2020-September 2021 Financial Packet

a. G. Chipman reviewed the March financial packet, and it was discussed. He noted that the total revenue for March 2021 was \$485,114 compared to budget of \$615,187, which is (\$130,072) under budget. The total expenses for March were \$455,453 compared to a budget of \$590,895, which is \$135,442 less than the budgeted expenses. The deficit for the month of March was (\$5,369) with a budget of \$24,292. The total actual year-to-date deficit is (\$2,625) compared to the budget of \$145,750.

The Other Expenses page showed that we are under budget by \$11,726. We are over budget in only one category, Miscellaneous Expenses, with a total of \$1,074 with a budget of only \$208.

The Balance Sheet shows assets of \$3,557,343 and total liabilities of \$944,203 which created a net position of \$2,613,140.

It was discussed and agreed upon to have the Dashboard Summary graphs presented quarterly rather than monthly. This was decided due to the fact of infrequent fluctuation of the graphs.

The Cost, Reimbursement & Productivity Statistics page showed Unique Patient Count is at 245 compared to budget of 750; the Medicaid eligible encounters is at 1,164 compared to the budget of 1,531. The productivity for health provider encounters decreased from February to March down to 7.5 per day compared to budget of 12.0; the behavioral health care provider encounters also decreased slightly in March to 6.6 per day compared to a budget of 10.0. Social Worker encounters in March had a slight increase from February to 5.1 per day with a budget of 6.0. The total cost per encounter was \$254 compared to a budget of \$300. There were 22 working days in March 2021.

The total March 2021 revenue of base grants was \$179,140 and \$30,742 for the non-HRSA grants. There was \$6,962 of revenue reported from Alternative Funding Sources. G. Chipman emphasized we are continually monitoring all grants to support our expenses where we can.

The last page of the financials is the Reconciliation of Medicaid Wrap Advance Payments in Deferred Revenue sheet which shows the Medicaid Wrap deferred revenue balance is \$703,339. The Medicaid Wrap Balance along with the miscellaneous deferred dollars totals \$710,557. The plan is to begin resuming the wrap payments at the beginning of the next quarter.

b. G. Chipman presented the budget amendment which shows the additions of Provider Relief Funding and other grants that have increased revenues and expenses equally. Injectable revenue and cost was also an addition that was presented. He explained budget amendments will only be presented when grants increase the budget.

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

Motion carried

C. Holloman moved to accept the Budget Amendment and recommends approval to the GCHC Full Board, supported by S. Schwartz.

Motion carried

V. HRSA NOA ARPAF

J. Troop presented the Recovery Act Grant that was awarded totaling in \$1,120,250. It was explained we have sixty days to submit a budget to HRSA detailing how grant dollars will be utilized. During the discussion S. Schwartz expressed concern that the contract has GHS named the recipient of the grant rather than GCHC. It was explained that this contract would be earmarked for GCHC under the GHS budget.

C. Holloman moved to accept the HRSA NOA ARPAF and recommends approval to the GCHC Full Board, supported by S. Schwartz.

Motion carried

VI. Health Center Program (HCP) Non-Compete Continuation Budget

G. Chipman presented the budget and it was explained that in future meetings it will be presented how the funds are being utilized.

C. Holloman moved to accept the HCP Non-Compete Continuation Budget and recommends approval to the GCHC Full Board, supported by S. Schwartz.

Motion carried

VII. Contract Summary

1. Renewals

a. Dr. David Pyatt

G. Chipman presented the renewal of Dr. Pyatt's contract effective 5/1/2021 ending on 4/30/2022. The contract maximum is \$239,200 and he shall not exceed 40 hours in a one-week period. He explained his contract has no changes from the previous contract.

b. Priority Management Group (PMG)- Community Health Centers (CHC) Credentialing, Inc.

G. Chipman presented the renewal of the agreement with PMG. The agreement will begin on 5/1/2021 and end on 4/30/2022. PMG will be providing credentialing health plan enrollment. The price has increased from the previous agreement; \$899 annual maintenance fee (per provider) and \$499 annual organization maintenance fee (Per Tax ID).

S. Schwartz moved to accept Dr. David Pyatt's contract renewal and recommends approval to the GCHC Full Board, supported by C. Holloman.

Motion carried

S. Schwartz moved to accept Priority Management Group contract renewal and recommends approval to the GCHC Full Board, supported by C. Holloman.

Motion carried

2. New Contract/Grant

a. Michigan Primary Care Association

G. Chipman presented the grant/contract with MPCA for additional COVID Vaccine and Testing funding. The term will begin on 4/1/2021 and end on 9/30/2021. GCHC will be paid up to a maximum amount of \$64,918 (\$27,395.40 Federal Funding + \$37,522.60 State Funding). 42.2% of the payment will be received upon signing the agreement and the remaining funds will be paid upon request.

S. Schwartz moved to accept the Michigan Primary Care Association contract and recommends approval to the GCHC Full Board, supported by C. Holloman.

Motion carried

3. Informational Only

a. PatientPoint Health Organization Enrollment Agreement

J. Troop presented the agreement in which PatientPoint provides TV's with educational content in the lobby for patients and the staff break room. She also explained we can create our own content as well regarding our services to share on the devices.

VIII. Policy Review

J. Troop presented the review of the Fixed Assets, Grants Management, Petty Cash, and Federal Funds Payments and Disbursements policies with no new additions.

C. Holloman moved to accept Fixed Assets, Grants Management, Petty Cash, and Federal Funds Payments and Disbursements policies and recommends approval to the GCHC Full Board, supported by S. Schwartz.

Motion carried

IX. Quality Charts

a. **Chart total Kept Appointments for March 2021**

b. **COVID-19 Encounters by Specialty for March 2021**

J, Troop presented and discussed the quality charts. These charts reiterate the days in which staff were off and how it impacted the productivity. It was presented that we vaccinated 678 individuals during the month of March.

X. Other

None.

XI. Adjourn

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

Motion carried

Meeting adjourned at 12:58 p.m.

Next Finance Committee Meeting Scheduled for Monday, May 24, 2021 at 1:00 p.m.

Respectfully submitted by Kristany Wilmoth, Recording Secretary