

Finance Committee Meeting Minutes
Monday, May 24, 2021
1:00 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 1:03 p.m.

I. Adoption of Agenda

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

Motion carried

II. Public Participation

None

III. Approval of April 23, 2021 Finance Minutes

S. Schwartz moved to accept the April 23, 2021 minutes as presented, supported by C. Holloman.

Motion carried

IV. FY21 October 2020-September 2021 Financial Packet

a. G. Chipman reviewed the April financial packet, and it was discussed. He noted that the total revenue for April 2021 was \$597,657 compared to budget of \$643,175, which is (\$45,519) under budget. The total expenses for April were \$605,388 compared to a budget of \$618,359, which is (\$12,972) less than the budgeted expenses. The deficit for the month of April was (\$7,731) with a budget of \$24,816. The total actual year-to-date deficit is (\$10,357) compared to the budget of \$173,713. G. Chipman explains that volume is still low due to COVID-19 and costs are constantly being reviewed.

The Other Expenses page showed that we are under budget by (\$12,972). The Contracted Services category was over budget by \$80,124. Machinery & Equipment was also over budget by (\$12,810) due to a purchase of a temperature kiosk. All costs were covered by grant dollars and did not have an effect on budget. G. Chipman reiterates volumes are still low and we are making a conscious effort to grow our Health Center. Currently we are over-staffed in preparation for growth.

The Balance Sheet shows assets of \$3,395,968 and total liabilities of \$863,208 which created a net position of \$2,532,759.

The Cost, Reimbursement & Productivity Statistics page showed Unique Patient Count is at 217 compared to budget of 750; the Medicaid eligible encounters is at 1,037 compared to the budget of 1,531. The productivity for health provider encounters decreased from March to April down to 7.2 per day compared to budget of 12.0; the behavioral health care provider encounters also decreased in April to 5.1 per day compared to a budget of 10.0. Social Worker encounters in April remained consistent from March at 5.1 encounters per day with a budget of 6.0. The total cost per encounter was \$386 compared to a budget of \$314. There were 20 working days in April 2021.

The total April 2021 revenue of base grants was \$134,081 and \$30,742 for the non-HRSA grants. There was \$32,700 of revenue from Meaningful Use dollars reported from Alternative Funding Sources.

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 \$620,293. The Medicaid Wrap Balance totals \$613,032. The plan is to begin resuming the wrap payments at the beginning of the next quarter.

b. G. Chipman presented the Grant Year 2021 budget that begins May 1, 2021 through April 30, 2022.

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

Motion carried

S. Olson moved to accept the GY21 Budget and recommends approval to the GCHC Full Board, supported by C. Holloman.

Motion carried

V. WRSR Contract

J. Troop presented the WRSR Contract and explained this is for advertising and education via the Radio to increase awareness of Genesee Community Health Center, behavioral health services, and education of the COVID-19 vaccine. S. Schwartz expressed concern that the target audience for the radio station does not fit our client population and C. Holloman is in agreement. They expressed concern the radio station is not targeted towards minorities. J. Troop states our marketing strategy is a multi-pronged approach and we are trying to reach multiple groups of people. C. Holloman expresses concern about the marketing reach stating radio may not be the best way to reach our client population. It was voted and agreed upon to table this item until there is a more detailed and diverse marketing plan with an all in favor vote.

C. Holloman proposes to delay this item until a detailed marketing plan is presented, supported by S. Schwartz.

VI. Quality Charts

a. Chart total Kept Appointments for April 2021

b. COVID-19 Encounters by Specialty for April 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. J. Troop states Nurse Practitioner Mike Hogle has gone down to 4 days a week & Nurse Practitioner Gail Johnson has resigned. It was presented that we vaccinated 369 individuals during the month of April. J. Troop explained COVID-19 testing and vaccinations numbers significantly have decreased and we are working with community partners to continue to get into the neighborhoods to reach individuals.

VII. Other

C. Holloman wanted to thank GCHC staff for their diligent work preparing for the HRSA site visit along with all of the COVID-19 grants, financial reports, etc. S. Olson and S. Schwartz were both in agreement of her kind comments.

VIII. Adjourn

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

Motion carried

Meeting adjourned at 12:53 p.m.

Next Finance Committee Meeting Scheduled for Friday, June 25, 2021 at 12:00 p.m.

Respectfully submitted by Kristany Wilmoth, Recording Secretary