

GCHC BOARD OF DIRECTORS MEETING MINUTES

June 25, 2021 @ 1:00 p.m.

VIA Zoom

Board Members Present via Zoom:

Claudnyse Holloman, Chair; Autumn Bagley, Steve Schwartz, Angela Essenburg, Erica Thrash-Sall

Board Members Absent:

Kyle McCree, Deborah Duckett, Sam Olson, Yolanda Oliver-Yancey

Guests:

Jean Troop, Executive Director; Glen Chipman, GHS CFO; Beryl Bannerman

Meeting was called to order at 1:02 p.m. by Claudnyse Holloman, Board Chair.

I. Adoption of Agenda

S. Schwartz moved to accept the Agenda as presented, supported by E. Thrash-Sall.

Motion carried

III. Public Participation

None

IV. Approval of May 27, 2021 Board Minutes

S. Schwartz moved to approve the May 27, 2021 minutes as presented, supported by A. Bagley.

Motion carried

V. Finance Committee Summary

a. FY21 May 2021 Financial Report

b. Budget Narrative-American Rescue Plan

c. Contract Summary

a. G. Chipman presented the FY21 May 2021 Financial Report that was approved by the Finance Committee. He stated that the total revenue for May 2021 was \$475,025 compared to budget of \$643,175, which is (\$168,151) under budget. The total expenses for May were \$459,399 compared to a budget of \$618,359, which is (\$158,960) less than the budgeted expenses. The surplus for the month of May was \$15,625 with a budget of \$24,816. The total actual year-to-date surplus is \$5,269 compared to the budget of \$198,529. G. Chipman explains that volume is still low due to COVID-19 and we are still over-staffed for the volume of patients we are receiving. G. Chipman states the balance sheet looks great and the surplus is a positive change to see.

The Other Expenses page showed the total expenses for May was \$8,326 which is \$12,971 less than budgeted. Software Licensing has a credit of (\$1,531) due to items being moved to a category that better fits the description and some of the costs set for a quality grant. Prior Year Expense Adjustment is the only category over budget by \$1,648 which is one month's payment of a settlement from an audit to the AIMs Grant.

The Balance Sheet shows assets of \$3,357,983 and total liabilities of \$828,197 which created a net position of \$2,529,786.

The Cost, Reimbursement & Productivity Statistics page showed Unique Patient Count is at 213 compared to budget of 750; the Medicaid eligible encounters is at 1,060 compared to the budget of 1,531. The productivity

for health provider encounters slightly increased from April to May up to 7.6 per day compared to budget of 12.0; the behavioral health care provider encounters also increased in May to 6.7 per day compared to a budget of 10.0. Social Worker encounters in May remained consistent from April at 5.1 encounters per day with a budget of 6.0. The total cost per encounter was \$296 compared to a budget of \$314. There were 19 working days in May 2021.

The total May 2021 revenue of base grants was \$145,600. G. Chipman notes there are no adjustments from the year-to-date numbers from the previous month. He explains we continue to utilize these grants to the greatest ability.

Alternative Funding Sources page shows we received \$6,693 from PCMH incentive and \$990 from HEDIS incentive. G. Chipman explains this money assisted in operations for the month of May.

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 \$579,385. The Medicaid Wrap Balance totals \$544,729. The MPCA Vaccine Grant is new this month with a total of \$27,395 that will be utilized in future months.

S. Schwartz congratulated Glen Chipman and GCHC Staff for creating a budget surplus when there was the lowest Unique Patient Count in several years.

b. G. Chipman presented the Budget Narrative- American Rescue Plan. He explained this budget will be sent to HRSA and it details how the funds will be utilized. Funds are to be used to sustain current operations and help the Health Center grow.

c. G. Chipman presented the HRSA Extension of the original award that totals in \$21,486,922. It has been extended from 4/30/22 through 4/30/23 with a project period from 5/01/19 through 4/30/23.

G. Chipman presented the MPCA CBO Grant with GHP which is effective 5/24/21 through 5/31/22. It will pay a maximum of \$50,000. This grant is in collaboration with Genesee Health Plan who will receive 80% of the grant. GHP will do all of the outreach for vaccine hesitancy and events.

G. Chipman presented MPCA Vaccine Funding that totals a maximum of \$64,918.00. The agreement is effective 4/1/21 through 9/30/21 and payments will be approved based on reported progress of activities.

S. Schwartz moved to accept the May 2021 Financial Packet as presented, Budget Narrative- American Rescue Plan as presented, and Contract Summary as presented, supported by A. Bagley.
Motion carried

VI. Quality and Safety Summary

- a. April 2021 Meeting Minutes
- b. Atherton Medical Kept Appointments (Feb-April)

a. E. Thrash-Sall presented the Quality and Safety Summary. She states the Patient Satisfaction surveys began to be sent out to patients again in January. She noted that February 5% of the surveys were returned and only 3% in March, with a goal of 80%. She explained new alerts in the HER system to alert the providers on patients HIV status and if they have had any testing completed. J. Troop discussed the Diabetes recall project and explained we are calling patients with diabetes who are due for their three month check-ups for foot exams, eye exam, healthy diet reminders and that their A1C is done timely. E. Thrash-Sall also explained “same day appointments” have been a great assets for the patient’s availability and the clinic. J. Troop announced we have tested 2215 individuals to date and have vaccinated 1730 individuals.

S. Schwartz moved to approve April 2021 Quality and Safety Meeting Minutes, supported by A. Essenburg.

Motion Carried

g. J. Troop presented Atherton Medical Kept Appointments (Feb-April). She explained we never have patients after 3:00 p.m. and that it is being investigated whether its staff or patient driven. Mid-mornings have the heaviest appointment traffic.

VII. Personnel Committee

C. Holloman states the Board needs to think of fresh ideas to help with patient Board Recruitment. Suggestions were for the front desk and providers to continue to ask patients if they are interested in becoming a board member. It was also suggested to ask the question at the end of the patient satisfaction surveys.

VIII. Executive Director's Report

J. Troop announced medical providers will be on-site full time starting July 1, 2021. Tele-health will still be offered as an option to patients but the majority of patients have been wanting to be seen on-site. Behavioral health social workers will continue to work hybrid as it is still working well for them.

J. Troop states we continue to work on vaccination resistance and education within the community. She announced the Meet Up Eat Up food truck collaboration with GCAARD. During the first event they served 37 lunches and administered 5 vaccines. These events will take place on Thursdays and Saturdays for the month of July.

J. Troop discussed ten community events we have participated in providing vaccines and vaccine education within the last month. She also explained we are continuing to attend community meetings as well to find the need within our community.

J. Troop announced we are hiring a 30 hour a week Psych NP and that interviews have been scheduled for the Family Nurse Practitioner position that is vacant. She also explained she is reviewing the job description of Integrated Health Director to add to staffing.

She discussed the two radio sessions we participated in for behavioral health and narcan information. She also detailed news appearances and news articles the Health Center has been featured in.

IX. Diversity, Equity, and Inclusion

Tabled until July Board Meeting.

X. OSV!

Tabled until July Board Meeting.

XI. Other

a. The board reviewed and discussed the Diversity Equity and Inclusion Policy in full detail. E. Thrash-Sall offered to lead the DEI consultant hiring.

S. Schwartz moved to approve Diversity Equity and Inclusion Policy, supported by A. Bagley.

Motion carried

b. S. Schwartz explained this was covered in the Executive Directors Report.

c. Claudnyse Holloman and Yolanda Oliver-Yancey Board Memberships are up for renewal. Claudnyse Holloman renewal date to begin 7/20/21 through 7/19/22. Yolanda Oliver-Yancey renewal to begin 8/18/21 through 8/17/22.

A. Bagley moved to renew the Board Memberships for Claudnyse Holloman and Yolanda Oliver-Yancey, supported by A. Essenburg.

Motion carried

XII. Adjourn

A. Bagley moved to adjourn the GCHC Board meeting, supported by E. Thrash-Sall.

The meeting adjourned at 1:45 p.m.

The next Board Meeting is scheduled for: July 23, 2021 at 1:00 p.m. via Zoom

Claudnyse Holloman, Board Chair

Date