



**Finance Committee Meeting Minutes**  
*Monday, June 25, 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

*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 May 24, 2021 Finance Minutes**

**C. Holloman moved to accept the May 24, 2021 minutes as presented, supported by S. Schwartz.**

*Motion carried*

**IV. FY21 October 2020-September 2021 Financial Packet**

a. G. Chipman reviewed the May financial packet, and it was discussed in detail. He noted 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 \$5269 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.

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 complimented the Health Center on the new budget surplus.

b. G. Chipman presented in detail the Budget Narrative-American Rescue Plan. 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. Holloman moved to accept the FY21 October 2020 through September 2021 May Financials and recommend approval to the GCHC Full Board, supported by S. Schwartz.**

*Motion carried*

**S. Schwartz moved to accept the Budget Narrative-American Rescue Plan and recommend approval to the GCHC Full Board, supported by S. Olson.**

*Motion carried*

**V. Contract Summary**

**a. HRSA Extension**

**b. MPCA CBO Grant with GHP**

**c. MPCA Vaccine Funding**

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 all items on the Contract Summary and recommend approval to the GCHC Full Board, supported by S. Olson. C. Holloman abstained from the vote.**

*Motion carried*

**VI. Quality Charts**

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

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

J. Troop presented and discussed the quality charts in detail. J. Troop reiterated that Mike Hogle has gone down to 4 days a week so his numbers look higher. It was also noted that Maria Donnelly had a few days off to reflect her numbers.

J. Troop explained the Medical Providers numbers are lower when they are practicing tele-health. Beginning July 1, 2021 providers will be working on-site full time. Psych providers and social workers will continue a hybrid schedule due to their tele-health numbers remain steady.

J. Troop explains COVID-19 testing and vaccine numbers continue to decline. She explains we have amped up our efforts to get into the community to reach individuals.

**VII. Other**

None.

**VIII. Adjourn**

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

*Motion carried*

Meeting adjourned at 12:33 p.m.

**Next Finance Committee Meeting Scheduled for Friday, July 23, 2021 at 12:00 p.m.**

*Respectfully submitted by Kristany Wilmoth, Recording Secretary*