

## **GCHC BOARD OF DIRECTORS MEETING MINUTES**

August 27, 2021 @ 1:00 p.m.  
VIA Zoom

### Board Members Present via Zoom:

Claudnyse Holloman, Chair; Autumn Bagley, Steve Schwartz, Yolanda Oliver-Yancey, Angela Essenburg

### Board Members Absent:

Kyle McCree, Deborah Duckett, Erica Thrash-Sall, Sam Olson

### Guests:

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

**Meeting was called to order at 1:06 p.m. by Claudnyse Holloman, Board Chair.**

**I. Adoption of Agenda**

S. Schwartz moved to accept the Agenda as presented, supported by A. Essenburg.

*Motion carried*

**III. Public Participation**

Both Microsoft Teams and Zoom platforms were checked for public participation. No participants in attendance.

**IV. Approval of July 23, 2021 Board Minutes**

Y. Oliver-Yancey moved to approve the July 23, 2021 minutes as presented, supported by A. Bagley.

*Motion carried*

**V. GCHC BOD Schedule of Meetings and Committee Assignments FY2022**

A. Bagley moved to approve the GCHC BOD Schedule of Meetings and Committee Assignments FY2022, supported by S. Schwartz.

*Motion carried*

**VI. Finance Committee Summary**

**a. FY21 July 2021 Financial Report**

**b. Audit Reports**

**c. GCHC Website Redesign**

a. G. Chipman presented the FY21 July Financial Report that was approved by the Finance Committee. He explained that the total revenue for July 2021 was \$537,336 compared to budget of \$643,175, which is (\$105,839) under budget. The total expenses for July were \$516,891 compared to a budget of \$618,359, which is (\$101,468) less than the budgeted expenses. The surplus for the month of July was \$20,445 with a budget of \$24,816. The total actual year-to-date surplus is \$42,311 compared to the budget of \$248,162. G. Chipman expressed July was an excellent month financially for us. Grants are helping ensure our revenues are exceeding our expenditures.

The Other Expenses page showed the total expenses for July was \$19,717 which is \$1,580 less than budgeted. All categories remain under budget besides deaf interpreter, slightly, and prior year adjustments which will remain high until the end of the year.

The Balance Sheet shows assets of \$3,494,456 and total liabilities of \$927,627 which created a net position of \$2,566,829. G. Chipman expresses the balance sheet is staying somewhat consistent with a positive trend.

G. Chipman presented the dashboard graphs in detail. They days in A/R totaled 42 days for the month of July, which is down from 56 days in June. A/R % over 120 days was down to 62% in July which is a decrease from 65% in June. Both are still considerably high from where we project to be but improvement from the previous month.

The Cost, Reimbursement & Productivity Statistics page showed Unique Patient Count is 125 compared to budget of 750; the Medicaid eligible encounters is at 997 compared to the budget of 1,531. The productivity for health provider encounters increased from June to July to 8.7 per day compared to budget of 12.0; the behavioral health care provider encounters decreased in July to 5.8 per day compared to a budget of 10.0. Social Worker encounters in July slightly decreased from June to 4.5 encounters per day with a budget of 6.0. The total cost per encounter was \$371 compared to a budget of \$314. There were 20 working days in July 2021. G. Chipman states encounters per day are low due to employee PTO and the pandemic.

The total July 2021 revenue of base grants was \$145,600. G. Chipman explains we were able to utilize grant funding to offset some employee wages and contracted services for a total of \$240,370.

Alternative Funding Sources page shows we received \$12,155 of incentive money with a total of \$98,107 for the year.

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 535,389. The Medicaid Wrap Balance totals \$590,708. G. Chipman states in July we began receiving Advanced Wrap Payments again with a payment of \$143,847.

**b.** Audit report was tabled from July. G. Chipman presented the reports in July and the Board had the rest of the month to review the full audit at their own pace. S. Schwartz expresses his gratitude and thanks to Glen Chipman and Staff for everything they do.

**c.** G. Chipman presented the GCHC Website Redesign contract. The contract is between GHS/GCHC and 3Sixty Interactive for \$18,000. The project is set to begin at the end of August with a completion date of Mid-November. GCHC will only be responsible for a portion of the expense. C. Holloman explains she is in support of the new website but wants to be sure the website has its own distinctions to separate it from GHS with its own appearance and needs.

**S. Schwartz moved to approve the July 2021 Financial Packet as presented, supported by A. Bagley.**  
*Motion carried*

**S. Schwartz moved to approve the Audit Report, supported by A. Essenburg.**  
*Motion carried*

**A. Essenburg moved to approve the 3Sixty contract for GCHC Website Redesign, supported by S. Schwartz.**  
*Motion carried*

## **VII. Quality and Safety Summary**

- a. June 2021 Quality Meeting Minutes
- b. UDS Quality Measures
- c. Diabetes Quality Improvement

a. J. Troop states June meeting minutes were discussed last month.

b. J. Troop presents Quality numbers declined from the first quarter due to the amount of telehealth visits. With patients not being seen in-person blood pressure checks and weights were not taken.

c. J. Troop states our Diabetes Quality Improvement numbers are improving with possible room for improvement as well. She also discussed same day appointments are available. She reports no policies or procedures were reviewed in July. Jori Reigle, new Family Nurse Practitioner, credentialing file was reviewed by Dr. Phung and approved.

**A. Bagley moved to approve June 2021 Quality Meeting Minutes, supported by S. Schwartz.**

*Motion Carried*

**A. Bagley moved to approve Jori Reigle Credentialing, supported by S. Schwartz.**

*Motion Carried*

#### **VIII. Personnel Committee**

The Board members discussed new Board Recruitment ideas. J. Troop discussed she has asked Providers to ask potential patients if they are interested in joining the Board.

#### **IX. Executive Director's Report**

J. Troop announced medical providers were on-site full time starting July 1, 2021. She states were 21% telehealth and 75% capacity prior to COVID-19 pandemic.

J. Troop announced we participated in 33 community events to administer COVID-19 Vaccines. She discussed at the events we also hand out GCHC brochures and information to participants to learn more about our services we offer and vaccine education.

J. Troop states we have administered 2,043 COVID vaccines to date and given 2,300 COVID-19 tests. She states we did not test for COVID-19 due to low demand but it will resume in August with an increase in need.

J. Troop announced Debbie Hammond has accepted the position as our new Psych NP and will begin on 9/8/2021. We have a backlog of Psych Evaluations of 8 weeks and her beginning will help resolve this issue. It was also announced Jori Reigle will begin seeing patients on her own this week and will increase productivity numbers.

J. Troop announced as part of our marketing plan we have been sending a Nurse and Health Coach to Berkley Place apartments to do blood pressure checks and GCHC information. This is part of our outreach into Public Housing. She states Jori and Dr. Phung also participated in a radio talk show on COVID-19 Vaccines and the importance of receiving the vaccine and children/adult immunizations.

J. Troop states there is an RFP for a marketing firm has went out. To see where the avenues of marketing best suits our needs. It won't be received until November.

#### **X. Diversity, Equity, and Inclusion**

C. Holloman directed everyone to fill out the Google Document to update possible consultant leads.

#### **XI. OSV!**

J. Troop states we received the final letter from HRSA that states we are 100% in compliance with all 19 program requirements for the OSV.

**XII. Other**  
None.

**XIII. Adjourn**

**Y. Oliver-Yancey moved to adjourn the GCHC Board meeting, supported by A. Bagley.**

The meeting adjourned at 2:02 p.m.

The next Board Meeting is scheduled for: September 24, 2021 at 1:00 p.m. via Zoom.

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Claudnyse Holloman, Board Chair \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_