



## GCHC BOARD OF DIRECTORS MEETING MINUTES

September 24, 2021 @ 1:00 p.m.

VIA Zoom

### Board Members Present via Zoom:

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

### Board Members Absent:

Kyle McCree, Deborah Duckett, Yolanda Oliver-Yancey

### Guests:

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

**Meeting was called to order at 1:07 p.m. by Claudnyse Holloman, Board Chair.**

#### **I. Adoption of Agenda**

C. Holloman announced an addition to the agenda; new board member application for review for Elizabeth Rushing.

S. Schwartz moved to accept the amended agenda, supported by A. Essenburg.

***Motion carried***

#### **III. Public Participation**

None.

#### **IV. Approval of August 27, 2021 Board Minutes**

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

***Motion carried***

#### **V. Board Member Application**

Elizabeth Rushing's application was reviewed in full detail and discussed.

**S. Schwartz moved to accept Elizabeth Rushing as a GCHC Board Member, supported by E. Thrash-Sall.**

***Motion carried***

#### **VI. Finance Committee Summary**

##### **a. FY21 August 2021 Financial Report**

##### **b. FY22 Budget**

a. G. Chipman presented the FY21 August Financial Report that was approved by the Finance Committee. He explained that the total revenue for August 2021 was \$659,879 compared to budget of \$674,368, which is (\$14,489) under budget. The total expenses for August were \$511,158 compared to a budget of \$649,552, which is (\$138,394) less than the budgeted expenses. The surplus for the month of August was \$148,722 with a budget of \$24,816. G. Chipman states the American Rescue Grant helped assist with paying wages from previous months.

The Other Expenses page showed the total expenses for August was \$25,855 which is \$4,433 more than budgeted. All categories remain under budget besides memberships/sponsorships and software licensing.

The Balance Sheet shows assets of \$3,596,339 and total liabilities of \$880,795 which created a net position of \$2,715,544.

G. Chipman presented the dashboard graphs in detail. They days in A/R totaled 43 days for the month of August, which is slightly up from July. A/R % over 120 days was down to 50% in August which is a major decrease from 62% in July. G. Chipman states the billing department is doing an excellent job getting this turned around to where we should be.

The Cost, Reimbursement & Productivity Statistics page showed Unique Patient Count is 150 compared to budget of 750; the Medicaid eligible encounters is at 933 compared to the budget of 1,531. The productivity for health provider encounters was 8.6 per day in August compared to budget of 12.0; the behavioral health care provider encounters increased in August to 7.2 per day, compared to a budget of 10.0. Social Worker encounters in August were 4.3 encounters per day with a budget of 6.0. The total cost per encounter was \$325 compared to a budget of \$330. There were 21 working days in August 2021.

The total August 2021 revenue of base grants was \$12,902. G. Chipman explains we were able to utilize \$144,592 towards the American Rescue Grant to offset a few months of employee wages.

Alternative Funding Sources page shows we received \$21,572 of incentive money with a total of \$119,679 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 518,285. The Medicaid Wrap Balance totals \$465,313.

b. G. Chipman presented the FY22 Budget that was approved by the Finance Committee. He presented the budget in great detail and explained the budget was projected with a growth target. The FY22 budget totals \$6,670,352 with a surplus budget of \$363,061.

**S. Schwartz moved to approve the August 2021 Financial Packet as presented, supported by S. Olson.**  
*Motion carried*

**S. Schwartz moved to approve the FY22 Budget, supported by S. Olson.**  
*Motion carried*

**VII. Quality and Safety Summary**

- a. July 2021 Quality Meeting Minutes
- b. Documentation Policy
- c. Atherton Quarterly Report (May-July)

a. J. Troop states the July Quality meeting minutes were discussed last month.

b. J. Troop presented the Documentation Policy in detail. She states this is a GHS policy that was modified to fit a better timeline for GCHC.

c. J. Troop states there were two patient complaints from last month; one was addressed the same day and resolved, the other was addressed a few days after and resolved. She discussed the Atherton Quarterly Report in full detail and states it is continually being monitored to see where we may need additional support. She also discussed that COVID protocols were re-evaluated and sent out to Staff as a reminder for Health Safety.

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

*Motion Carried*

**S. Schwartz moved to approve Documentation Policy, supported by A. Bagley.**

*Motion Carried*

**VIII. Personnel Committee**

A motion was brought to the table to remove Deborah Duckett from the GCHC Board of Directors due to lack of participation and engagement.

**S. Schwartz moved to remove Deborah Duckett from the GCHC Board, supported by A. Bagley.**

*Motion Carried*

**IX. Executive Director's Report**

J. Troop states the Health Center is operating 15% telehealth, which is mainly from Behavioral Health visits. She states we are now operating at 78% capacity prior to COVID. Troop announced Debbie Hammond, a new psych Nurse Practitioner, began this month. Hammond will work Monday-Thursday for 32 hours per week.

J. Troop states our community outreach efforts continue to stay strong. The GCHC mobile unit and/or van have been scheduled for 21 events this month along with days inside the clinic. She announced we attended 33 events last month in the community with COVID vaccines. Troop explained this is helping brand our name in the community and helping build strong community partnerships. She discussed along with vaccines we are educating individuals on all services GCHC provides.

J. Troop announced we have administered a total of 2,191 vaccines and have tested 2,205 individuals. Troop announced GHS released an incentive for employees to receive the COVID vaccine, using only dollars from GHS but includes GCHC staff. She states 63% of staff were vaccinated and the incentive raised the rate to 84% of employees receiving the vaccine. The vaccinated employees received \$800 and when 80% of employees were vaccinated they would receive \$1200 in addition, totaling \$2000 per vaccinated employee.

J. Troop announced 26% of our Molina patients have been vaccinated. That percentage allowed us to receive an incentive from Molina of \$32,000 for meeting the threshold. Our new goal is to get 50% of Molina patients vaccinated.

J. Troop announced we received a silver award from MPCA for our Colorectal Screening rates and also a silver award from the American Heart Association for our hypertension program. We have been educating staff on proper blood pressure techniques and have been giving hypertension patients free blood pressure cuffs to monitor their blood pressure at home.

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

C. Holloman reminded staff about the new DEI committee and to join if it interests them.

**XI. OSV!**

J. Troop shared badges GCHC has earned from HRSA; Advancing HIT For Quality, COVID-19 Data Reporter, COVID-19 Testing, and PCMH.

**XII. Other**

None.



**XIII. Adjourn**

**S. Schwartz moved to adjourn the GCHC Board meeting, supported by A. Bagley.**

The meeting adjourned at 2:12 p.m.

The next Board Meeting is scheduled for: October 29, 2021 at 1:00 p.m. via Zoom.

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