

GCHC BOARD OF DIRECTORS MEETING MINUTES

March 25, 2022

VIA Zoom

Board Members Present via Zoom:

Claudnyse Holloman, Chair; Autumn Bagley, Jorain Hardman, Patrick Henry, Yolanda Oliver-Yancy, Elizabeth Rushing, Steve Schwartz, Erica Thrash-Sall, Michael Wright

Board Members Absent:

Angela Essenburg, Sam Olson

Guests:

Jean Troop, Executive Director; Glen Chipman, GHS CFO

Meeting was called to order at 1:00 p.m. by Claudnyse Holloman, Board Chair.

I. Adoption of Agenda

S. Schwartz requested to amend the agenda by adding Retention Bonus proposal from the Finance Committee to Item IV. Finance Committee Summary. C. Holloman requested to amend the agenda by adding a Resolution under Item IX. Other Business.

S. Schwartz moved to accept the agenda as amended, supported by P. Henry.

Motion carried

II. Roll Call

Board Chair welcomed the newest member to the GCHC Board, Jorain Hardman, and continued with a round table of introductions.

III. Public Participation

None

IV. Approval of February 25, 2022, Board Minutes

S. Schwartz moved to approve the February 25, 2022, minutes as presented, supported by E. Rushing.

Motion carried

V. Finance Committee Summary

a. FY22 February 2022 Financial Report

G. Chipman reviewed the February 2022 financial packet. Revenue was slightly down due to fewer working days in February, but it was still a good month. The total revenue for February 2022 was \$483,775 compared to budget of \$586,118, which is \$102,343 under what is budgeted. The total expenses for February were \$444,397 compared to a budget of \$555,863, which is \$111,466 less than the budgeted expenses. The surplus for the month of February was \$39,378 with a budget of \$30,255. Wages and fringe benefits along with a few other items are down which attributes to the surplus.

The Other Expenses page showed the total expenses for February were \$14,215 which is \$4,473 less than budgeted. The balance sheet looks fantastic. The net position is \$3,175,935.

The Cost, Reimbursement & Productivity Statistics page showed Unique Patient Count was 225 compared to budget of 250 for February; the Medicaid eligible encounters was at 1,030 compared to the budget of 1,235. Again, this is lower due to fewer working days in February. The productivity for health provider encounters were 7.9 per day in February compared to budget of 7.9; the behavioral health care provider encounters in February were 7.5 per day, compared to a budget of 6.6. Social Worker encounters in February were 5.0 encounters per day with a budget of

4.9. The total cost per encounter was \$328 compared to a budget of \$324. There were 16 working days in February 2022. The cost per encounter varies due to the variable costs and encounters.

The total February 2022 revenue of base grants was \$109,430 with a majority of the money being spent on salaries and wages. The total Non HRSA grants totaled \$50,340 in February 2022 with a year-to-date total of \$156,687. Utilizing the American Rescue Plan grant we were able to absorb \$56,456.

Alternative Funding Sources page shows we received \$5,617 of incentive money in February 2022. The incentive dollars help to offset operating costs.

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 as of February 28, 2022, was \$469,655.

The question was posed on whether or not the property on Center Road is owned by GCHC, and the answer is yes.

***S. Schwartz moved to approve the FY22 February 2022 financial packet as presented, supported by E. Rushing.
Motion carried***

S. Schwartz presented the proposal that was discussed at the Finance Committee to give a \$2,000 retention bonus to all contracted and directly operated staff. C. Holloman added that staff on a probationary period will receive \$1,000 now and \$1,000 later in the year provided they remain employed. She noted that this cost is 100% reimbursable by R10.

***M. Wright moved to accept the Retention Bonus plan as outlined above, A. Bagley supported.
Motion carried***

VI. Quality and Safety Summary

- a. January 2022 Quality Meeting Minutes**
- b. GCHC Board Orientation Education and Self-Assessment Policy**
- c. GHS Training Plan FY2021-2022**
- d. Atherton Quarterly Report Nov. 2021 – Jan. 2022**
- e. UDS Quality Measures**

J. Troop presented the Quality and Safety summary. The GCHC Board Orientation Education and Self-Assessment Policy has been modified to align with GCHC. The language was changed to meet HRSA requirements. It states that the Board will conduct an annual self-evaluation, set goals, periodically assess individual members, and annually sign the conflict of interest and ethical code of conduct declaration.

The GHS Training Plan FY2021-2022 was presented and discussed. It includes our compliance, diversity process, OSHA standards, and educational plans. A question was posed regarding language in the plan that sounded like staff would pay for required training. J. Troop will seek clarification.

Atherton medical visits are traced quarterly to ensure the new location's volume is meeting expectations. Volume is increasing and the appointments are more evenly distributed throughout the day. The 4:00 p.m. time slot was discussed. J. Troop will pose the question to patients if a 4:15-4:30 p.m. slot would be more beneficial. There are also discussions on late days, weekend, or telehealth.

J. Troop presented the UDS Quality Measures Calendar Year 2021 final report. The data has been submitted and received a confirmation that it was accepted on time. We are now waiting on final confirmation from HRSA.

Overall, the quality looks good on many of the measures. During the months of the pandemic as more telehealth visits were completed it was more challenging to meet some of the requirements and capture the information.

*S. Schwartz moved to accept the January 2022 Quality Meeting Minutes as presented, supported by A. Bagley.
Motion carried*

*Y. Oliver-Yancy moved to accept the GCHC Board Orientation Education and Self-Assessment Policy as presented, supported by J. Hardman.
Motion carried*

VII. Executive Director's Report

J. Troop presented her report. The UDS has been submitted and accepted as noted above. The Medicare Cost Report has been accepted. GCHC participated in Hill Day and met with Rep. Kildee. All staff participated in SOGI training. This is Sexual Orientation, Gender Identity, and Expression 101 training. This assists staff to learn to be all inclusive and to create an environment for anyone for services and treated with respect and dignity. We will build on this type of training in the months to come. The leadership team will be attending a DEI workshop through MPCA.

The volume at the health center remains good as noted in the charts discussed early. We do have one Psych NP is resigning at end of April.

As of March 18, 2022, we have provided 3,032 vaccines and 2,469 tests. The testing and vaccine demand is down. Should it be decided that a 4th booster is needed, we are prepared to administer those. We received home testing kits that are being provided to the patients. J. Troop offered these kits to the board members. The current COVID protocols are being re-evaluated as the numbers continue to drop.

GCHC is in full compliance with the COVID-19 mandate. J. Troop stated that she is confident that if the Center were audited there would be no issues with the State.

Marketing and Outreach-We are in the process of putting some commercial spots together. We are participating in a health program through Channel 25 with a short snippet. A question was posed on the progress of the sign at Atherton. J. Troop noted that GCHC will have a presence at the new Center for Children's Integrated Services located on Saginaw and 9th Street. Atherton met with the architects last week and they are in the planning stages of the addition. When this happens, the signage will be part of those plans. There was some discussion on rebranding. J. Troop is moving forward with a planning meeting.

Mobile Unit had two events last month and one upcoming event scheduled. Another event is being planned for April 21, 2022, in partnership with Genesee Health Plan.

The website redesign is progressing forward. The site map is being finalized and staff are working on additional content. There should be a reveal soon.

VIII. Diversity, Equity, and Inclusion

C. Holloman presented the Resolution to Confirm Support of Sexual/Gender Diverse Children and Adolescents in Genesee County and Commitment to Function as a Welcoming and Inclusive Organization. She stated that the GHS Board adopted this resolution at their last meeting, and she would like to see GCHC do the same. A lengthy discussion followed. Additional trainings surrounding inclusivity will continue to ensure that staff are comfortable with the conversations. The resolution is available with the minutes.

*E. Thrash-Sall moved to accept and approve the Resolution to Confirm Support of Sexual/Gender Diverse Children and Adolescents in Genesee County and Commitment to Function as a Welcoming and Inclusive Organization, Y. Oliver-Yancy supported.
Motion carried*

IX. OSV!

J. Troop gave a brief explanation of what OSV is. OSV stands for Operational Site Visit. HRSA, who is the funder of the grant, requires us to follow 19 program requirements. When they want to evaluate on whether we are following the requirements they will do an OSV. We live our compliance everyday versus trying to prepare for the audit when necessary. One of the requirements is the policy on self-evaluation and bringing the policy before the board for approval. This policy ensures that the board is working together and if not, we can work on the areas needing improvement. We do have board orientations periodically as well as when MPCA sends out board orientation webinars they are disseminated to our board members to continue education.

The Executive Director thanked the GCHC Board for passing the Resolution noted above as well as the staff retention bonus.

The Board Chair added that if there is anything the board can do to assist in educating staff with DEI, to let her know.

Will trainings for the public be offered? Wellness does provide trainings to the community, there may be opportunities to partner with Wellness.

X. Other

None

XI. Adjourn

*C. Holloman entertained a motion to adjourn the meeting, so moved by S. Schwartz.
Motion carried*

The meeting adjourned at 2:16 p.m.