

**Finance Committee Meeting Minutes**  
*Friday, March 25, 2022*  
*12:00 p.m.*  
*Genesee Community Health Center*  
*Via Zoom*

Committee Members Via Zoom: Steve Schwartz, Claudnyse Holloman

Committee Members Absent: Sam Olson

Guests:

Jean Troop – GCHC Executive Director, Glen Chipman- GHS CFO

*Recording Secretary: Karen Riddle, Administrative Assistant*

Committee Meeting called to order at 12:15 p.m.

**I. Adoption of Agenda**

**C. Holloman moved to adopt the agenda as presented, supported by S. Schwartz.**

***Motion carried***

**II. Public Participation**

None

**III. Approval of February 25, 2022, Finance Minutes**

**C. Holloman moved to accept the February 25, 2022, minutes as presented, supported by S. Schwartz.**

***Motion carried***

**IV. FY22 October 2021-September 2022 Financial Packet (complete packet on file with minutes)**

a. G. Chipman reviewed the February financial packet, and it was discussed in detail. He noted that revenue was slightly down due to fewer working days. 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.

Alternative Funding Sources page shows we received \$5,617 of incentive money in February 2022.

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.

**C. Holloman moved to accept the FY22 October 2021 through September 2022 February Financials and recommend approval to the GCHC Full Board, supported by S. Schwartz.**

*Motion carried*

**V. Quality Charts**

**a. Chart total Kept Appointments for February 2022**

**b. COVID-19 Encounters by Specialty for February 2022**

J. Troop presented and discussed the quality charts in detail for February 2022. They are working on Dr. Pyatt's schedule to balance cases. They are also working with Dr. Phung to decrease his patient load so that he may focus on some needed administrative duties. Reigle is one of the new providers and is doing well. One of the Psych NPs resigned. Sabin's number are improving as the developed plan has been implemented in the last couple of weeks. She is now fully following Dr. Pyatt.

During February, 7 COVID-19 tests were administered, and 47 total COVID-19 vaccines administered.

**VI. Other**

G. Chipman requested to recommend approval of a \$2,000 retention bonus to both contracted and directly operated staff for FY22. Funds will be 100% reimbursed by R10. There are parameters that if staff are on a probationary period, they will receive \$1,000 now and the remaining \$1,000 later in the year providing they continue employment. Staff leaving the agency will not receive the bonus.

**C. Holloman moved to recommend approval of the \$2,000 retention bonus to all contracted and directly operated staff as described above to the GCHC Full Board, supported by S. Schwartz.**

*Motion carried*

**VII. Adjourn**

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

*Motion carried*

Meeting adjourned at 12:36 p.m.

**Next Finance Committee Meeting Scheduled for Friday, April 22, 2022, at 12:00 p.m.**

*Respectfully submitted by Karen Riddle, Recording Secretary*