

**Finance Committee Meeting Minutes**  
*Friday, April 22, 2022*  
*12:00 p.m.*  
*Genesee Community Health Center*  
*Via Zoom*

Committee Members Via Zoom: Sam Olson, Steve Schwartz, Claudnyse Holloman

Committee Members Absent: None

Guests:

Jean Troop – GCHC Executive Director, Glen Chipman- GHS CFO, Sandy Sweet – Accounting Manager

*Recording Secretary: Karen Riddle, 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 March 25, 2022, Finance Minutes**

**S. Schwartz moved to accept the March 25, 2022, minutes as presented, supported by S. Olson.**

*Motion carried*

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

**a. March 2022 Financials**

G. Chipman reviewed the March financial packet, and it was discussed in detail. The total revenue for March 2022 is \$571,496 compared to budget of \$586,118, which is \$14,621 under what is budgeted. The total expense for March 2022 is \$495,455 compared to a budget of \$555,863, which is \$60,408 less than the budgeted expenses. The surplus for the month of March is \$76,042 compared to the budgeted \$30,255. Medicaid and the HRSA grant both exceeded what was budgeted for March.

The committee inquired about the zero budget for contract labor as this line item was showing an expense of \$23,668. G. Chipman explained that due to a change in the chart of accounts this is a line item that will show now and going forward as an expense. It was budgeted prior to this month but it fell under a different line item.

The Other Expenses page showed the total expenses for March is \$27,020 which is \$8,832 more than budgeted. This is mostly due to the software licensing and maintenance fees and when the invoices are due and paid as the cost is spread over the 12-month period. The balance sheet looks excellent. The net position of unrestricted is \$2,087,625.

The days in A/R is 34 which is good as we continue to meet the goal of less than 30 days. The percent over 120 days is 34% with a goal of less than 20%. This has decreased significantly from previous months. The billing team is doing an excellent job on catching this up while facing staffing challenges.

The claim denial rate ticked up just a percentage point and sits at 5% which is below the goal of less than 7%. The average days to claim submission is under the goal of less than 14 days and sits at 10.

The Cost, Reimbursement & Productivity Statistics page showed Unique Patient Count was 270 compared to budget of 250 for March; the Medicaid eligible encounters was at 1,315 compared to the budget of 1,235. This is the most we have seen in a long time, if ever. The productivity for health provider encounters is 8.1 per day in March compared to budget of 6.6; the behavioral health care provider encounters in March is 6.2 per day, compared to a budget of 5.5. Social Worker encounters in March is 5.0 encounters per day with a budget of 4.1. The Medical Director continues to exceed encounters showing 10.05 in March compared to a budget of 5.06. Again, the total encounters are as high as they have ever been at 1,801 in any given month. The total cost per encounter is \$275 compared to a budget of \$324 which is in direct correlation to the total number of encounters. There were 22 working days in March 2022.

The committee asked why the budget encounters for social workers is 4.1 as it seems low. It was explained that other functions provided by SW such as paperwork, phone calls, meetings as well as PTO, Holidays and non-billable services but are still part of the daily tasks of social workers.

The total March 2022 revenue of base grants is \$135,747. The American Rescue Plan grant continues to be the majority with a total of \$65,091. The total Non HRSA grants totaled \$31,663 in March 2022 with a year-to-date total of \$188,350.

Alternative Funding Sources page shows we received \$5,284 of incentive money in March 2022 with a year-to-date total of \$94,702.

The Reconciliation of Medicaid Wrap Advance Payments in Deferred Revenue sheet which shows the Medicaid Wrap deferred revenue balance as of March 31, 2022, is 366,129.

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

*Motion carried*

**b. HRSA Notice of Award H8025709**

J. Troop presented the HRSA NOA stating that this is year 10 and that the total award is for \$1,914,198.00 and the total amount for this allotment is \$1,435,649.00. This is the amount that HRSA allowed to be allocated at this time and the remaining dollars will be allocated in a future NOA.

*S. Schwartz moved to accept the HRSA NOA in the amount of \$1,435,649 and recommend approval to the GCHC Full Board; supported by S. Olson.*

*Motion carried*

**V. Quality Charts**

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

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

J. Troop presented and discussed the quality charts in detail for March 2022. As noted in the financials the total kept appointments chart speaks to the high output of productivity by the providers. The providers with zero or lower numbers during a week was due to vacations. J. Troop noted that the Center did see a lot of patients come through in March due to new patients as well as those who held off coming in due to the pandemic. As noted last month, Hammond is leaving but has agreed to stay while Donnelly is absent due to a family situation. G. Johnson will be coming back full time at the end of May. The social workers numbers are good, and it is felt that B. Cavette's leadership has attributed to the uptick in productivity and patient care.

Telehealth remains to be an effective mode of treatment with social workers. It was noted that Dr. Pyatt is only seeing the Medication Assisted Treatment for SUD patients.

During the month of March 13 COVID-19 tests were administered and 31 total COVID-19 vaccines administered. It was noted that an event that was coordinated with Genesee Health Plan yesterday resulted in 37 vaccines being administered.

## **VI. Other**

J. Troop requested that the committee consider approving an application submission through HRSA for \$60,000. This money is a supplement through the American Rescue Plan Act.

***S. Olson moved to approve J. Troop to apply for the HRSA grant money in the amount of \$60,000; supported by S. Schwartz.***

***Motion carried***

J. Troop also requested changes to organizational chart to continue creating a solid foundation of leadership as we continue to grow. She would like to add a Business Operations Supervisor to oversee the front desk day to day duties which would allow the Business Operations Manager the opportunity to continue on her professional development.

The committee was concerned that it was starting to appear that the organization is beginning to become “top heavy.” J. Troop recognized that concern and feels that this position is necessary to enable the Business Operations Manager to manage the Health Center as a whole in operational duties. The Business Operations Supervisor is necessary due to the addition of the Children’s facility and the Center Rd. location. She will remain cognizant of adding management positions and will engage in discussion with finance prior to suggesting additions.

As part of the discussion, S. Schwartz stated that he would like to start following the patient count and expenses of the Center Road location.

***S. Olson moved to allow J. Troop the discretion to move ahead in adding a Business Operations Supervisor position; supported by S. Schwartz.***

***Motion carried***

S. Schwartz noted that when entering the facility on Center Road, the rug states GHS rather than GCHC. He requested that the rug be changed out to signify that it is a GCHC building rather than GHS. J. Troop stated that she will take care of getting the rug changed.

S. Schwartz also brought to the committee’s attention that he had used the Phreesia experience and noted that there are advertisements for drugs. J. Troop was not aware that this was on the Phreesia pad and will have this addressed.

## **VII. Adjourn**

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

***Motion carried***

Meeting adjourned at 12:40 p.m.

**Next Finance Committee Meeting Scheduled for Friday, May 27, 2022, at 12:00 p.m.**

*Respectfully submitted by Karen Riddle, Recording Secretary*