

GCHC BOARD OF DIRECTORS MEETING MINUTES

Friday, July 22, 2022

1:00 pm

Genesee Community Health Center

Via Zoom

Board Members Present via Zoom:

Elizabeth Rushing, Autumn Bagley, Steven Schwartz, Michael Wright, Jorain Hardman, Sam Olson, Claudnyse Holloman, Erica Thrash-Sall

Board Members Absent: Patrick Henry , Yolanda Oliver-Yancy, Angela Essenburg

Guests: Jean Troop, Executive Director, Glen Chipman, GHS CFO and Sandra Sweet

Recording Secretary: Lori TerBush, Administrative Assistant

Meeting was called to order at 1:03 p.m. by Claudnyse Holloman, Chair.

I. Adoption of Agenda

J. Hardman moved to accept the agenda as presented, supported by S. Schwartz. Motion carried.

II. Roll Call

Board Chair called for a roll call, all present and absent were noted.

III. Public Participation

None

IV. Approval of June 24, 2022, Board Minutes

M. Wright moved to approve the June 24, 2022 minutes, supported by S. Olson with correction that members noted as absent should be changed to excused due to technical error in meeting notices and board packets. Motion carried.

V. Finance Committee Summary

a. FY22 June 2022 Financial Report

G. Chipman reviewed the April financial packet, and it was discussed in detail. The total revenue for June 2022 is \$610,514 compared to budget of \$586,118. Expenditures were \$502,137 compared to budget of \$555,863. Consequently, we have a surplus in the month of June of \$108,377, with budgeted surplus of \$30,255. Year to date, we have a surplus just over \$781,424. It was a good month with a fair amount of the surplus accomplished with help through grant funding.

The other expenditures are within budget with the exception of a maintenance bill for May received in June.

The balance sheet looks excellent. There was \$4,848,309 in total assets and \$1,267,304 in total liabilities. The unrestricted fund balance is \$2,474,365 to date.

M. Wright asked what the accounts due from other funds, governments, etc were. G. Chipman discussed how this is money that has been promised but yet to be received.

The unique patient count (UPC) is under budget for June with 179 unique patients. The year to date UPC is 3,443 which is slightly less than the budgeted number of 3,650.

The Medicaid eligible encounters were up slightly compared to May.

Cost, Reimbursement & Productivity Statistics were reviewed. Medical nurse practitioners performing better than budget with a daily average of 8.8 compared to a budget of 7.2. The Medical Director is budgeted at 5.52 and exceeded that in June with 9.12 encounters per day. The Behavioral Health practitioners' productivity increased to 9.1 in June compared to a budget of 6.0, with Gail Johnson joining our team. Social workers performed better than budget with 4.9 encounters per day compared to a budget of 4.5. Total encounters for all providers per day for June were 7.4 with a budget of 6.1. The total cost per encounter for June was \$295.

The total revenue for the HRSA grants in June was \$245,680 which was used to offset the costs of operations. The total amount for the Non-HRSA grants for June was \$41,206.

There was \$6,607 collected in June from HEDIS incentive and \$1,294 from PCMH for a monthly total from Alternative Funding of \$7,900.

S. Schwartz moved to approve finance minutes, supported by S. Olson. Motion Carried

VI. Quality and Safety Summary

- a. May 2022 Quality Meeting Minutes**
- b. Patient Satisfaction Surveys**

J. Troop presented the Quality and Safety summary including the May 2022 Quality meeting minutes.

Discussion was held about the Audit results for Peer Chart Documentation. For the Behavioral Health they are meeting 100% of their criteria, except for PHQ9 results, which were 66%, room for improvement. For the Health Coaches they are meeting 90% and above, except for contact type of 70%, room for improvement.

A. Bagley moved to approve the May Quality Committee Minutes supported by S. Schwartz. Motion carried.

VII. Personnel Committee

None.

VIII. Executive Director's Report

J. Troop discussed that we again have a shortage of clinical staff. We are still down two medical assistants. In addition, Maria Carolina Donnelly, Psych NP has resigned as of the end of August, 2022. Gail Johnson, NP has returned to our practice as a psych NP. We also had an interview for Maria's replacement and are looking to place an offer once references are confirmed.

J. Troop noted that we had confirmation the State has approved renewing our CMTD grant, which will be \$200,000 for the FY23 budget.

We continue to monitor for the end of the Public Health Emergency (PHE). We received notice that it has been extended until possibly the end of October. In the meantime, we are putting some procedures and plans in place to make sure that we educate patients on anticipated changes and processes with Medicaid and redeterminations so they do not lose their Medicaid benefits because of the redeterminations, which could have significant impact on health center revenue.

GCHC has performed 2,500 COVID tests and 3,210 COVID vaccines. We are also continuing to supply patients with at-home COVID tests and N95 masks that we received from the state. 26 events scheduled in July, 7 of them include COVID vaccine team. The outreach team is in the community promoting the health center services, Narcan kit distribution with shortened training, and distribution of at home testing kits and masks along with making sure that everyone knows all the services GCHC provides. Sheila Rickman has been doing an excellent job at the events and is getting more patients that are new into the office.

We would like to get Board of Director pictures and will send out a survey as to the best date and time. Discussion was held about what to wear and a decision was made to use the shirts we are getting for NHCW patient appreciation day.

Jean has been working with Sedgewick and Ferweda Architects for the expansion of the Center Road Building. She hopes that we will have something to show at the August meeting.

National Health Center Week is August 7th through the 13th. We will be having our street party on 8/10/2022 from 12 p.m. to 3 p.m. Board member were invited to attend. We have received approximately \$4,000 in donations to cover the expenses.

Staff appreciation day will be held on August 12, 2022; the office will be closed after 12 p.m. so that the staff can enjoy a desert truck and chair massages. C. Holloman discussed the board possibly donating some dollars for donuts that morning.

IX. Diversity, Equity and Inclusion

E. Thrash-Sall has been working to get consultants to come and speak with the board and the staff regarding inclusion.

C. Holloman discussed her most recent training about people in the deaf and hard of hearing community. She stated that with the School for the Deaf being in Flint, we have a large population of deaf and hard of hearing people and that we need to make it more inviting for them. She stated that some patients like to have an interpreter and some prefer the iPad on wheels. She also recommended that we have an interpreter available for the NHCW patient appreciation day. Another suggestion was that we look into purchasing some “deaf art” for the waiting room to make it welcoming for deaf patients.

X. **OSV!**
None.

XI. **Other**
None.

XII. **Adjourn**
The meeting adjourned at 1:54 p.m.

Respectfully submitted by Lori TerBush, GCHC Administrative Assistant.