

GCHC BOARD OF DIRECTORS MEETING MINUTES

Friday, August 26, 2022

1:00 pm

Genesee Community Health Center

Via Zoom

Board Members Present via Zoom:

Steven Schwartz, Michael Wright, Patrick Henry, Claudnyse Holloman, Angela Essenburg,

Board Members Absent: Yolanda Oliver-Yancy, Autumn Bagley, Jorain Hardman, Erica Thrash-Sall.

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

Recording Secretary; Lori TerBush, Administrative Assistant

Meeting was called to order at 1:10 p.m. by Claudnyse Holloman, Board Chair.

I. Adoption of Agenda

P. Henry 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 July 22, 2022, Board Minutes

S. Schwartz moved to approve the July 22, 2022 minutes as presented, supported by M. Wright. Motion carried.

V. Finance Committee Summary

a. FY22 July 2022 Financial Report

G. Chipman reviewed the July financial packet, and it was discussed in detail. The total revenue for July 2022 is \$547,009 compared to budget of \$586,118. Expenditures were \$466,319 compared to budget of \$555,863. Consequently, we have a surplus in the month of July of \$80,690, which is about \$30,255 better than budget. Year to date, we have a surplus just over \$862,114. It was a good month with a fair amount of the surplus accomplished with help through grant funding.

The other expenditures are within budget; however, the software licensing and maintenance fees are high but still within budget.

The balance sheet looks excellent. There was \$4,944,453 in total assets and \$1,282,758 in total liabilities. The unrestricted fund balance is \$2,572,447 to date.

The unique patient count (UPC) is under budget for July with 172 unique patients. The year to date UPC is 3,615, which is slightly less than the budgeted number of 3,850.

The Medicaid eligible encounters were down slightly compared to June.

Cost, Reimbursement & Productivity Statistics were reviewed. Medical nurse practitioners performing within budget with a daily average of 7.9 compared to a budget of 7.9. The Behavioral Health practitioners' productivity increased to 8.5 in July compared to a budget of 6.6, due to having two providers in July. Social workers performance decreased to 3.7 encounters per day compared to a budget of 4.9, mostly due to vacations. Total encounters for all providers per day for July were 6.6 with a budget of 6.7. The total cost per encounter for July was \$317.

The total revenue for the HRSA grants in July was \$236,183, which was used to offset the costs of operations. The total amount for the Non-HRSA grants for July was \$36,253.

There was \$9,020 collected in July from HEDIS incentive, \$653 from PCMH and \$2,083 from MICare for a monthly total from Alternative Funding of \$11,756.

b. Contract Summary (labeled Finance Summary on file with minutes)

G. Chipman presented the contract summary.

Renewal: Contract renewal for Dr. Naik was discussed. Dr. Naik provides contracted dental services for health center patients. Rates will be in accordance set forth in the agreed upon Fee Schedule; Contract shall begin on 10/01/22 and end on 9/30/23.

c. ARPA Supplemental Funds NOA

G. Chipman discussed the NOA for the additional ARPA funds of \$65,500. This is a supplemental amount to the original ARPA funds received last year.

A.Essenburt moved to approve the Finance Packet, contract renewal with Dr. Chitra Naik and ARPA Supplemental Funds NOA, supported by S. Schwartz. Motion Carried

VI. Quality and Safety Summary

a. June 2022 Quality Meeting Minutes

J. Troop presented the Quality and Safety summary and noted the June 2022 Quality-meeting minutes.

b. Risk Management Plan 2022

J. Troop presented and discussed. The only changes to the 2022 plan was tailoring the plan to be GCHC specific.

c. Policies

J. Troop reviewed the following policies; Standing Orders, HC05-029-18; Collaborating Physicians, HC02-007-18; Response to State of Emergencies, HC06-002-18, there were no

changes to these polices. Standards to Prevent Contagions: Safe Work Environment and COVID-19, 02-010-20, changed to reflect the CDC guidelines. No further discussion.

M. Wright moved to approve the June Quality Committee Minutes, Risk Management Plan 2022, and the following policies; Standing Orders, Standards to Prevent Contagions: Safe Work Environment and COVID 19, Collaborating Physicians and Response to State of Emergencies as presented, supported by S. Schwartz. Motion carried.

VII. Personnel Committee

S. Swartz noted the committee discussed the board application for D. Duckett and the committee voted not to bring this to the full board at this time. C. Holloman will contact Ms. Duckett to inform her. There were no employee grievances or special conferences. L. Shumpert does have one case that she is looking into and will report to the board once completed.

VIII. Executive Director's Report

J. Troop discussed that we are currently working on SAC (Service Area Competition) HRSA application. This is a continuation for our HRSA base grant. This award is typically a three-year award provided the health center has no conditions on their current award, which we do not. The application is due 10/11/2022.

University of Michigan, PA students asked GCHC to collaborate in a pilot program for a Narcan vending machine. The partnership includes the University of Michigan police and MTA along with GCHC. A Narcan "vending machine" will be placed within the bus terminal. GCHC has grant money, which will allow us to purchase the "vending machine". The University of Michigan police will keep this stocked, GCHC will provide educational information to support the use of Narcan. There is currently a Narcan vending machine at the University of Michigan in Ann Arbor and it is going well.

The architects are still working on a drawing for Center Road. We told them what our "ideal" health center would like and they are working within those parameters. Hope to have something to show at the next board of directors meeting.

The new Children's Center is planning to be up and running sometime in October. There are difficulties with getting permanent power to the location. We will let GHS get settled in before we apply to HRSA to make our area an FQHC and hope to move in by January. The board requested to take a tour of this location. J. Troop will make these arrangements. J. Troop stated that there will be a Medical Assistant, Medical Front Desk Specialist, behavioral health provider and a pediatrician who has volunteered his time to help staff this.

We have hired Patrick Hawkins, Psych NP to replace Maria Donnelly, his vision appears to align with the health centers and should be a good fit.

GCHC has performed 2,500 COVID tests and 3,275 COVID vaccines to date, 722 at-home testing kits with 722 KN95 masks distributed. There were 20 outreach events in July, during

those events 124 Narcan kits were distributed, 1,334 people “touched” and 170 hot lunches provided. The outreach team continues to promote all GCHC services.

NHCW patient appreciation day went very well. Lori T, did a great job coordinating the event. Unfortunately, we did have one patient overdose in the parking lot and had to use Narcan and send her to the hospital.

The employee appreciation day was very nice. Thanks to the board for the donation towards the donuts.

We are continuing to discuss rebranding and have a meeting coming up in September.

S. Schwartz wondered if there was a succession plan in case something would happen to J. Troop. J. Troop stated that her Business Operations Manager would take over if needed.

J. Troop expressed her thanks to the board for their support of her and her family while dealing with the death of her father. C. Holloman stated that the board stands and supports her and thanks her for all she does for the health center.

C. Holloman also expressed her thanks to all at the health center who work with substance abuse issues. She also noted how well the training Shelia R. provided her and her staff which was appreciated. She is very pleased to see the number of Narcan distribution to the community.

IX. Diversity, Equity and Inclusion

There is a proposal from the finance committee for a consultant to further the DEI efforts. J. Troop presented and discussed the DEI Organization Assessment proposal by Black Women Wise Women LLC (BW3) to provide an organizational assessment and cultural DEI readiness to include actionable steps for strategic planning.

S. Schwartz moved to approve this proposal, supported by A. Essenburg. Motion carried.

X. OSV!

J. Troop discussed the SAC application and the importance of ensuring we submit a complete application within the timelines to ensure continued grant funding that supports the health center operations. Board’s responsibility to approve the submission as part of board governance.

XI. Other

The board Chair, C. Holloman expressed displeasure in the fact that Quest Diagnostics did not support GCHC’s NHCW events with a donation. J. Troop will reach out to them.

XII. Adjourn

The meeting adjourned at 1:56 p.m.

Next GCHC Board of Directors Meeting is scheduled for Friday, September 23, 2022, at 12:00 p.m.

Respectfully submitted by Lori TerBush, GCHC Administrative Assistant.