

GCHC BOARD OF DIRECTORS MEETING MINUTES

Friday, December 16, 2022

1:00 pm

Genesee Community Health Center

Via Zoom

Board Members Present via Zoom:

Steven Schwartz, Michael Wright, Patrick Henry, Erica Thrash-Sall, Elizabeth Rushing and Jorain Hardman.

Board Members Excused: Angela Essenburg, Sam Olsen Autumn Bagley, Claudnyse Holloman

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

Meeting was called to order at 1:04 p.m. by Steve Schwartz, Secretary.

I. Adoption of Agenda

J. Hardman moved to accept the agenda as presented, supported by E. Rushing. Motion carried.

II. Roll Call

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

III. Public Participation

None

IV. Approval of November 18, 2022, Board Minutes

E. Thrash-Sall moved to approve the November 18, 2022 minutes as presented, supported by E. Rushing. Motion carried.

V. Finance Committee Summary

FY23 October 2021 Financial Report

Finance Committee is being held in the full board meeting this month.

G. Chipman reviewed the October financial packet, which was discussed in detail. Total revenue for October 2022 was \$541,296 compared to budget of \$541,622, which is \$326 under budget. The total expenses for October were \$476,439 compared to budget of \$515,267, which is \$38,829 less than the budgeted expenses, which resulted in a surplus for the month of October. Wages and fringe benefits along with a few other expenses were lower than budget. The balance sheet shows a good net position.

The Cost, Reimbursement & Productivity Statistics page was reviewed and discussed in detail. Unique Patient Count for October was 1,194, since it is a new FY this number includes any patient that was seen during the month of October; the Medicaid eligible encounters were 1,188 compared to the budget of 1,318. The total cost per encounter was \$295 compared to a budget of \$300. The cost per encounter varies due to the variable costs and total encounters.

Reconciliation of Medicaid Wrap Advance Payments in Deferred Revenue sheet shows the Medicaid Wrap deferred revenue balance as of October 31, 2022, was \$801,915.

Financials for the Atherton location were reviewed and discussed in detail.
Contract Summary was reviewed in detail.

E. Rushing moved to approve the October FY23 Financial Report and Contract Summary, P. Henry supported. Motion carried.

VI. Quality and Safety Summary

a. October 2022 Quality Meeting Minutes

M. Wright presented the Quality and Safety summary and reviewed the October 2022 Quality-meeting minutes. The Patient Satisfaction Survey's and Mini Survey results were reviewed along with the Quarterly Grievance report. The following policies were reviewed and discussed; CLIA Testing, Clinical Care of Employees/Family, Consent to Treat Minors and Health and Safety Emergency Plan FY23.

J. Hardman moved to approve the October 2022 Quality Committee Minutes and CLIA Testing, Clinical Care of Employees/Family, Consent to Treat Minors policies along with the Health and Safety Emergency Plan FY23, supported by E. Rushing. Motion carried.

VII. Personnel Committee

There has not been a recent personnel meeting since the last Board of Directors meeting.

VIII. Executive Director's Report

J. Troop noted the PHE has been extended through March 2023. Next date for the 60 day notice will be Feb. 11th. If we receive the notice that means the PHE will end in March. This has been extended now for the past 3 years so not sure what will happen in Feb.

A year in review will be provided next month that will align accomplishments with strategic plan goals. Currently looking to review and update the Strategic Plan and will be scheduling a meeting with that committee to get process outlined and meetings scheduled with board.

DEI consultants have sent out the employee survey and were on site Monday to hold two focus groups, one with staff and one with management. They are looking to hold a focus group with the board and will plan to attend the Jan. board meeting for this. This will increase the length of time of that meeting by 30 minutes or more.

GCHC continues to offer both COVID and Flu vaccines to the community at no cost.

CY23 Marketing Plan is being developed with a meeting in Jan. with Melissa and Renee. A budget will be included and the plan will be reviewed with the board once completed.

IX. OSV!

J. Troop discussed the Change in Scope to add the new Children's Building location with HRSA. Application is being completed and will be submitted by the end of this month. Hamilton did attend the open house and agreed to sign a letter of support for this new location.

X. **Adjourn**

The meeting adjourned at 1:39 p.m.

E. Rushing moved to adjourn, supported by E. Thrash-Sall. Motion carried.

Respectfully submitted by Jean Troop, GCHC Executive Director

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Claudnyse Holloman, Chair, Board of Directors, Genesee Community Health Center