

**Finance Committee Meeting Minutes**  
*Friday January 27, 2023*  
*12:00 p.m.*  
*Genesee Community Health Center*  
*Via Zoom*

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

Excused: Angela Essenburg

Guests:

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

*Recording Secretary: Lori TerBush, Administrative Assistant*

Committee Meeting called to order at 12:02 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 Minutes.**

The November and December meetings were included with the full board of directors meetings. October will be included with the February meeting. S. Schwartz moved to adopt the minutes included with the full board, supported by S. Olson. C. Holloman abstained. Motion carried. C. Holloman requested to amend the calendar for the Finance Committee to have the last quarter included with the full board simultaneously.

*S. Schwartz moved to include October, November and December with the full board, supported by S. Olson. Motion carried.*

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

**a. November 2022 Financials**

G. Chipman reviewed the November financial packet, which was discussed in detail. Total revenue for November 2022 was \$563,374 compared to budget of \$541,622, which leaves a surplus of \$21,752. The total expenses for November were \$500,699 compared to budget of \$515,267, which is \$14,568 less than the budgeted expenses, which resulted in a surplus for the month of November. Wages and fringe benefits along with a few other expenses were lower than budget. The balance sheet shows net position is \$3,980,334.

The Cost, Reimbursement & Productivity Statistics page was reviewed and discussed in detail. Unique Patient Count was 577 compared to budget of 750 for November; the Medicaid eligible encounters was at 1,334 compared to the budget of 1,318. The total cost per encounter was \$325 compared to a budget of \$300. The cost per encounter varies due to the variable costs and total encounters.

The American Rescue Plan dollars are dwindling down and should be used up by the end of December 2022.

Reconciliation of Medicaid Wrap Advance Payments in Deferred Revenue sheet shows the Medicaid Wrap deferred revenue balance as of November 30, 2022, was \$624,251.

Financials for the Atherton location were reviewed and discussed in detail. There is a correction to be made on the Atherton location Revenue-Expenses page stating that there is a deficit of \$2,569.44, this should actually read “surplus” of this amount.

**V. Quality Charts**

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

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

J. Troop presented and discussed the quality charts in detail for November 2022. Noting the total kept appointment numbers were down as noted on the Productivity report due to holidays. Telehealth is lower for medical services as has been noted before and social workers are still providing roughly 50% telehealth services. Total COVID tests completed in November were 1 with 35 vaccines administered.

**VI. Adjourn**

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

*Motion carried*

Meeting adjourned at 12:27 p.m.

*Respectfully submitted by Lori TerBush, Recording Secretary*