

GCHC BOARD OF DIRECTORS MEETING MINUTES

Friday, February 24, 2023

1:00 pm

Genesee Community Health Center

Via Zoom

Board Members Present via Zoom:

Steven Schwartz, Michael Wright, Patrick Henry, Erica Thrash-Sall, Jorain Hardman, Autumn Bagley, Sam Olsen, Angela Essenburg and Claudnyse Holloman.

Excused: Elizabeth Rushing

Staff: Jean Troop, Executive Director, Glen Chipman, GHS CFO, Sandra Sweet, Senior Account Manager and Lori TerBush, Recording Secretary.

Guests: Renee Keswick, Director GHS Communications and Public Relations, Melissa Brown, Manager GHS Communications and Public Relations,

Meeting was called to order at 1:04 p.m. by Claudnyse Holloman, Chair.

I. Adoption of Agenda

S. Schwartz moved to accept the agenda as presented, supported by M. Wright. *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 January 27, 2023, Board Minutes

A. Bagley moved to approve the January 27, 2023 minutes as presented, supported by M. Wright. *Motion carried.*

V. 2023-24 Communications and Marketing Plan

Renee Keswick and Melissa Brown presented the 2023-24 GCHC Communications and Marketing Plan, which includes the new GCHC logo. The GCHC website is being updated and designed to make it easier for patients to use, including being able to change the language to their preference. There was much discussion on the new MAP pads and it was decided to review and potentially change how the locations are identified to something like Flint, Burton and Children's Center. Jean will take this to the staff and get their opinions.

S. Olsen moved to approve the 2023_24 Communications and Marketing Plan as presented with the new logo, supported by E. Thrash-Sall. *Motion carried.*

FY23 October 2022-November 2023 Financial Packet (complete packet on file with minutes)

a. December 2022 Financials

G. Chipman reviewed the December financial packet, which was discussed in detail. Total revenue for December 2022 was \$499,082 compared to budget of \$541,622. Total expenses for December were \$497,505 compared to budget of \$515,267, which resulted in a small surplus for the month of December. Wages and fringe benefits along with a few other expenses were lower than budget. The balance sheet shows good net position.

The Cost, Reimbursement & Productivity Statistics page was reviewed and discussed in detail. Unique Patient Count was 349 for December; the Medicaid eligible encounters were 1,329 compared to the budget of 1,716. The total cost per encounter was \$374 compared to a budget of \$300. The cost per encounter varies due to the variable costs and total encounters. G. Chipman also explained the line item “prior year expense adjustment” in the Other total. This is due to an adjustment needed to reconcile the 2018 Medicaid Reconciliation with the state.

Reconciliation of Medicaid Wrap Advance Payments in Deferred Revenue sheet shows the Medicaid Wrap deferred revenue balance as of December 31, 2022, was \$410,829.

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

b. January 2023 Financials

G. Chipman reviewed the January financial packet, which was discussed in detail. Total revenue for January 2023 was \$497,345 compared to budget of \$541,622. The total expenses for January were \$508,506 compared to budget of \$515,267. The balance sheet shows good net position.

The Cost, Reimbursement & Productivity Statistics page was reviewed and discussed in detail. Unique Patient Count was 310 compared to budget of 250 for January; the Medicaid eligible encounters were 1,606 compared to the budget of 1,716. The total cost per encounter was \$317 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 January 31, 2022, was \$568,461.

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

c. Sliding Fee Scale

The 2023 Sliding Fee Scale was reviewed and discussed in detail.

S. Olsen moved to approve the December 2022 financials, the January 2023 financials and the Sliding Fee Scale; supported by S. Schwartz. *Motion carried.*

Other:

G. Chipman noted an opportunity for Region 10 dollars to be used for staff retention bonuses. Detailed discussion followed.

E. Thrash-Sall moved to approve the retention bonuses for all staff, supported by J. Hardman. *Motion carried.*

VI. Quality and Safety Summary

a. November 2022 Quality Meeting Minutes

M. Wright provided the summary of Quality Committee Minutes. M. Wright stated that the November minutes are available to review. The GCHC Infection Control Policy was reviewed and discussed. The Yearly QI calendar for 2023 is included in the packet and the QI work plan for 2022 is included which provides a status update, noting a few items were carried over to the 2023.

M. Wright moved to approve the November 2022 Quality Committee Minutes and the GCHC Infection Control Policy, supported by A. Bagley. *Motion carried.*

VII. Personnel Committee

S. Schwartz stated that there has not been personnel committee meeting since the last board of directors meeting. J. Troop stated that she does have one new patient application for the board and will send it out as soon as possible.

VIII. Executive Director's Report

J. Troop noted that we have not yet heard any news from our SAC application. She noted that UDS has been submitted. We have received a couple of questions regarding our information and we have provided answers.

J. Troop noted she will be attending the Policy and Issues Forum (P&I) in Washington, D.C. the week of March 6-10, 2023, where there will be meetings with both the house and the senate regarding the importance of FQHC's.

The Narcan vending machine was unveiled at MTA on February 9, 2023. This has been a great success in the first two weeks, 483 Narcan kits have been taken and over 1,200 fentanyl strips have been taken.

We have hired a new behavioral health manager, Brian Nicholson, who will start on March 20, 2023.

GCHC continues to offer Covid vaccines and testing.

IX. OSV!

The UDS report has been submitted and we remain in compliance.

X DEI

Discussion around opportunities to improve employee retention and feeling of value.

XI Adjourn

The meeting adjourned at 2:26 p.m. The March meeting scheduled for 3/24/2023 will be held in person at the new CCIS building. Lunch will be provided.

M. Wright moved to adjourn, supported by S. Schwartz. *Motion carried.*

Respectfully submitted by Lori TerBush, Administrative Assistant

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