



GCHC BOARD OF DIRECTORS MEETING MINUTES

Friday, April 28, 2023

1:00 pm

Genesee Community Health Center

Via Zoom/In Person CCIS

Board Members Present In Person: Elizabeth Rushing

Board Members Present via Zoom: Claudnyse Holloman, Jorain Hardman, Steve Schwartz, Erica Thrash-Sall, P. Henry and A. Bagley.

Excused: Michael Wright, Angela Essenburg and Sam Olson

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

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

I. Adoption of Agenda

S. Schwartz 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 March 24, 2023, Board Minutes

J. Hardman moved to approve the March 24, 2023 minutes as presented, supported by E. Rushing. *Motion carried.*

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

a. March 2023 Financials

G. Chipman reviewed the March financial packet, which was discussed in detail. Total revenue for March 2023 was \$534,210 compared to budget of \$541,622. Total expenses for March were \$533,950 compared to budget of \$515,267, which resulted in a small surplus of 260.00 for the month of March. The balance sheet shows good net position.

The Cost, Reimbursement & Productivity Statistics page was reviewed and discussed in detail. Unique Patient Count was 178 for March; the Medicaid eligible encounters were 1,160 compared to the budget of 1,318. The total cost per encounter was \$333 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 March 31, 2023, was \$356,057.

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

The strategic planning committee met to discuss the strategic plan that needs to be updated this year. Discussion on how this process would look and if the board wanted to obtain a consultant to help facilitate the process. After discussion, decision was made to contact **The Leadership Group** to help facilitate a strategic planning process. E. Thrash-Sall and C. Holloman have used this company in the past and feel strongly that they would be the right fit for GCHC. We have received a proposal from The Leadership Group for \$12,000.

We received the NoA award, which is the continuation of our HRSA base grant from 5/1/2023 thru 4/30/2024.

S. Schwartz moved to approve the February 2023 financials, the proposal from The Leadership Group and the NoA award supported by J. Hardman. Motion carried.

VI. Quality and Safety Summary

a. February 2023 Quality Meeting Minutes

J. Troop provided the summary of Quality Committee Minutes. J. Troop stated that the February minutes are available to review. The GCHC Documentation Policy was reviewed; J. Troop stated there was only one change, that all tasks must be completed within two business days. The Peer Review had no issues identified.

S. Schwartz moved to approve the February 2023 Quality Committee Minutes, the GCHC Documentation policy and Peer Review, supported by E. Rushing. Motion carried.

VII. Personnel Committee

S. Schwartz stated that the personnel committee met yesterday, April 27, 2023. They reviewed the board of director's application. There have been no grievances; however, there still is a litigation ongoing, possibly until 2024. It is time for the annual election of officers. Elections were discussed and all officers will hold their current positions for another year.

E. Thrash-Sall moved to approve the election, supported by E. Rushing. Motion carried.

VIII. Executive Director's Report

J. Troop noted that it is time for our board of directors' retreat for strategic planning. This will be held at the CCIS building in the conference room. There is also an upcoming board member training session, please notify Lori T if interested and she will get you registered.

The Outreach report for the first quarter shows that in October, there were 105 persons trained in Narcan, November there were 81 and in December, there were 44. The Vivitrol orientations done via Zoom at the Genesee County Jail were; 1 in October, 2 in November and 3 in December. The Virtual MAT program support group had 31 participants in October 46 in November and 30 in December. The SDOH and Berkley Place programs are both going well.

GCHC continues to offer Covid vaccines and testing.

We enjoyed a staff luncheon this week for Administrative Associates Week and to celebrate that all the health coaches are now CHW trained. This also included cookies and cake.

We will be starting a pilot program for “off hours”, which is a requirement by PCMH. Before the pandemic, we had an employee who worked four ten hour days, which gave us our “off hours”. During the pandemic, we stopped these. We will now be trying the hours of 7:30 a.m. – 4:00 p.m. on Wednesdays at Flint and on Fridays at Burton in addition to our normal business hours.

The PHE ends on May 11, 2023, which will affect Medicaid redeterminations. We are continuing to provide home COVID test kits, masks and vaccines at no cost.

A marketing and outreach meeting with Melissa B. and Renee K. is scheduled for May 8, 2023. Dr. P. Hawkins was recently interviewed on Channel 66 and Channel 25 to discuss opioid use and the various substances the street drugs contain that will may not respond to Narcan, causing increased deaths from overdose. Natasha F. also participated in a Facebook live presentation on FQHC’s and the services they provide along with an interview to discuss GCHC services on Channel 66 and 25.

J. Troop recently joined the board of directors for the COC (Continuum of Care) addressing the homeless population and has been elected as secretary. S. Rickman is also newly on the board.

IX. **OSV!**

Board authority, chapter 19 in the HRSA compliance manual states that the health center governing board must develop bylaws, which specify the responsibilities of the board. This includes long-range direction plan, strategic planning and objectives. It also asses achievement, such as the UDS, and patient satisfaction.

X **DEI**

We just received a final report from the DEI consultants. This will be discussed and included in the strategic planning process and incorporated within the strategic plan.

XI **Adjourn**

The meeting adjourned at 1:48 p.m. Board meetings will now be held in a hybrid fashion, both at CCIS conference room #250 and via Zoom.

S. Schwartz moved to adjourn, supported by J. Hardman. Motion carried.

Respectfully submitted by Lori TerBush, Administrative Assistant

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