



Finance Committee Meeting Minutes
Friday, April 28, 2023
12:00 p.m.
Genesee Community Health Center
Via Zoom/In Person at CCIS

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

Staff:

Jean Troop – GCHC Executive Director, Glen Chipman- GHS CFO, Sandra Sweet, Senior Accounting Manager
Recording Secretary: Lori TerBush, Administrative Assistant

Committee Meeting called to order at 12:05 p.m.

I. Adoption of Agenda

S. Schwartz moved to adopt the agenda as presented, supported by S. Olson.

Motion carried

II. Public Participation

None

III. Approval of Minutes.

S. Schwartz moved to approve March 24, 2023 minutes, supported by S. Olson. *Motion carried.*

IV. 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.

S. Schwartz moved to approve the March 2023 financials, supported by S. Olson. *Motion carried.*

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.

C. Holloman moved to approve the proposal from The Leadership Group, supported by S. Schwartz. Motion carried.

We received the NoA award, which is the continuation of our HRSA base grant for \$1,914,198.00 from 5/1/2023 thru 4/30/2024.

S. Olson moved to approve the NoA award, supported by C. Holloman. Motion carried.

V. Quality Charts

a. Chart total Kept Appointments for March 2023

b. COVID-19 Encounters by Specialty for March 2023

J. Troop presented and discussed the quality charts in detail for March 2023. Noting the total kept appointment numbers were down as noted on the Productivity report due to provider time off during the month. Total COVID tests completed in March was 3 with 13 vaccines administered.

VI. Adjourn

S. Olson moved to adjourn the meeting; supported by C. Holloman. Motion carried

Meeting adjourned at 12:26 p.m.

Respectfully submitted by Lori TerBush, Recording Secretary