



GCHC BOARD OF DIRECTORS MEETING MINUTES

Friday, June 23, 2023

1:00 pm

Genesee Community Health Center

Via Zoom/In Person CCIS

Board Members Present In Person: Steven Schwartz, Sam Olson, Jorain Hardman, and Michael Wright.

Board Members Present via Zoom: Autumn Bagley, Patrick Henry.

Excused: Claudnyse Holloman, Angela Essenburg and Elizabeth Rushing

Staff: Jean Troop, Executive Director, Glen Chipman, GHS CFO, and Lori TerBush, Recording Secretary.

Meeting was called to order at 1:02 p.m. by Autumn Bagley, Vice Chair.

I. Adoption of Agenda

S. Olson moved to accept the agenda as presented, supported by S. Schwartz. *Motion carried.*

II. Roll Call

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

III. Public Participation

None

IV. Approval of May 26, 2023, Board Minutes

S. Schwartz moved to approve the May 26, 2023 minutes as presented, supported by J. Hardman. *Motion carried.*

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

a. May 2023 Financials

G. Chipman reviewed the May financial packet, which was discussed in detail. Total revenue for May 2023 was \$547,307 compared to budget of \$541,622. Total expenses for May were \$564,585 compared to budget of \$515,267, which resulted in a deficit of \$17,279 for the month of May. The balance sheet shows good net position.

The Cost, Reimbursement & Productivity Statistics page was reviewed and discussed in detail. Unique Patient Count was 160 for May; the Medicaid eligible encounters were 1,127 compared to the budget of 1,318. The total cost per encounter was \$343 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 deferred revenue balance as of May 31, 2023, was \$600,188.

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

G. Chipman reviewed the contract for Case Construction, to provide services under the **RFQ-GCHC-HRSA 2298 S Center Road – Clinic Expansion**. Case construction will be paid a **Maximum Contract up to \$640,373.00**. The contract allows for up to 9 months for completion and beginning **July 1, 2023 through March 31, 2024**. Discussion was held regarding what was planned; J. Troop stated that we would be adding on to the existing building to include dental services.

Request for allocation of dollars for targeted marketing campaign using Townsquare to increase brand awareness for the remainder of FY23, the initial request would be for \$25,000 and will budget additional marketing dollar for FY24. Much discussion was held on what this would include; J. Troop stated that Townsquare is a subscription-based company and that we can stop using them at any time. This will include TV ads, radio and social media. They will send monthly reports to show what they are doing and how well it is going.

S. Olson moved to approve the May 2023 financials and the Case Construction Contract, and the request for \$25,000 in marketing dollars for FY23, supported by S. Schwartz. M. Wright abstained from voting on the Case Construction Contract. Motion carried.

G. Chipman reviewed the audit, which showed there were no corrected misstatements, other than those that were clearly trivial, related to accounts, and/or disclosers that we brought to the attention of management. There were no uncorrected misstatements, other than those that were clearly trivial, related to accounts and/or disclosures that we present to management. He noted he would be sending the full audit out to everyone after the meeting so they could review and discuss during next month's meeting.

VI. Quality and Safety Summary

a. April 2023 Quality Meeting Minutes

M. Wright reviewed the April minutes, which were in the packet. The patient satisfaction survey results were discussed for both Flint and Burton. Much discussion was held on how to get more patients to fill these out and whether offering an incentive would help, J. Troop to review. M. Wright discussed the colorectal screening initiative the health center was doing. Discussion occurred regarding colonoscopy barriers because it requires someone to wait and drive the person home. The Burton Quarterly report for kept appointments was reviewed. J. Troop stated that we are trying to figure out why so many no shows and how to get Burton's numbers up. The front desk will be offering Same Day appointments at Burton if there are no openings at the Flint location.

The Communicable Diseases Reporting Policy, HC06-009-18 was reviewed.

M. Wright moved to approve the April 2023 Quality Committee Minutes and the Communicable Diseases Reporting Policy, HC06-009-18, supported by S. Olson. Motion carried.

VII. Personnel Committee

S. Schwartz stated that the personnel committee has not met since the last meeting. Discussion was held on updating the website to include the board of directors' application; J. Troop stated that she would look into adding it. J. Troop also stated that at this time we do have one person interested in the board and are awaiting his application.

VIII. Strategic Planning Committee

J. Troop met with the consultants and has given them all of the information they had requested. We are awaiting the questions for the focus groups, surveys, employee committee and board of directors' retreat.

IX. Executive Director's Report

J. Troop stated that the location at CCIS will open this Monday, June 26, 2023. Lindsey Roth, N.P. will be the provider there on Mondays and Thursdays with support staff there all week.

The addition to the Burton location will be starting on 7/1/23. The Burton Board of Commissioners approved the plans for the addition. The goal is to have this completed by March 31, 2024.

IX. OSV!

The finance audit is a part of our compliance with HRSA. The finance committee is responsible for ensuring an annual audit is completed, reviewed and approved by them. G. Chipman provided a brief summary during the finance meeting and will be sending the full audit report out to the board for review at next month's meeting.

X. DEI

J. Troop stated that there is nothing new at this time; however, this will be incorporated with the strategic planning.

XI. Adjourn

The meeting adjourned at 1:46 p.m. Board meetings will now be held in a hybrid fashion, both at CCIS conference room #250 and via Zoom.

J. Hardman moved to adjourn, supported by M. Wright. Motion carried.

Respectfully submitted by Lori TerBush, Administrative Assistant

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