



## GCHC BOARD OF DIRECTORS MEETING MINUTES

Friday, July 28, 2023

1:00 pm

Genesee Community Health Center

Via Zoom/In Person CCIS

Board Members Present In Person: Michael Wright, Autumn Bagley and Elizabeth Rushing.

Board Members Present via Zoom: Claudnyse Holloman, Steven Schwartz, Angela Essenburg and Patrick Henry.

Excused: Jorain Hardman, Sam Olson

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 Claudnyse Holloman, Board 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, absent and excused were noted.

**III. Public Participation**

None

**IV. Approval of June 23, 2023, Board Minutes**

S. Schwartz moved to approve the June 23, 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. June 2023 Financial**

G. Chipman reviewed the June financial packet, which was discussed in detail. Total revenue for June 2023 was \$488,938 compared to budget. Total expenses for June were \$523,657 compared to budget, which resulted in a deficit for the month of June. The balance sheet shows good net position.

The Cost, Reimbursement & Productivity Statistics page was reviewed and discussed in detail. Unique Patient Count was 123 for June compared to a budget of 200; the Medicaid eligible encounters were 1,078 compared to the budget of 1,318. The total cost per encounter was \$349 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 was reviewed.

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

G. Chipman reviewed the audit in detail. The audit had been sent to board members to review last month

**A. Bagley moved to approve the June 2023 financials and the audit, supported by A. Essenburg. *Motion carried.***

**VI. Quality and Safety Summary**

**a. July 2023 Quality Meeting Minutes**

M. Wright reviewed the July meeting. Provider Peer and Collaborating Provider review for Quarter 2 CY23 was reviewed. No significant issues were identified with either review. Incident reports were reviewed and discussed. There were two incidents for the months of March, April and May, Staff responded appropriately. Phone report was reviewed and showed the front desk stays very consistent with answering the calls that come into the health center. Colorectal numbers are on track to increase up to 50%. Same day appointments are going well. We obtained another year of PCMH certification.

**M. Wright moved to approve the July 2023 Quality Committee Minutes supported by A. Bagley. *Motion carried.***

**VII. Personnel Committee**

S. Schwartz stated that the personnel committee met yesterday, July 27, 2023. There are no grievances or problems at this time.

**VIII. Strategic Planning Committee**

J. Troop stated that the Strategic Plan process is continuing. A board of directions survey was emailed on July 27, 2023. We are awaiting results from the consultants. A meeting is upcoming on August 3, 2023. A. Bagley agreed to join the strategic planning committee.

**IV. Executive Director's Report**

J. Troop stated that the location at CCIS is now open two days per week, Monday and Thursday. Starting on August 16, 2023 we will also include Fridays. CCIS has been steadily busy since the start. The early hours in Flint on Wednesdays and Fridays at Burton are going well. We may discuss adding another early day in the future.

We have approved the script for social media using Townsquare marketing. There is currently an advertisement on TV12 regarding our upcoming Patient Appreciation Day on August 9, 2023. There will be a staff appreciation luncheon and games at the CCIS location on August 11, 2023.

**X. OSV!**

Discussed importance of PCMH certification and annual renewal.

XI. **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 1:50 p.m. Board meetings will now be held in a hybrid fashion, both at CCIS conference room #250 and via Zoom.

**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