



Finance Committee Meeting Minutes
Friday, June 23, 2023
12:00 p.m.
Genesee Community Health Center
Via Zoom/In Person at CCIS Board Room 250

Committee Members Via Zoom: Steve Schwartz, and Sandy Sweet.

In Person: Sam Olson

Staff: Jean Troop – GCHC Executive Director and Glen Chipman- GHS CFO.

Excused: Claudnyse Holloman and Angela Essenburg.

Recording Secretary: Lori TerBush, Administrative Assistant

Committee Meeting called to order at 12:06 p.m.

I. Adoption of Agenda

S. Schwartz motioned to approve the agenda, S. Olson supported, with a change to add *d. Audit Preview*. Motion carried

II. Public Participation

None

III. Approval of Minutes.

S. Schwartz moved to approve May 26, 2023 minutes, supported by S. Olson. Motion carried.

IV. 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 compared to a budget of 200; 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. S. Schwartz asked if this included signage, J. Troop stated that we would be getting a new sign. J. Troop also stated the majority of the cost is covered under the Infrastructure Grant.

Request for allocation of dollars for targeted marketing campaign using Townsquare to increase brand awareness for FY23, the initial request would be for \$25,000 and will budget additional marketing dollars in FY24.

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. Motion carried.

G. Chipman previewed the audit, which showed there were no corrected misstatement, 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. G. Chipman noted he will send out the full audit to the full board to review and will add to agenda for next month's meeting.

V. Quality Charts

a. Chart total Kept Appointments for May 2023

b. COVID-19 Encounters by Specialty for May 2023

J. Troop presented and discussed the quality charts in detail for May 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 May was 1 with 11 vaccines administered. The COVID team is grant funded to maintain nursing staff.

VI. Adjourn

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

Meeting adjourned at 12:40 p.m.

Respectfully submitted by Lori TerBush, Recording Secretary