



**Finance Committee Meeting Minutes**

*Friday, August 25, 2023*

*12:00 p.m.*

*Genesee Community Health Center*

*Via Zoom/In Person at GCHC Flint Location 725 Mason Street*

Committee Members Via Zoom: Claudnyse Holloman and Steve Schwartz.

Staff Members via Zoom: Glen Chipman- GHS CFO and Sandy Sweet, Accounting Manager.

Staff: Jean Troop – GCHC Executive Director.

Excused: Sam Olson and Angela Essenburg.

*Recording Secretary: Lori TerBush, Administrative Assistant*

Committee Meeting called to order at 12:01 p.m.

**I. Adoption of Agenda**

**S. Schwartz motioned to approve the agenda, C. Holloman supported, *Motion carried***

**II. Public Participation**

None

**III. Approval of Minutes.**

**S. Schwartz moved to approve July 28, 2023 minutes, supported by C. Holloman. *Motion carried.***

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

**a. July 2023 Financials**

G. Chipman reviewed the July financial packet, which was discussed in detail. Total revenue for July 2023 was \$494,760 compared to budget of \$541,622. Total expenses for July were \$504,999 compared to budget of \$515,267, which resulted in a deficit of \$10,239 for the month of July. The balance sheet shows good net position.

The Cost, Reimbursement & Productivity Statistics page was reviewed and discussed in detail. Unique Patient Count was 105 for July compared to a budget of 200; the Medicaid eligible encounters were 1,054 compared to the budget of 1,318. The total cost per encounter was \$347 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 and discussed.

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

**S. Schwartz moved to approve the July 2023 financials and the audit, supported by C. Holloman. *Motion carried.***

V. **Quality Charts**

a. **Chart total Kept Appointments for July 2023**

b. **COVID-19 Encounters by Specialty for July 2023**

J. Troop presented and discussed the quality charts in detail for July 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 July was 0 with 1 vaccine administered. The COVID team is grant funded to maintain nursing staff. This item will be removed from the agenda due to the lack of community response. Discussion was held on ramping up our marketing to help increase our patient volume and how to improve our no show amount.

VI. **Adjourn**

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

Meeting adjourned at 12:17 p.m.

*Respectfully submitted by Lori TerBush, Recording Secretary*