



**GCHC BOARD OF DIRECTORS**

Friday, September 22, 2023

12:00 pm

Genesee Community Health Center

Via Zoom/In Person CCIS Location on Saginaw St.

Board Members Present In Person: S. Olson, P. Henry, A. Bagley, S. Schwartz, C. Holloman, M. Wright and A. Essenberg.

Board Members Present via Zoom: N/A.

Excused: J. Hardman and E. Rushing.

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

Meeting was called to order at 12:04 p.m. by Claudnyse Holloman, Board Chair.

**I. Adoption of Agenda**

A. Bagley moved to accept the agenda as presented, supported by S. Schwartz. *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 August 25, 2023, Board Minutes**

M. Wright moved to approve the August 25, 2023 minutes as presented supported by S. Schwartz. *Motion carried.*

**V. FY23 October 2022-November 2023 Financial Packet (August not available will be discussed next month)**

**a. FY 24 Budget**

G. Chipman reviewed the proposed FY 2024 budget. Salaries and Wages will increase more in line with current operations. Community outreach/marketing has also increased to expand marketing programs. Total expenses are up 7%.

Discussion regarding potential bonuses and including those amounts in the FY24 budget projections. G. Chipman noted they bonuses and raises were included.

S. Schwartz moved to approve the FY 2024 budget, supported by S. Olson. *Motion carried.*

**VI.**     **Quality and Safety Summary**  
a.   **July 2023 Quality Meeting Minutes**

The July quality meeting minutes were reviewed. The quarterly UDS Quality Measures Report was also reviewed. This information reflects the numbers of patients seen during the reported period (January-June 2023). Noted the “competition” between the staff to get the colorectal screening numbers up. Team #1 has won both the first and second quarters, with an overall increase in the number of screening tests completed compared to last year and on track to meet budgeted number by end of this quality initiative.

M. Wright informed the board that the annual PCMH certification was approved for another year for the Flint and Burton locations. Saginaw St location will be included next year.

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

**VII.**     **Personnel Committee**

S. Schwartz stated that there has not been a recent meeting. There is a new board of directors’ application to be reviewed. This was tabled until the next meeting on October 27, 2023, once personnel committee has an opportunity to review.

**VIII.**     **Strategic Planning Committee**

The first part of the board retreat was held on September 8, 2023 from 9am to 1pm at the CCIS building. The second half is today, September 22, 2023 from 1pm to 4pm. Great participation by the board noted.

**IV.**     **Executive Director’s Report**

J. Troop reported that K. Morton now has a full schedule. We received notice that the next Operational Site Visit will be sometime between July-September 2024.

We are continuing to attend meaningful community events. A Narcan distribution box will be located at front entrance off Grand Traverse St. at the Flint location.

**X.**     **OSV!**

J. Troop discussed Chapter 19 in the HRSA manual “Board Authority”. The board is responsible for strategic planning, board setting, direction of the health center, compliance and budget, the scope and availability of the health center. More will be discussed over the coming months on Board Authority.

**XI.**     **Outreach and Marketing**

TownSquare media will be at our next meeting to review our marketing plan and discuss results to date. There has been a lot of activity and we are trending above expectations. There are streaming television ads and also on YouTube and Facebook. C. Holloman stated that it is critical that we are targeting local channels for the older generation and families to hear about us. We are currently working on a video commercial for vaccines.

**XII. FY24 Board Meeting Schedule**

The board reviewed the schedule for the FY24 board of directors/finance meetings. A suggestion was made to change some of the dates to be the last Friday of the month versus the 4th Friday due to timing for financial information to be prepared. A revised schedule will be provided at Oct. Board of Directors meeting.

**A. Bagley moved to approve the FY24 board of directors/finance meeting dates with the changes stated above, supported by M. Wright. *Motion carried.***

**XIII. Adjourn**

The meeting adjourned at 12:36 p.m.

**M. Wright moved to adjourn, supported by S. Schwartz. *Motion carried.***

*Respectfully submitted by* Lori TerBush, Administrative Assistant

X\_\_\_\_\_

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