



GCHC BOARD OF DIRECTORS
Friday, December 15, 2023
1:00 pm
Genesee Community Health Center
Via Zoom/In Person CCIS

Board Members Present In Person: Steven Schwartz, Elizabeth Rushing, Michael Wright, and Bonita Thomas.

Board Members Present via Zoom: Claudnyse Holloman, Angela Essenburg, Jorain Hardman and Tabitha Neff.

Staff Members Present: Jean Troop, Executive Director, Glen Chipman, CFO.

Excused: Autumn Bagley, Sam Olson, Patrick Henry

Staff: Lori TerBush, Recording Secretary.

Meeting was called to order at 1:05 p.m. by C. Holloman.

I. Adoption of Agenda

Request made to add Marketing and Outreach item, which should be standing item each month, and Other item to discuss Behavioral Health/Psychiatric program.

S. Schwartz moved to accept the agenda with these changes, supported by E. Rushing.
Motion carried.

II. Roll Call

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

III. Public Participation

None

IV. Approval of November 17, 2023, Board Minutes

Revision requested Marketing and Behavioral Health/Psychiatric Conversation.

M. Wright moved to approve the November 2023 minutes, supported by E. Rushing.
Motion carried.

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

G. Chipman reviewed the October financial packet, which was discussed in detail. Total revenue for October 2023 was \$533,998 compared to budget of \$556,050. Total expenses for October were \$532,094 compared to budget of \$550,133. The balance sheet shows good net position.

The Cost, Reimbursement & Productivity Statistics page was reviewed and discussed in detail. Unique Patient Count was 1,434 for October compared to a budget of 200 (the new fiscal year starts in October, therefore, all patients are considered unique in the month of Oct.); the Medicaid eligible encounters were 1,040 compared to the budget of 1,318. The total cost per encounter was \$346 compared to a budget of \$321. 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 was reviewed and discussed.

M. Wright moved to approve the November financials, supported by S. Schwartz. *Motion carried.*

VI. Quality and Safety Summary

a. October 2023 Quality Meeting Minutes

The October quality meeting minutes were discussed in detail. Communicable Diseases Reporting and Continuity of Care policies were reviewed and discussed. The yearly QI calendar for monthly QI/QA Committee Meetings was reviewed. There was a patient grievance reviewed. A new policy was developed based on the patient grievance and the patient was notified.

M. Wright moved to approve the October 2023 Quality Committee Minutes, Communicable Diseases Reporting Policy, Continuity of Care Policy and the yearly QI calendar, supported by J. Hardman. *Motion carried.*

VII. Personnel Committee

S. Schwartz noted no meeting since the last Board of Directors meeting. S. Schwartz welcomed the new board of director members, T. Neff and B. Thomas.

VIII. Strategic Planning Committee

N/A

IX. Marketing and Outreach

J. Troop stated that she met with TownSquare Media and our numbers continue to look good. New video will be created that will begin in Feb. 2024 to keep our information fresh. We sent out a flyer with a magnet attached targeted to the Burton area zip codes. Hoping to increase our numbers at our Burton location. Discussion was held on improving signage at the Burton location.

X. Executive Director's Report

J. Troop noted that we had one resignation from a medical assistant, who is attending school to become an LPN.

J. Troop discussed the need to update our Form 5B Site Details (HRSA Document) to align with our current practices. Recommending the following changes: adding additional zip codes to be included to both the CCIS and Burton locations. Hours of operation and demographics updated. The hours at the Flint location will change from 48 to 40, CCIS will change from 30 hours to 40 weekly. The physical address of the mobile health clinic will change to reflect the Flint location of 725 Mason and the hours of operation will change from 40 to 2 (this would be

average). The site phone numbers will also change to be the main number of 810-496-5777. The handout in the packet outlined the details of the changes.

A. Essenburg motioned to approve the Form 5B Site Details, supported by B. Thomas. Motion carried.

XI. OSV!

J. Troop noted that to stay in compliance for HRSA the Form 5B Site Details needs to be reviewed on an annual basis, which we just discussed. Discussion was held on improving parking spots at the Flint location. J. Troop stated that while employees now have designated parking spots, we are still in need of more parking; however, the staff at the 421 building will be vacating and moving to the Baker location, which will open up more parking.

J. Troop also stated that the HRSA Operational Site Visit is scheduled for September 4, 2024 thru September 6, 2024. Discussion was held on moving the September Board of Directors meeting to September 6, 2024.

M. Wright motioned to approve changing the date of the September meeting to September 6, 2024, supported by J. Hardman. Motion carried.

XII. Other

Behavioral Health and Psychiatry: Detailed discussion regarding psych medical policies and plan protocol best practices. J. Troop will review with team and provide feedback at next board meeting.

XIII. Adjourn

The meeting adjourned at 2:15 pm.

M. Wright moved to adjourn, supported by E. Rushing. Motion carried.

Respectfully submitted by Lori TerBush, Administrative Assistant

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