



**GCHC BOARD OF DIRECTORS**  
*Friday, March 22, 2024*  
*1:00 pm*  
*Genesee Community Health Center*  
*Via Zoom/In Person CCIS*

Board Members Present via Zoom: Claudnyse Holloman, Angela Essenburg, Jorain Hardman, Steven Schwartz, Elizabeth Rushing, Tabitha Neff, Bonita Thomas and Michael Wright.

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

Excused/Absent: Autumn Bagley (excused), Patrick Henry (absent).

Staff: Lori TerBush, Recording Secretary.

**Meeting was called to order at 1:01 p.m. by Chair, Claudnyse Holloman.**

**1. Adoption of Agenda**

S. Schwartz moved to accept the agenda, supported by E. Rushing. *Motion carried.*

**2. Roll Call**

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

**3. Public Participation**

None

**4. Approval of February 23, 2024, Board Minutes**

M. Wright moved to approve the February 2024 minutes, supported by S. Schwartz. *Motion carried.*

**5. FY24 October 2023-September 2024 Financial Packet (complete packet on file with minutes)**

**a. February 2024**

G. Chipman reviewed the February financial packet, which was discussed in detail. Total revenue for February 2024 was \$511,673 compared to budget of \$556,050. Total expenses for February were \$498,320 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 260 for February compared to a budget of 250. The Medicaid eligible encounters were 1,000 compared to the budget of 1,318. The total cost per encounter was \$307 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 Burton location was reviewed and discussed.

**J. Hardman moved to approve the February financials, supported by B. Thomas. *Motion carried.***

**6. Quality and Safety Summary**

**a. February 2024 Quality Meeting Minutes**

The February 2024 quality meeting minutes were discussed in detail. The GCHC quarterly patient grievance summary was discussed. There were no specific safety activities during this report period. At the upcoming all-staff meeting in May, both Matt Kreuger and Sgt. Howard will provide information regarding weapons in the workplace and other related topics. J. Troop updated the committee on the recent elimination of the full-time security guards at both the Flint and Burton locations. These full-time positions were created during COVID to assist with screening patients.

**B. Thomas moved to approve the February 2024 Quality Minutes, supported by E. Rushing. *Motion carried.***

**7. Personnel Committee**

S. Schwartz noted that the committee meets quarterly and has not met since the last board of directors meeting. S. Schwartz reminded everyone that we need additional patient board members to keep us at the 51% ratio. J. Troop informed the board that P. Henry submitted his board resignation via email, he indicated was not renewing his GHS board membership that was ending 04/31/2024 and would also like to end his affiliation with GCHC board as of that date.

**8. Strategic Planning Committee**

J. Troop stated the committee has not met since the last meeting. The committee is still working on revising the co-applicant agreement.

**9. Marketing and Outreach**

J. Troop stated that she met with TownSquare Media to review the monthly report and our numbers continue to look good. The Genesee Community Health Center's Overall Campaign Performance report is included in the packet.

**10. Executive Director's Report**

J. Troop noted that the payer mix is changing. Comparing October 1, 2022 thru February 28, 2023 70% of patient mix was Medicaid, 18% Medicare and 9% private (commercial) insurance. October 1, 2023 thru February 29, 2024 the mix has changed to 64% Medicaid, 20% Medicare with 13% private (commercial) insurance. This has significant impact on our revenue as identified in the financial statements. GCHC does have a health navigator that assists patients in obtaining insurances or referring to other community resources for assistance. We continue to monitor and adjust expenses as necessary.

We have submitted our UDS report. We are submitting a SAMSHA grant for SBIRT services with a focus on Children and Homelessness populations including adolescent SUD referrals. We are submitting an extension for the COVID Relief grant as we still have unspent dollars

available. Dr. Phung has turned in his resignation for July 2024. We are currently looking for a new medical director.

**12.**     **OSV!**

We have submitted our UDS report before the deadline. The date has been reviewed by our auditor, questions were asked and we have resubmitted with the requested information. This is one of our program requirements so important that we ensure compliance with submission timelines and respond to any questions regarding the data.

**13.**     **Adjourn**

The meeting adjourned at 1:39 pm.

**E. Rushing moved to adjourn, supported by S. Schwartz. *Motion carried.***

*Respectfully submitted by* Lori TerBush, Administrative Assistant

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C. Holloman, Chair, Board of Directors, Genesee Community Health Center