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

*Board Members Present:* Steven Schwartz, Michael Wright and Autumn Bagley.

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

*Excused/Absent:* Tabitha Neff.

*Staff:* Lori TerBush, Recording Secretary.

**Meeting was called to order at 1:00 p.m. by Chair, Claudnyse Holloman.**

1. **Adoption of Agenda**

A. Bagley moved to accept the agenda, supported by E. Rushing.  *Motion carried.*

1. **Roll Call**

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

1. **Public Participation**

None

1. **Approval of March 22, 2024, Board Minutes
J. Hardman moved to approve the March 2024 minutes, supported by E. Rushing*.* *Motion carried.***
2. **FY24 October 2023-September 2024 Financial Packet (complete packet on file with minutes)**

**a. March 2024**

G. Chipman reviewed the March financial packet, which was discussed in detail. Total revenue for March 2024 was $487,382 compared to budget of $556,050. Total expenses for March were $487,290 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 172 for March compared to a budget of 250. The Medicaid eligible encounters were 844 compared to the budget of 1,318. The total cost per encounter was $343 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.

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

**6.** **Annual Election**

 The annual elections for board members was held. A. Essenberg, E. Rushing and C.

 Holloman were all reelected to the board of directions.

 **M. Wright moved to approve the annual elections with C. Holloman obstaining,**

 **supported by S. Schwartz. *Motion carried.***

Voting on positions with the board of directors was held.

 **Chair – C. Holloman**

 **Vice Chair – A. Bagley**

 **Secretary – S. Schwartz**

 **Treasure – M. Wright**

B. Thomas requested to be part of the personnel committee.

 **A. Essenberg moved to approve the positions within the board of directors, supported**

 **by E. Rushing. *Motion carried.***

**7. Quality and Safety Summary**

* 1. **March 2024 Quality Meeting Minutes**

The March 2024 quality meeting minutes were discussed in detail. The GCHC quarterly patient grievance summary was discussed. There were three internal safety incidents reported this quarter. Two were related to vaccines and one to communication. Dr. Phung, Mallory and Latasha reviewed the information with the staff. Additional training will occur related to vaccines in April. No additional follow-up is indicated once the training has been completed.

**M. Wright moved to approve the March 2024 Quality Minutes, supported by B. Thomas. *Motion carried.***

**8. Personnel Committee**

S. Schwartz noted that the committee met yesterday. There are no new grievance. The litigation over Covid has now been settled. P. Henry has resigned from the GCHC board of directors.

**M. Wright moved to approve the Personnel Committee minutes, supported by A. Bagley. *Motion carries.***

**9. Strategic Planning Committee**

J. Troop stated the committee has not met since the last meeting. J. Troop stated that she will have the co-applicant agreement changes within the next couple of weeks.

**10. 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.

**11. Executive Director’s Report**

J. Troop stated that we now have a full medical assistant team. Are visits are currently low but we are continuing to monitor and are reaching out to patients to increase these numbers. We are going to apply for a behavioral health service expansion grant, which is being granted to 330 grantees and would award us $600,000 in year one and $500,000 in year two. This would be good from 9/1/24 thru 9/30/26. Brian and Jean are discussing the budget. We have also submitted our SAMSHA grant.

**12. OSV!**

J. Troop stated that the scope of services relates to the HRSA form 5A, which states all services required of an FQHC, directly or provided based on the contrast. This is a requirement of the HRSA grant. GCHC either refers a patient for further care, such as prenatal care for pregnant patients or pays for care such as dental preventative. This aligns with our strategic planning.

 **13. Adjourn**

The meeting adjourned at 1:50 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