



**Finance Committee Meeting Minutes**  
*Friday, May 31, 2024*  
*12:00 p.m.*  
*Genesee Community Health Center*  
Via Zoom/In Person at CCIS

Committee Members in Person: M Wright

Committee Members via Zoom: S. Schwartz, A. Essenburg and C. Holloman

Staff Members: G. Chipman, GHS CFO, and J. Troop, GCHC Executive Director

Staff Members via Zoom: S. Sweet

Recording Secretary: J. Vinson, Administrative Assistant

Committee Meeting called to order at 12:02 p.m.

**1. Adoption of Agenda**

**M. Wright motioned to approve the agenda, supported by C. Holloman. *Motion carried***

**2. Public Participation**

None

**3. Approval of Minutes.**

**C. Holloman moved to approve April 26, 2024, minutes, supported by A. Essenburg. *Motion carried.***

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

**a. April 2024 Financials**

G. Chipman reviewed the April financial packet, which was discussed in detail. Total revenue for April 2024 was \$523,673 compared to the budget of \$556,050. Total expenses for April were \$519,744 compared to the budget of \$550,133. The balance sheet shows a good net position.

The Cost, Reimbursement & Productivity Statistics page was reviewed and discussed in detail. Unique Patient Count was 210 for April compared to a budget of 250. Medicaid eligible encounters were 1,040 compared to the budget of 1,318. Total encounters for the month were 1,763 compared to the budget of 1,716. The total cost per encounter was \$295 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.

Medicaid encounters are up for the month of April. Cost per encounter is down. Actual Productivity is up.

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

**C. Holloman moved to approve the April 2024 financials, supported by S. Schwartz. *Motion Carried.***

**5. Quality Charts**

**a. Chart total Kept Appointments for April 2024**

J. Troop presented and discussed the quality charts in detail for April 2024. Noting the total kept appointment numbers were up as noted by the higher number of encounters on the Productivity report and increased revenue from encounters. It was noted there were three additional work days in April for provider availability this year versus April 2023.

**6. Other**

**a. FY23 Annual Audit**

G. Chipman reviewed the annual audit report for GHS. A new auditing firm conducted this year's audit. G. Chipman reviewed the report and noted the areas related to the health center financials. Discussion followed.

**C. Holloman moved to receive audit results, supported by S. Schwartz. *Motion carried.***

**7. Adjourn**

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

Meeting adjourned at 1:01p.m.

*Respectfully submitted by JuWanda Vinson, Recording Secretary*