

**Finance Committee Meeting Minutes** *Friday, June 28, 2024*

*12:00 p.m.*

*Genesee Community Health Center Zoom/In Person at CCIS*

Committee Members in Person: M. Wright

Committee Members via Zoom: S. Schwartz and Angela Essenburg

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

Staff Members via Zoom: S. Sweet, GHS Senior Accountant, K. Hillman, Administrative Assistant

*Recording Secretary: J. Vinson, Administrative Assistant*

Committee Chair called meeting to order at 12:10 p.m.

1. **Adoption of Agenda**

**M. Wright motioned to approve the agenda, supported by Angela Essenburg. *Motion carried***

1. **Public Participation** None
2. **Approval of Minutes.**

**S. Schwartz moved to approve May 31, 2024, minutes, supported by A. Essenburg. *Motion carried.***

1. **FY24 October 2023-September 2024 Financial Packet (complete packet on file with minutes) a. May 2024 Financials**

G. Chipman reviewed the May financial packet, which was discussed in detail. Total revenue for May 2024 was $536,986 compared to the budget of $556,050. Total expenses for May were $531,152 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. The Unique

Patient Count was 155 for May compared to a budget of 200. Medicaid eligible encounters were 992 compared to the budget of 1,318. Total encounters for the month were 1,711 compared to the budget of 1,716. The total cost per encounter was $310 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 down for the month of May. Cost per encounter is down. Actual Productivity is up.

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

**S. Schwartz moved to approve the May 2024 financials, supported by A. Essenburg. *Motion carried.***

1. **Quality Charts** 
   1. **Chart total Kept Appointments for May 2024**

J. Troop presented and discussed the quality charts in detail for May 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.

1. **Other**

**Policy Review/Approval**

* 1. Review of the “Federal fund Payments and Distribution Policy” requested to put on hold until next month. Needs a few more revisions before approval.
  2. Review of the “Ability to Pay/Sliding Fee Policy”, a change was requested on page 3, to strike the language under the pharmacy section regarding uninsured diabetic patients.

**A. Essenburg moved to approve the policy with the noted change, supported by S. Schwartz. *Motion carried.***

1. **Adjourn**

**S. Schwartz moved to adjourn the meeting; supported by A. Essenburg *Motion carried.***

Meeting adjourned at 12:31p.m.

*Respectfully submitted by JuWanda Vinson, Recording Secretary*