

**GCHC BOARD OF DIRECTORS**

*Friday October 25, 2024*

*1:00 p.m.*

*Genesee Community Health Center*

*Via Zoom/In Person CCIS*

*Board Members Present via Zoom:* Elizabeth Rushing, Jorain Hardman, Tabitha Neff

*Board Members Present:* Michael Wright, Steve Schwartz, Bonita Thomas, Claudnyse Holloman, Melvin Eckles

*Staff Members Present:* Jean Troop, Executive Director, Glen Chipman, GHS CFO, Lisa Shumpert, Chief Compliance Officer

*Staff Members Present via Zoom:*

*Excused/Absent:* Angela Essenburg (excused), Autumn Bagley (excused)

*Staff:* Karen Hillman, Recording Secretary

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

1. **Adoption of Agenda**

**M. Wright moved to accept the agenda, supported by J. Hardman. *Motion carried.***

1. **Roll Call**

**The Chair called for roll call, all present, absent, and excused noted. Melvin Eckles introduced himself as a new board member. He is a family navigator with Involved Dads.**

1. **Public Participation**

**None**

1. **Board Spotlight**
2. **Approval of September 5, 2024 Board Minutes**

**M. Wright moved to approve the September 5, 2024, minutes, supported by S. Schwartz. *Motion carried.***

**6. Conflict of Interest**

L. Shumpert reviewed the Stands of Conduct policy, reminding all that every board member, officer, employee, contractor, or locum tenens of GCHC is responsible for ensuring that his or her conduct is consistent with GCHCs policies and procedures, and with generally accepted standards of professionalism, courtesy, and respect.  Board members must also abide by the standards set in the Board Members Conflict of Interest policy and attestation policy for GCHC.  No board member, officer, employee, contractor, or locum tenens of GCHC may solicit or accept gifts, gratuities, favors or anything of value from contractors or potential contractors of GCHC.  The board of directors recognizes the integrity that includes confidentiality and HIPPA compliance while maintaining GCHC’s reputation.  If anyone has questions, please contact L. Shumpert.  The ethics hotline and L. Shumpert’s information are available on GHS website or can be provided if needed.  Consumers can also contact L. Shumpert if they have any questions or concerns.  All board members sign and date a confidentiality agreement every year.  Forms were provided to members at the meeting today.  

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

**a. August 2024 Financials**

G. Chipman reviewed the August financial packet, which was discussed in detail. Total revenue for August 2024 was $493,790 compared to the budget of $556,050. Total expenses for August were $491,985 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 149 for August compared to a budget of 200. Medicaid eligible encounters were 860 compared to the budget of 1,318. Total encounters for the month were 1,609 compared to the budget of 1,716. The total cost per encounter was $306 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 and the Deferred Revenue sheet was reviewed and discussed.

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

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

**b.September 2024 Financials**

G. Chipman reviewed the September financial packet, which was discussed in detail. Total revenue for September 2024 was $500,066 compared to the budget of $556,050. Total expenses for September were $499,096 compared to the budget of $550,137. 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 111 for September compared to a budget of 200. Medicaid eligible encounters were 789 compared to the budget of 1,318. Total encounters for the month were 1,438 compared to the budget of 1,716. The total cost per encounter was $347 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 and the Deferred Revenue sheet was reviewed and discussed.

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

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

**c. FY25 Budget**

G. Chipman presented the 2025 proposed budget. Changes in Contract Labor and Community Outreach/Marketing were discussed. Four existing grants for the 2025 budget were discussed.

**M Wright moved to approve the 2025 Budget, supported by S. Schwartz. *Motion carried.***

1. **Quality and Safety Summary**

The September 2024 Quality Committee meeting minutes were discussed in detail. Quarterly Collaborating Provider Chart Review was reviewed by Dr Phung and M. Campbell. Clinic has been adhering to required guidelines, with some focus on documentation improvement.

S. Wood noted that the clinic has received CHQR Badges for HRSA HIT and Quality Leader. Quality Leader improved from bronze badge to silver badge. No policies for review or approval.

J. Troop mentioned that MCHN meet last week, hypertension requirements passed audit.

**B. Thomas moved to approve the September 2024 Quality Committee minutes, supported by S. Schwartz. *Motion carried.***

1. **Personnel Committee**

S. Schwartz reported that the committee meet October 24, 2024. No new compliance issues. J. Troop advised clinic is fully staffed but will need to hire a Behavioral Health Coordinator due to R. Lewis leaving the clinic. The committee is still looking for community board members, J. Troop may have another applicant.

1. **Executive Director's Report**

**11. OSV!**

**12. Adjourn**

The meeting adjourned at 2:28 p.m.

**M. Wright moved to adjourn, supported by S. Schwartz. *Motion carried.***

*Respectfully submitted by: Karen Hillman,* Administrative Assistant

*Signature on file:* C. Holloman, Chair, Board of Directors, Genesee Community Health Center