



## **GCHC BOARD OF DIRECTORS**

*Friday November 22, 2024*

*1:00 p.m.*

*Genesee Community Health Center*

*Via Zoom/In Person CCIS*

*Board Members Present via Zoom:* Jorain Hardman, Tabitha Neff, Bonita Thomas

*Board Members Present:* Michael Wright, Steve Schwartz, Claudnyse Holloman, Melvin Eckles, Autumn Williams

*Staff Members Present:* Jean Troop, GCHC CEO, Glen Chipman, GHS CFO

*Staff Members Present via Zoom:*

*Excused/Absent:* Angela Essenburg (excused), Elizabeth Rushing (Absent)

*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.***

**2. Roll Call**

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

**3. Public Participation**

None

**4. Board Spotlight**

**5. Approval of October 25, 2024 Board Minutes**

**J. Hardman moved to approve the October 25, 2024, minutes, supported by S. Schwartz. *Motion carried.***

C. Holloman asked that the October minutes be amended to remove the Board Spotlight details due to personal information.

**M. Wright moved to approve October 25, 2024, amendment, supported by J. Hardman. *Motion carried.***

**6. FY24 October 2024-September 2025 Financial Packets (complete packet on file with minutes)**

**a. October Financials**

G. Chipman reviewed the October financial packet, which was discussed in detail. Total revenue for October 2024 was \$487,243 compared to the budget of \$523,575. Total expenses for October were \$481,983 compared to the budget of \$518,789. 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 1,238 for October compared to a budget of 750. Medicaid eligible encounters were 1,079 compared to the budget of 1,318. Total encounters for the month were 1,794 compared to the budget of 1,716. The total cost per encounter was \$269 compared to a budget of \$302. 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.

**b. Charge Master Update**

J. Troop reviewed the current Charge Master, methodology used to calculate and requested updates to current rates to capture commercial payer rates along with keeping in line with prevailing rates. Indicating this is reviewed at least every 3 years. The information was discussed in detail, C. Holloman requested the rates be reviewed every 2 years moving forward.

**M Wright moved to approve the October 2024 financials and Charge Master Updates, supported by S. Schwartz. *Motion carried.***

**7. Quality and Safety Summary**

The October 2024 Quality Committee meeting minutes were reviewed in detail. Noting Quarterly Collaborating Provider Chart Review Summary, Quarterly UDS report and Tobacco Cessation report, and QI project for Flu Vaccine Competition.

**M. Wright moved to approve the October 2024 Quality Committee minutes, supported by T. Neff. *Motion carried.***

**8. Personnel Committee**

S. Schwartz reported that the committee has not meet since the last BOD meeting. Next meeting is January 2025.

Current Board members due for renewal. M. Wright expired 10/31/2024. J. Hardman and S. Schwartz expire 01/31/2025.

**T. Neff moved to approve M. Wright, J. Hardman. S. Schwartz BOD member renewal, supported by B. Thomas. *Motion carried.***

**9. Executive Committee**

C. Holloman reported that J. Troop self-evaluation was completed. J. Troop title was approved to transition from Executive Director to Chief Executive Officer. The GCHC BOD thanked J. Troop for her commitment and support to the BOD. Special thank you from the Executive Committee for the time and effort J. Troop put into her self-evaluation.

**10. CEO Report**

J. Troop informed that a new social worker will be starting the end of November to replace the position of R. Lewis at CCIS. J. Troop also informed that L. Roth completed training to complete FASD exams. She will be partnering with the Neuropsych team at CCIS to provide the medical exam for these Fetal Alcohol Syndrome Disorder patients.

J. Troop discussed the job description of the new financial position. J. Troop asked that the approved title be rescinded from Grant/Compliance Officer and changed to Finance Director or something similar to reflect need of that position. Details regarding the job description was discussed. The position should be posting soon.

**A.Essenbug moved to approve title change, supported by T. Neff. Motion carried.**

J. Troop discussed the marketing report from Townsquare August 2023- September 2024. Campaign did well. There were 786 total more encounters than the previous year.

**11. OSV!**

J. Troop noted there were two Board Authority areas covered during this meeting. Charge Master which needs to be reviewed by the Board at least every 3 years for compliance. Based on discussion this will be changed to every 2 years going forward. Along with the annual review of the CEO. As part of the By-Laws the CEO should have an annual evaluation. The evaluation was detailed, which is the intent of HRSA compliance, to ensure not just “rubber stamping” the process. The board is completing their responsibility within the Board Authority portion of the compliance manual as demonstrated by these two items completed during this board meeting.

**12. Adjourn**

The meeting adjourned at 1:55 p.m.

**J. Hardman moved to adjourn, supported by M. Wright. Motion carried.**

*Respectfully submitted by: Karen Hillman, Administrative Assistant*

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