



GCHC BOARD OF DIRECTORS

Friday, January 31, 2025

1:00 pm

Genesee Community Health Center

Via Zoom/In Person CCIS

Board Members Present via Zoom: Jorain Hardman, Angela Essenburg, Tabitha Neff, Autumn Willams, Bonita Thomas

Board Members Present: Melvin Eckles, Claudnyse Holloman, Steven Schwartz

Staff Members Present: Jean Troop, GCHC CEO, Glen Chipman, GHS CFO, Karen Hillman, Recording Secretary

Staff Members Present via Zoom:

Excused/Absent: Elizabeth Rushing (Unexcused), Sandra Sweet (Excused), Michael Wright (Excused)

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

1. Adoption of Agenda

S. Schwartz moved to accept the agenda, supported by M. Eckels. *Motion carried.*

2. Roll Call

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

3. Public Participation

None

4. Board Spotlight (Chair)

5. Approval of December 20, 2024, Board Minutes

A. Essenburg moved to approve the December 20, 2024, minutes, supported by S. Schwartz. *Motion carried.*

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

a. November 2024 Financials

G. Chipman reviewed the November financial packet, which was discussed in detail. Total revenue for November 2024 was \$454,225 compared to the budget of \$523,575. Total expenses for November were \$452,609 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 598 for November compared to a budget of 750. Medicaid eligible encounters were 700 compared to the budget of 1,105. Total encounters for the month were 1,416 compared to the budget of 1,665. The total cost per encounter was \$320 compared to a budget of \$312. 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.

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

b. December 2024 Financials

G. Chipman reviewed the December financial packet, which was discussed in detail. Total revenue for December 2024 was \$432,530 compared to the budget of \$523,575. Total expenses for December were \$432,339 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 314 for December compared to a budget of 750. Medicaid eligible encounters were 696 compared to the budget of 1,105. Total encounters for the month were 1,226 compared to the budget of 1,665. The total cost per encounter was \$353 compared to a budget of \$312. 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.

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

7. Quality and Safety Summary

The December 2024 Quality Committee meeting minutes were discussed in detail. J. Troop reviewed the Collaborating Provider Chart Review Summary and the Provider Peer Review Summary. All reviews showed no major issues, charts are in compliance. Quarterly Internal Safety/Incident Summary was reviewed. Two incidents were report involving Communication/Documentation and Medication Error. Appropriate follow-up occurred with no additional follow-up needed. Flu Competition was discussed. The goal of 375 doses of flu vaccine has been surpassed and staff will continue to administer vaccines throughout the next few months. No policies were up for review. J. Troop advised memo for new social worker Heather Hale was approved to send to board. J. Troop informed the Yearly Quality Calendar 2025 was reviewed and approved.

M. Eckles moved to approve the December 2024 Quality Committee minutes, supported by T. Neff. Motion carried.

8. Personnel Committee

S. Schwartz informed the committee met 01/30/2025. Nothing new to report, compliance is good, no new grievances, no new board applications. S. Schwartz did stress that the board does need to recruit new members and asked that everyone take that into consideration. Next meeting April 24, 2025.

9. CEO Report

J. Troop advised that a Year in Review was done on the Strategic Plan FY24 at the December All Staff meeting. Supervisors of each department highlighted Strengths/Weaknesses, Opportunities/Threats, Challenges and Perseverance. J. Troop updated board on progress of the Center Rd addition. Construction is moving forward and is as scheduled. J. Troop informed that considerations were being taken regarding the Political Executive Orders, GCHC will stay in compliance and is working through the challenges. C. Holloman recommended that wording be modified regarding diversity on social media and in documents during the pause with Executive Orders, stressing that it would still be a focal point, but not highlighted.

S. Schwartz moved to approve wording edits, supported by M. Eckels. *Motion carried.*

10. OSV

No new reports

11. Adjourn

The meeting adjourned at 1:47 pm

S. Schwartz moved to adjourn, supported by T. Neff. *Motion carried.*

Respectfully submitted by Karen Hillman, Administrative Assistant

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

