



**Board of Directors**  
**Meeting Minutes**  
*Friday, February 28, 2025*  
*1:00 P.M.*  
*Genesee Community Health Center*  
*Via Zoom/In Person CCIS*

**Board Members Present:** Claudnyse Holloman, Michael Wright, Autumn Williams, Bonita Thomas, Melvin Eckles

**Board Members via Zoom:** Steve Schwartz, Jorain Hardman, Angela Essenburg, Tabitha Neff, Elizabeth Rushing

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

**Staff Members via Zoom:**

**Excused/Absent:** Sandra Sweet (Excused)

**Meeting 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 A. Williams. *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 January 31, 2025, BOD Minutes**

A. Williams moved to approve January 31, 2025, minutes, supported by A. Essenburg. *Motion carried.*

M. Wright asked that the January 31, 2025, BOD minutes be amended to show that he was an excused absence.

S. Schwartz moved to approve the amendment to January 31, 2025 minutes, supported by M. Wright. *Motion carried.*

**6. FY25 October 2024- September 2025 Financial Packet (complete packet on file with the minutes)**

a. January 2025 Financial

G. Chipman reviewed the January financial packet, which was discussed in detail. Total revenue for January 2025 was \$517,311 compared to the budget of \$523,575. Total expenses for January were \$513,161 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 299 for January compared to the budget of 250. Medicaid eligible encounters were 922 compared to the budget of 1,105. Total encounters for the month were 1,665 compared to the budget of 1,665. The total cost per encounter was \$308 compared to the budget of \$312. The cost per encounter varies due to the variable cost 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 January 2025 financials, supported by B. Thomas. *Motion carried.***

**b. Sliding Fee Scale 2025**

J. Troop reviewed the proposed 2025 Sliding Fee Scale. There were no changes to the Category Codes or amounts and the nominal fee remains \$0. The Client Responsibility for Major Dental Services line was requested to be removed since restorative dental was removed from Scope of Services in October 2024. The Federal Poverty Guidelines were updated to reflect 2025 rates.

**M. Wright moved to approve the 2025 Sliding Fee Scale, supported by B. Thomas. *Motion carried.***

**7. Quality and Safety Summary**

The January 2025 Quality Committee meeting minutes were reviewed in detail.

J. Troop noted the reports that were included in the packet.

M. Wright discussed the February 2025 meeting. Lindsey Roth, NP presented a Decreasing No Show Rate project. No show rates were reviewed and compared to national averages. The project implemented an action plan to improve numbers. This did seem to decrease the no show numbers, improving patient count. Overall, the project did show some need for improvement in no show procedure. The Quarterly Patient Grievance and Complaints Summary was reviewed. There were 8 complaints. One complaint investigated with no bases. There were no written grievances. Safety activities for Biannual August-January was reviewed. All are up to date, presented at the monthly All Staff meetings. No policy or credentialing done. The annual MPCA Azara User Group Meeting Presentation was discussed. GCHC placed first in the Micro Centers (reports determined by clinic size) and third Top Performer based on 13 UDS measures.

**M. Wright moved to approve the January 2025 Quality Committee minutes, supported by M. Eckles. *Motion carried.***

**8. CEO Report**

J. Troop introduced Lawanda Freeman as the new Director of Financial Management and Grant Compliance, starting March 10, 2025.

J. Troop reviewed the Annual Prospective Payment Rate Update. MDHHS approved the prospective payment rate for 2025 at \$243.42, compared to last year's rate of \$196. J. Troop reassured that GCHC is continuing to follow Executive Orders while still providing services. Medicaid funds are being monitored, no new HRSA grants are to be expected, and we will continue looking into alternative funding.

**9. OSV!**

J. Troop discussed the 2025 Sliding Fee Scale and the role of the board in reviewing and approving this on an annual basis as part of board authority. In addition any nominal fee discussions should occur to ensure that cost is not a barrier to care. As of now, GCHC does not have a nominal fee, since the board determined to set that at \$0 several years ago.

**10. Adjourn**

**M. Wright moved to adjourn, supported by A. Williams. *Motion carried.***

The meeting adjourned at 1:40 P.M.