



**Finance Committee
Meeting Minutes**
*Friday, January 31, 2025
12:00 p.m.
Genesee Community Health Center
Zoom/In Person at CCIS*

Committee Members in Person: S. Schwartz

Committee Members via Zoom: C. Holloman, A. Essenburg

Committee Members Absent/Excused: M. Wright (Excused), S. Sweet (Excused)

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

Staff Members via Zoom:

Recording Secretary: K. Hillman, Administrative Assistant

C. Holloman called meeting to order at 12:03 p.m.

- 1.** **Adoption of Agenda**
S. Schwartz motioned to approve the agenda, supported by C. Holloman. *Motion carried*

- 2.** **Public Participation** None

- 3.** **Approval of Minutes**
S. Schwartz moved to approve November 22, 2025, minutes, supported by C. Holloman. *Motion carried.*

- 4.** **FY24 October 2024-September 2025 Financial Packet (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.

6. Quality Charts

a. Chart Total Kept Appointments for November 2024

J. Troop presented and discussed the quality charts in detail for November 2024. Noting the total kept appointment numbers were up compared to 2023 as noted by the higher number of encounters on the Productivity report and increased revenue from encounters.

b. Chart Total Kept Appointments for December 2025

J. Troop presented and discussed the quality charts in detail for December 2024. Noting the total kept appointment numbers compared to 2023.

J. Troop did review a comparison of the Cost, Reimbursement & Productivity Stats page of unique patient counts and encounter counts by providers over a three year period. Noting the numbers for unique patients were trending up to pre-pandemic levels and encounter per day counts were increasing.

7. Adjourn

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

Meeting adjourned at 12:29 p.m.

Respectfully submitted by Karen Hillman, Recording Secretary