

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

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

Board Members Via Zoom: Angela Essenburg, Tabitha Neff

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

Staff Members Via Zoom: Sandra Sweet

Excused/Absent: Bonita Thomas, Elizabeth Rushing

Meeting called to order at 1:00 P.M. by Chair, Claudnyse Hardman

1. Adoption of Agenda

J. Hardman moved to accept agenda, supported by S. Schwartz. *Motion carried.*

2. Roll Call

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

3. Public Participation

None.

4. Approval of February 28, 2025, BOD Minutes

S. Schwartz moved to approve February 28, 2025, minutes, supported by A. Williams. *Motion carried.*

5. Marketing

M. Brown provided a PowerPoint presentation on overall marketing strategy looking at procedures and communication updates. M. Brown explained the different types of marketing communication and media types, and what GCHC is currently utilizing. M. Brown assured moving forward that communications would be more structured, a budget would be established. GCHC would benefit from focusing on community events/speaking as “free” advertising, which will be researched more. Overall, lots happening with the help of the team.

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

a. February 2025 Financial

G. Chipman reviewed the February financial packet, which was discussed in detail. Total revenue for February 2025 was \$454,065 compared to the budget of \$523,575. Total expenses for February were \$407,684 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 214 for February compared to the budget of 250. Medicaid eligible encounters were 736 compared to the budget of 1,105. Total encounters for the month were 1,328 compared to the budget of 1,665. The total cost per encounter was \$307 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.

A. Williams moved to approve the February 2025 financials, supported by M. Eckles. *Motion carried.*

7. Quality and Safety Summary

The February 2025 Quality Committee meeting minutes were reviewed in detail. J. Troop noted the reports that were included in the packet.

J. Troop discussed the March 2025 meeting. Provider Collaboration and Peer Review was completed and reported. Internal Safety/Incident summary provided. There were 2 medication issues noted. Both were minor and followed up with education. MCHN Quality results from 2024 were discussed and presentation provided showing GCHC, as a micro center did well in improving quality. Reviewed the presentation that Lindsey Roth, NP, presented at the prior meeting on 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 the no show procedure.

S. Schwartz moved to approve the February 2025 Quality Committee minutes, supported by J. Hardman. *Motion carried.*

8. CEO Report

J. Troop informed that GCHC is continuing to monitor the Executive Orders. Not much has changed. Funding continues as normal, will continue to look at alternative sources

funding. J. Troop advised that GCHC has submitted an RFP application with Genesee County Jail for medical services in participation with GHS for BH services. She will update as needed.

9. OSV

J. Troop discussed the fiscal responsibility of the board and keeping in compliance with funding requirements. Annually we are required to submit both Medicare and Medicaid Cost Reports, which help to reconcile the wrap around funding. Both of these reports were submitted by their deadlines. Therefore meeting requirements and this is the notification to the board that they have been completed and submitted.

C. Holloman moved to acknowledge the cost reports were submitted, supported by M. Wright. *Motion carried.*

10. Adjourn

The meeting was adjourned at 1:57 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