



**Board of Directors**  
**Meeting Minutes**  
*Friday, May 30, 2025*  
*1:00 P.M.*  
*Genesee Community Health Center*  
*Via Zoom/In Person CCIS Rm 108*

**Board Members Present:** Claudnyse Holloman, Melvin Eckles, Steve Schwartz, Micheal Wright

**Board Members via Zoom:** Angela Essenburg, Tabitha Neff, Autumn Williams Jorain Hardman, Bonita Thomas

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

**Staff Members via Zoom:** Sandra Sweet, Accounting Manager

**Excused/Absent:** Elizabeth Rushing (Absent)

**Meeting 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. Wright.  
*Motion carried.*

**2. Roll Call**

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

**3. Public Participation**

None.

**4. Approval of April 25, 2025, BOD Minutes**

S. Schwartz moved to approve April 25, 2025, minutes, supported by M. Wright.  
*Motion carried.*

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

**a. April 2025 Financial**

G. Chipman reviewed the April financial packet, which was discussed in detail. Total revenue for April 2025 was \$507,542 compared to the budget of \$523,575. Total expenses for April were \$458,343 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 157 for April compared to the budget of 250. Medicaid eligible

encounters were 852 compared to the budget of 1,105. Total encounters for the month were 1,523 compared to the budget of 1,665. It was noted that we did reach 3,036 unique patients to date, which shows increase from prior years and trending up towards pre-pandemic numbers. The total cost per encounter was \$301 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 April 2025 financials, supported by M. Eckles.**

***Motion carried.***

**b. FY24 Audit**

G. Chipman provided a summary of the FY24 Audit report and noted it was reviewed in detail in the finance committee. The report indicates there were no findings or internal control issues noted. There was discussion.

**S. Schwartz moved to accept the FY24 Audit report, supported by B. Thomas.**

***Motion Carried.***

**6. Quality Committee**

The April 2025 Quality Committee meeting minutes were reviewed in detail. M. Wright noted the UDS Quarter report was included in the packet. During the May meeting the committee reviewed the Credentialing policy/procedure, only change was the timeframe for re-credentialing changed from 2 years to 3 years. The policy would be coming to the board next month for review.

**7. CEO**

J. Troop noted importance of monitoring how the legislation was moving through the House and potential impacts to Medicaid. Since it could impact revenue watching it closely and looking for other grants or potential sources of revenue to continue operations. Currently health center in a good financial position, but important to understand potential impacts. Board members agreed to all complete a short video with Marketings help on the “why” they became a board member of the health center. These will be posted on the website and social media. a call to action may be needed from the board. She will advise further as needed.

**8. OSV**

J. Troop noted that as part of the fiscal responsibility of the board, an annual audit must be conducted and board review and accept. Today, this audit was reviewed, discussed and accepted by all of you. This meets the obligation for that fiscal responsibility. Making sure that we utilize the funds appropriately, recording them using standard accounting methods, and following our policies and procedures.

**9. Adjourn**

The meeting was adjourned at 1:36 P.M.