



Board of Directors
Meeting Minutes
Friday, July 27, 2025
1:00 P.M.
Genesee Community Health Center
Via Zoom/In Person CCIS

Board Members Present: Michael Wright, Melvin Eckles, Steve Schwartz, Jorain Hardman

Board Members via Zoom: Claudnyse Holloman, Tabitha Neff, Elizabeth Rushing

Staff Members Present: Jean Troop, GCHC CEO, Glen Chipman, GHS CFO, Karen Hillman, A.A. recording secretary.

Staff Members via Zoom: Sandra Sweet, Accounting Managers

Excused/Absent: Autumn Williams (Excused), Angie Essenburg (Excused), Bonita Thomas (unexcused)

Meeting called to order at 1:00 P.M. by Treasure, Michael Wright.

1. Adoption of Agenda

E. Rushing moved to accept the agenda, supported by S. Schwartz. *Motion carried.*

2. Roll Call

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

3. Public Participation

None.

4. Approval of June 27, 2025, BOD Minutes

E. Rushing moved to approve June 27, 2025, minutes, supported by S. Schwartz.
Motion carried.

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

a. June 2025 Financials

G. Chipman reviewed the June financial packet, which was discussed in detail. Total revenue for June 2025 was \$453,843 compared to the budget of \$523,575. Total expenses for June were \$404,082 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 123 for June compared to the budget of 200. Medicaid eligible encounters were 840 compared to the budget of 1,105. Total encounters for the month were 1,471 compared to the budget of 1,665. The total cost per encounter was \$275 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. Eckles moved to approve the June 2025 financials, supported by E. Rushing. *Motion carried.*

b. FY25 GCHC Grant Year Budget

G. Chipman presented the FY25 Grant Year Budget. HRSA requires a review of the budget May 2025-April 2026. There has been no change to the base grant. Projected surplus is \$229,524. The grant year budget is submitted to HRSA as part of the annual Non-Compete Continuation Report (NCC) or Service Area Competition Report (SAC) depending on the year. This is a SAC year.

J. Hardman moved to approve the FY25 GCHC Grant Year Budget, supported by M. Eckles. *Motion carried.*

c. GHS Single Audit

G. Chipman discussed the 2024 Single Audit. This is a required component of our HRSA federal award. Financial auditors review the grant program for overall compliance and make recommendations. There had been a couple previous findings which were reviewed and corrected. The full audit report is included in the packet. The audit demonstrated no evidence of the identified compliance issues from last year and no new findings. Fully compliant single audit.

E. Rushing moved to approve GHS Single Audit, supported by S. Schwartz. *Motion carried.*

6. Quality and Safety Summary

a. QI May 2025 Minutes

J. Troop discussed in detail the May 2025 Quality and Safety minutes. The biannual patient satisfaction survey was reviewed. Minutes were included in the packet.

E. Rushing moved to approve the May 2025 Quality Committee minutes, supported by J. Hardman. *Motion carried.*

b. Credentialing Policy

J. Troop presented the Credentialing Policy. It was explained how verification takes place and the use of the National Practitioner Data Bank (NPDB) website. The board was asked to approve changing re-credentialing from every two years to every three years. Credentialing Policy included with packet.

E. Rushing moved to approve the Credentialing Policy, supported by J. Hardman. *Motion carried.*

c. QI June 2025 Minutes

J. Troop discussed in detail June 2025 Quality and Safety minutes. Quarterly Patient Grievance and Complaints, Collaborating Provider Chart Review, Quality Peer Review, and Internal Safety/Incident Report summary were all reviewed. Reports included in the packet.

E. Rushing moved to approve the June 2025 Quality Committee minutes, supported by J. Hardman. *Motion carried.*

7. CEO (J. Troop)

J. Troop discussed the passing of the “Big Beautiful Bill” and how it will impact Medicaid. GCHC will continue to monitor cuts and restrictions and the impact they will have. J. Troop provided an update on the status of the Center Rd addition. The entry door has been moved, along with the front desk and check in areas. The mobile unit can be utilized if needed for any closures. J. Troop informed that GCHC has a new funding opportunity. An application was submitted and awarded from the Continuation of Care (COC), helping the unhoused community known as Housing Assessment and Resource Agency (HARA), currently being run by Catholic Charities. New staff will need to be hired. This will give GCHC the opportunity to coordinate efforts to provide shelter, work with landlords and get clients the resources that are needed as well as provide an opportunity for additional patients for the health center.

J. Troop advised that Marketing and Outreach has been working on several events for GCHC. Soberfest was June 20, 2025, and Health Coaches attended that event. Patient Appreciation Day is August 6, 2025. About \$7,000 was raised in donations for the event. There will be about 20 vendors, music, food, games and prizes. The Board of Director members were invited. Additionally, Employee Appreciation Day is Friday, August 8th at 1pm. Planning lunch and games. The Board of Directors are also invited to attend.

8. OSV! (J. Troop)

No OSV this month.

9. Adjourn

Meeting was adjourned at 1:45.

Respectfully submitted by Karen Hillman, A.A., Recording Secretary

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