



**Finance Committee
Meeting Minutes**

Friday, July 25, 2025

12:00 P.M.

Genesee Community Health Center

Via Zoom/Conf. Rm 108

Committee Members in Person: Michael Wright, Melvin Eckles, Jorain Hardman

Committee Members via Zoom: Steve Schwartz

Committee Members Absent/Excused: Claudnyse Holloman(excused)

Staff Members: Jean Troop, GCHC CEO, Glen Chipman, GHS CFO, Karen Hillman, AA, Recording Secretary

Staff Members via Zoom: S. Sweet, Accounting Manager

Committee Chair called meeting to order at 12:00 P.M.

1. Adoption of Agenda

M. Eckles motioned to approve the agenda, supported by J. Hardman. *Motion carried.*

2. Public Participation

None

3. Approval of Minutes

S. Schwartz moved to approve May 30, 2025, minutes, supported by M. Eckles. *Motion carried.*

4. FY24 October 2024- September 2025 Financial Packet (complete packet on file with 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. There was discussion regarding the decrease in unique patient count. 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 financial packet, supported by J. Hardman. *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.

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

S. Schwartz moved to approve GHS Single Audit, supported by M. Eckles. Motion carried.

5. Quality Charts

a. Finance May24-25 Comparison Kept Appts

J. Troop presented and discussed the quality charts in detail for May 2024-2025. Noting the total kept appointment numbers were down in May 2025 compared to 2024 due to some providers having time off.

b. Finance Weekly Kept Appts May 2025

J. Troop presented and discussed the quality charts in detail for May 2025.

c. June 2025 Weekly Kept Appts

J. Troop presented and discussed the quality charts in detail for June 2025.

d. Monthly Kept Appt June 2024-25 Comparison

J. Troop presented and discussed the quality charts in detail for June 2024-2025. Noting the total kept appointment numbers were slightly improved for June 2025 compared to June 2024.

6. Adjourn

Meeting adjourned at 12:37 P.M.

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

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

