



**Board of Directors
Meeting Minutes**
*Friday, August 29, 2025
1:00 P.M.
Genesee Community Health Center
Via Zoom/In Person CCIS*

Board Members Present: Claudnyse Holloman, Melvin Eckles, Steve Schwartz

Board Members via Zoom: Tabitha Neff, Elizabeth Rushing, Jorain Hardman, Autumn Williams, Bonita Thomas, Angie Essenburg

Staff Members Present: Jean Troop, GCHC CEO, Karen Hillman, E.A. recording secretary.

Staff Members via Zoom: Glen Chipman, GHS CFO

Excused/Absent: Michael Wright (excused), Sandra Sweet (excused)

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 E. Rushing. *Motion carried.*

2. Roll Call

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

3. Public Participation

None.

4. Approval of July 27, 2025, BOD Minutes

M. Eckles moved to approve July 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. July 2025 Financials

G. Chipman reviewed the July financial packet, which was discussed in detail. Total revenue for July 2025 was \$471,033 compared to the budget of \$523,575. Total expenses for July were \$466,550 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 102 for July compared to the budget of 200. Medicaid eligible encounters were 797 compared to the budget of 1,105. Total encounters for the month were 1,476 compared to the budget of 1,665. The total cost per encounter was \$316 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.

S. Schwartz moved to approve the July 2025 financials, supported by B. Thomas.
Motion carried.

b. Quality Charts

Finance mtg wkly kept appts July 2025

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

Finance Monthly Kept Appts Comparison July 24-25

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

7. Quality and Safety Summary

The July 2025 Quality Committee meeting minutes were reviewed in detail, see attached report. There were no new policies to review. J. Troop mentioned the 2025 MCHN Focus measures. UDS Quality Badges were awarded for 2025 including the new measures of DM and HTN.

A. Williams moved to approve the July 2025 Quality Committee minutes, supported by M. Eckles. Motion carried.

8. Additional

a. FY26 October 1, 2025 – September 31, 2026 Monthly Schedule

C. Holloman motioned to change the Finance meetings to every other month starting October 2025. Even months will be discussed in the BOD meetings with odd months having separate Finance meeting. Monthly meeting schedule was reviewed for approval. C. Holloman also noted that disclosures were on file, and were in compliance.

S. Schwartz moved to accept Finance meeting changes and FY26 October 1, 2025- September 31, 2026 Monthly meeting schedule, supported by A. Williams.

9. CEO Report

J. Troop updated on the Housing Assessment Resource Agency (HARA) project. GCHC will be taking over effective September 1, 2025, and is working with GFHC to transition over. The budget and positions are still being worked out. J. Troop reported that GCHC NHCW25 had about 20 vendors participate, raised \$7500-\$8000 in donations, and had between 250-300 people attend. NACHC also attended and sponsored \$750. GCHC also held an Employee Appreciation Day lunch. Staff enjoyed a Luau themed lunch, scavenger hunt, games, and prizes. J. Troop informed that providers would begin using Dragon, which is a voice recognition service, and will help to cut down on charting time. J. Troop also reminded that M. Brown will be in October BOD meeting to review marketing.

0. OSV!

J. Troop informed peer review is part of compliance, staff will be educated on any issues that are detected, this is a critical part of the process. Summary information is brought to BOD for review. J. Troop also discussed the Service Area Competition (SAC), which is required every three years by HRSA as part of the grant renewal process. It requires us to provide proof that GCHC is meeting all program requirements. This is due by November 10, 2025.

1. Adjourn

Meeting adjourned at 1:43 P.M.

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

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