



Board of Directors
Meeting Minutes
Friday, September 26, 2025
1:00 P.M.
Genesee Community Health Center
Via Zoom/In Person CCIS

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

Board Members via Zoom: Elizabeth Rushing, Jorain Hardman, Bonita Thomas, Angie Essenburg

Staff Members Present: Jean Troop, GCHC CEO, Glen Chipman GHS CFO, Karen Hillman, Executive Assistant, Melissa Brown, GHS Manager of Communication and Public Relation Service, Ashlynn Dye, GHS Communications and Marketing Specialist Public Relations

Staff Members via Zoom: Sandra Sweet

Excused/Absent: Tabitha Neff (excused), Autumn Williams (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 M. Eckles. *Motion carried.*

2. Roll Call

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

3. Public Participation

None.

4. Marketing

M. Brown attended meeting with new employee A. Dye, Communications and Marketing Specialist Public Relations. A. Dye has marketing and website experience. M. Brown provided a PowerPoint and discussed what marketing tools are being implemented. J. Troop approved funds to be given to improve marketing. M. Brown passed out adult coloring books and colored pencils to board members. This is one of the tools being implemented for use in the community. There is a bus wrap in progress for the bus stop behind GCHC off of 5th. This will provide advertising for our services. Facebook has been improved with post of GCHC in the community, resources for the community and upcoming events. In the last 90 days there has been a 9% increase of followers. There is also a video created by MDHHS featuring the mobile unit services. This will be finished soon and will be provided to the board to view. Upcoming marketing involves a GCHC booklet with resources, content strategy for the GCHC website, Board member and employee testimonials and community visibility.

5. Approval of August 29, 2025, BOD Minutes

M. Wright moved to approve August 29, 2025, minutes, supported by S. Schwartz.
Motion carried.

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

a. August 2025 Financials

G. Chipman reviewed the August financial packet, which was discussed in detail. Total revenue for August 2025 was \$440,042 compared to the budget of \$523,575. Total expenses for August were \$419,431 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 126 for August compared to the budget of 200. Medicaid eligible encounters were 745 compared to the budget of 1,105. Total encounters for the month were 1,423 compared to the budget of 1,665. The total cost per encounter was \$295 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 August 2025 financials, supported by B. Thomas. *Motion carried.*

7. Quality and Safety Summary

The August 2025 Quality Committee meeting minutes were reviewed in detail.

J. Troop noted the reports that were included in the packet.

J. Troop presented the Infection Control Plan Policy and the Response to State of Emergencies policy to the board for approval. The Infection Control plan was revised to show that it is now available on the GHS shared drive. Sections were updated/combined within the plan and the section names were updated to reflect the changes. The Response to State of Emergencies had no recommended changes.

M. Wright moved to approve the August 2025 Quality Committee minutes, the Infection Control Plan Policy, and the Response to State of Emergencies policy, supported by E. Rushing. *Motion carried.*

8. Visit Comparison

J. Troop reviewed the Unique Patient Count comparison for 2023,2024, and 2025. This was requested in a finance meeting. The Unique Patient Count has gone up in numbers each year and board members were reassured that GCHC is consistently expanding, and numbers will continue to be monitored.

9. CEO Report

J. Troop updated on the transition of HARA (Housing and Assessment and Resource Agency) from Catholic Charities. HARA is officially opening October 1, 2025, under the management of GCHC. The services will be provided in the old BHUC building at 422 W 4th Ave. and rent is under an in-kind donation from GHS. Brian Nicholson, Manager of Behavioral Health, has been heading the transition. New staff are being hired. The purpose of HARA is to assess the unhoused and determine what resources are needed. It assists in providing temporary shelter and/or housing. There are also resources to help in preventing evictions and homelessness. J. Troop mentioned that the federal government is looking at a potential shut down, as well as the State may shut down if their budget is not approved. GCHC is continuously monitoring and make any adjustments needed.

10. OSV!

J. Troop followed up on the SAC (Service Area Competition), which is required every three years by HRSA as part of the grant renewal process. This ensures that GCHC is complying with the program requirements. The application is due 11/10/2025.

11. Adjourn

The meeting adjourned at 1:50 P.M.

Respectfully submitted by Karen Hillman, Executive Assistant

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