



**Board of Directors**  
**Meeting Minutes**  
*Friday, December 19, 2025*  
*11:00 A.M.*  
*Genesee Community Health Center*  
*Via Zoom/In Person CCIS*

**Board Members in Person:** Claudnyse Holloman, Steve Schwartz, Bonita Thomas, Melvin Eckles

**Board Members via Zoom:** Autumn Williams, Michael Wright, Angie Essenburg, Jorain Hardman, Elizabeth Rushing, Chia Morgan

**Staff Members in Person:** Jean Troop, GCHC CEO, Glen Chipman GHS CFO, Karen Hillman, Executive Assistant

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

**Excused/Absent:** Tabitha Neff

**Meeting called to order at 11:00 A.M. by Chair, Claudnyse Holloman**

**1. Amendment and Adoption of Agenda**

A. Williams moved to amend and 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 November 21, 2025, BOD Minutes**

S. Schwartz moved to approve November 21, 2025, minutes, supported by B. Thomas.

*Motion carried.*

**5. FY25 October 2025- September 2026 Financial Packet (complete packet on file with the minutes)**

a. October 2025 Financials

G. Chipman reviewed the October 2025 financial packet, which was discussed in detail. Total revenue for October 2025 was \$488,640 compared to the budget of \$503,477. Total expenses for October were \$487,958 compared to the budget of \$501,935. 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 1,225 for October compared to the budget of 750. Medicaid eligible encounters were 794 compared to the budget of 1,105. Total encounters for the month were 1,578 compared to the budget of 1,665. The total cost per encounter was \$309 compared to the budget of \$301. 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 October 2025 financials, supported by E. Rushing. *Motion carried.***

## **6. Quality and Safety Summary**

The November 2025 Quality Committee meeting minutes were reviewed in detail. J. Troop noted the reports that were included in the packet. The No Shows for July-September 2025 were reviewed, noting that the no show rate is decreasing. Patient Satisfaction Surveys May-October 2025 for each location were discussed. These will be posted to the patient portals over the next few months.

The CLIA Testing Policy, Consent to Treat Minor Policy, Standing Order Policy, and Clinical Care of Employees-Family Policy were presented by J. Troop. Only changed noted were to review in three years instead of two. These policies are available on the GHS intranet s-drive.

**M. Wright moved to approve the November 2025 Quality Committee minutes, the CLIA Testing Policy, Consent to Treat Minors Policy, Standing Orders Policy, and Clinical Care of Employees-Family Policy, supported by E. Rushing. *Motion carried.***

## **7. Medical Marijuana Drug Classification**

S. Schwartz noted the new executive order changing marijuana from a Schedule I drug to Schedule III 12/18/2025. Research will need to be done regarding how this may impact any policies or procedures and current best practices. J. Troop will investigate further and bring additional resources to future meetings as additional information becomes available.

## **8. Succession Plan**

J. Troop presented the Executive Succession Policy and Leadership Development Plan, along with the goals and purpose. All questions were answered.

**M. Eckles moved to approve the Executive Succession Policy and Leadership Development Plan, supported by B. Thomas. M. Wright abstained. Motion carried.**

## **9. CEO Report**

J. Troop updated on GCHC Housing Program (HARA) transition. The program is building its reputation in the community. A budget continues to be developed as funding becomes available.

J. Troop advised that the Center Rd addition has been delayed. The final inspection did not pass due to new coolant specifications. These will be addressed, and delay should not be long.

J. Troop informed that the final paperwork for the Capital Grant was submitted this week. She will keep board updated on determination but doesn't expect any issues.

J. Troop discussed the impact of the Big Beautiful Bill denying 55,000 Michigan their Medicaid insurance. This will hit FQHC health centers the hardest. Will continue to monitor, operations continue as is for now.

J. Troop gave thanks to the board members, especially for the work done on CEO evaluation and changing the format. J. Troop expressed that she is pleased to continue and grateful for the confidence and commitment the Board has for GCHC.

## **10. OSV!**

J. Troop further addressed the succession plan, explaining that it is part of a HRSA program requirement, under Chapter 19. The Board must have authority for updating policies, hours of operation, business operations and daily management, many policies were reviewed and discussed today and approved by the board, which demonstrates compliance with this requirement.

## **11. Adjourn**

The meeting adjourned at 11:40 P.M.

*Respectfully submitted by Karen Hillman, EA, Recording Secretary*

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