



**Board of Directors**  
**Meeting Minutes**  
*Friday, April 26, 2026*  
*1:00 P.M.*  
*Genesee Community Health Center*  
*Via Zoom/In Person CCIS*

**Board Members Present:** Steve Schwartz, Jorain Hardman, Melvin Eckles, Bonita Thomas

**Board Members Via Zoom:** Autumn Williams, Tabitha Drummond, Elizabeth Rushing

**Staff Members Present:** Jean Troop, GCHC CEO, Glen Chipman, GHS CFO, Melissa Brown, GHS Director, Communications and Public Relations, Karen Hillman, Recording Secretary

**Staff Members Via Zoom:** Sandra Sweet

**Excused/Absent:** Angie Essenburg (unexcused), Michael Wright (excused), Claudnyse Holloman (excused)

**Meeting called to order at 1:00 PM by Vice Chair, Autumn Williams**

1. **Adoption of Agenda/Amendment**  
S. Schwartz moved to accept the agenda and amendment, supported by E. Rushing.  
*Motion carried.*
2. **Roll Call**  
The Vice chair called for roll call, all present, absent, and excused noted.
3. **Public Participation**  
None.
4. **Approval of March 27, 2026, BOD Minutes**  
J. Hardman moved to approve March 27, 2026, minutes, supported by B. Thomas.  
*Motion carried.*
5. **Marketing Update**

M. Brown presented the projects currently being worked on by marketing. Three new rack cards have been created, the GCHC booklet is almost done, and two new tents have

been ordered. The bus wrap and bus stop contracts have been finalized with MTA. These should be completed and in place by May for the bus stop and September for the bus wrap. A new PowerPoint template and an Instagram account have been created. A contract is in the works for Bishop Airport for GHS to have a mindfulness space, GCHC will have access to a resource table.

**6. Board of Directors Annual Election**

This has been tabled to the May Board meeting.

**7. FY26 October 2026- September 2026 Financial Packet (complete packet on file with the minutes)**

**a. March 2026 Financials**

G. Chipman reviewed the March financial packet, which was discussed in detail. Total revenue for March 2026 was \$493,010 compared to the budget of \$503,477. Total expenses for March were \$492,524 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 175 for March compared to the budget of 250. Medicaid eligible encounters were 822 compared to the budget of 1,105. Total encounters for the month were 1,478 compared to the budget of 1,665. The total cost per encounter was \$333 compared to the budget of \$301. The cost pr 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.

**E. Rushing moved to approve the March 2026 financials, supported by J. Hardman. Motion carried.**

**b. Budget Amendment**

G. Chipman discussed the Budget Amendment and noted the housing grants were included in this amendment. The grants were explained in detail.

**E. Rushing moved to approve the 2026 Budget Amendment, supported by B. Thomas. Motion carried.**

**8. Quality and Safety Summary**

The March 2026 Quality Committee meeting minutes were reviewed in detail. J. Troop noted that the reports were included in the packet.

The Credentialing/Privileging memo was reviewed for Nicolette Rose, LLMSW. All information is complete, and there are no issues for concern.

**S. Schwartz moved to approve the March 2026 Quality Committee minutes and the Credentialing Approval for N. Rose, supported by B. Thomas. *Motion carried.***

**9. CEO Report**

J. Troop reviewed the current Strategic Plan. Goals were compared from 2025 to 2026. Updates were provided.

J. Troop informed that staff attended a marketing event at Greater Heights Academy on March 24, 2026. School physicals were being provided, and clinic information was available.

J. Troop advised that front desk is currently working on a recall process, including gaps in care reports. Text are being sent out to inform clients of wellness exams that are due. This is an opportunity to reduce gaps in care and increase encounter numbers in line with strategic plan.

J. Troop advised that a new process is starting that will enable the clinic to track how new patients hear about us, providing data capture of larger marketing campaigns to inform future marketing decisions.

**10. OSV!**

J. Troop noted that the strategic plan is updated every 3 years and this year the board committee will be convening to discuss an update to the plan. A strategic plan is required as part of board governance. J. Troop also advised that Lisa Shumpert will be at the May Board meeting to provide education from the compliance perspective.

**11. Adjourn**

The meeting adjourned at 1:42 PM

*Respectively submitted by Karen Hillman, acting as Recording Secretary.*

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

