

**WILL COUNTY COMMUNITY HEALTH CENTER
FINANCE COMMITTEE MINUTES
June 7, 2023**

The quarterly meeting of the Will County Community Health Center Finance Committee was held at the Health Center. The meeting was called to order at 4:30p.m. by Mr. Crowner.

MEMBERS PRESENT

Michael Crowner, Chairman
Paul Lauridsen
Alan Dyche

MEMBERS ABSENT

Cindy Brassea

WCCHC STAFF PRESENT

Mary Maragos, Chief Executive Officer
Dr. Jennifer Byrd, Chief Medical Officer
Stacy Baumgartner, Director of Operations
Phil Jass, Quality Improvement/Risk Management Coordinator
Bose Oshin, Billing Supervisor

WCHD PRESENT

Elizabeth Bilotta, Executive Director
Denise Bergin, Director of Finance & Grant Management

OTHERS PRESENT

I. Call to Order

II. Determination of Quorum – a quorum was present.

III. Mission Statement: Alan Dyche

IV. Approval of Minutes:

A **motion** was made by Mr. Dyche and **seconded** by Mr. Lauridsen to accept the March 1, 2023; minutes as written. **Motion carries.**

Roll Call: Mr. Lauridsen, "Aye", Alan Dyche, "Aye",

V. Reports

Expenditure FY2022:

Ms. Maragos presented expenditures as of November 30, 2022, which are underbudget. Our actual total expenditures were at 88.2%.

Revenue FY2022

Ms. Maragos presented the revenue as of November 30, 2022. We're at 14.7% above expected revenue. There have not been any changes from last month. Ms. Bergin stated that anyone required to have the single audit, has 9 months to complete it. We are in field testing for the single audit right now.

Expenditure FY2023:

Ms. Maragos presented the expenditures for May 2023. Our goal was 41.6% which is a month behind, and we came in at 38.1%.

Revenue FY2023:

Ms. Maragos presented the revenue through May 2023. Our variance is at 2.9% behind. Our target is at 41.7%. The 340B revenue is behind due to lack of Pharmacy.

Mr. Crowner questioned how our variance looked last year at this time. Ms. Bergin stated we were at 38.8% of projected revenue.

Ms. Bergin spoke of CHC switching over to InstaMed, which is a credit card company. InstaMed links with our Nextgen system. Patients can make payments on their account. It has taken a bit of time to sync with the County banks. At this time there is approximately \$50,000 that will be forwarded to CHC once all is finalized.

Patient and Visit Reports:

Ms. Maragos presented the Patient and Visits report for May 2023. Discussion took place.

Accounts receivable reports for self-pay and patients:

Ms. Oshin presented the Aging Analysis report. The aging report is doing very well for Medicaid.

Self-pay Patient Balances

Ms. Oshin presented the patient self-pay balance report.

Ms. Maragos questioned Ms. Oshin if we're getting more patient payments because they now have the ability to pay themselves? Ms. Oshin stated we get a lot of payments from patient portal because they can pay on their own. She still feels we're getting the same payments coming in.

VII. Discussion

Ms. Maragos spoke about the Family Planning Program in the packet.

Ms. Bergin spoke about the error in the "Established Poverty Level Guideline. This will be corrected and brought to Governing Council for approval during the April meeting.

VII. Action

- A **motion** was made by Mr. Dyche and **seconded** by Mr. Lauridsen to approve 2023-2024 Family Planning Fees Sliding Fee Scales.

Roll Call: Michael Crowner "Aye", Paul Lauridsen "Aye", Alan Dyche "Aye",

- A **motion** was made by Mr. Dyche and **seconded** by Mr. Lauridsen to approve the Family Planning Schedule of Discounts.

Roll Call: Michael Crowner "Aye", Paul Lauridsen "Aye", Alan Dyche "Aye",

VIII. Adjournment

A **motion** was made by Mr. Lauridsen and **seconded** by Mr. Dyche to adjourn the meeting at 4:50 pm. **Motion carries.**

Roll Call: Michael Crowner "Aye", Paul Lauridsen "Aye", Alan Dyche "Aye",

The next Finance Committee meeting will take place on Wednesday, September 6, 2023 @ 4:30pm

Transcribed by,

Mary Kilbride

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