



**MISSION** *Enrich the lives of uninsured adults of Effingham County by promoting healthy Lifestyles and providing free medical care for chronic illness.*

**VISION** *A strong Community that ensures timely access to quality Healthcare and Collaborative Partners.*

## **AGENDA    BOARD OF DIRECTORS ANNUAL MEETING**

**February 12, 2025**

- |   |                            |
|---|----------------------------|
| ● Welcome   | Vicki Renfro               |
| ● New Member Orientation (3:30-4pm)   | Dr. Amber Fordham/V Renfro |
| ● Invocation/Positive Thoughts  | Susan Harrison             |
| ● Approval of December 2024 minutes   | Board members              |
| ● Overview/Review of Strategic Plan timeline <ul style="list-style-type: none"><li>○ Individual Committee breakout session</li></ul>  | V Renfro/A. Fordham        |
| ● 2024 Financial Summary Report   | A Fordham/Sandra Nease     |
| ● Clinic Report Highlights  | A Fordham                  |
| ● Old/Current Business <ul style="list-style-type: none"><li>○ County Commissioner update</li><li>○ Business After Hours with Chamber</li><li>○ Financial Policy update - copies given in Oct '24</li><li>○ 2025 "10 Year Banquet" - update</li></ul> | V Renfro/A Fordham         |
| ● New Business <ul style="list-style-type: none"><li>○ VOTE: By-laws</li><li>○ VOTE: Budget amendment, add line item</li><li>○ Commitment Form</li><li>○ Executive/Federal Government topics</li></ul>  | V Renfro                   |
| ● Comments and questions  |                            |

*TRHC Board meeting will be Wednesday, April 16th @4pm*

**Two Rivers Health Clinic**  
**Board of Directors Minutes**  
**December 11, 2024**

**Welcome**

The meeting was called to order by Chairman Vicki Renfroe at 4:00 p.m.

Members in attendance: Fran Decker, MD; Amber Fordham, RN, MPH, DNP; Kerry Freeman, OD; Pastor Perry Fruhling; Sandra Hendrix; La Meisha Hunter Kelly; Holly Lang; Christina Love; Vicki Renfroe; Harriet Snooks.

This is the last official Board meeting for Ginny Clary and Vicki Wilkerson. However, Ginny will continue to do one clinic per month in 2025.

**Invocation**

Sandra Hendrix kindly presented for the Invocation a Christmas interpretation of First Corinthians 13 followed by a prayer.

**Approval of October 2024 minutes**

October 16, 2024, minutes were reviewed by the members present. Dr. Frances Decker moved to approve the minutes, and Pastor Perry Fruhling seconded. The minutes were unanimously approved as presented.

**Financial Report**

- Amber Fordham noted that Susan Harrison was absent due to her husband's surgery and could not present the Medical Director Clinic Report. Amber gave an overview of the October and November 2024 Banking Summaries.
- The Banking Summary for October 2024 showed Total Income of \$101,830.00 (high amount due to Dr. Decker's donation) and Total Expenses of \$7,016.66. The Banking Summary for November 2024 showed Total Income of \$7,845.36 and Total Expenses of \$9,745.31. Amber called attention to higher than usual Miscellaneous/Business Expense due to clinic shirts and rack card orders, Volunteer Banquet dinner, and cost for the Banquet speaker.
- The following discussion points were presented after the Banking Summary.
  - **La Meisha Hunter Kelly:** Board members need to attend Chamber events to learn more about county growth.

- **Amber Fordham:** The Executive Director should be the Chief Storyteller rather than the Chief Fire Fighter.
- **Pastor Perry Fruhling:** What should the Clinic's income amount be? What would we like the income to be for the future?
- **Dr. Fran Decker:** We need to be prepared to pay for the services of a physician, especially if he/she is not retired. Also, how do we pay for expensive procedures for our patients?
- **Amber Fordham:** We need to think about having an income of \$200,000 in two years. Since the Clinic moved to its new location, we have had new patients almost every week. We need to look at the county school system for its shifts due to growth.

## Executive Director Report/Grants Update

### Stats and Clinic Updates

- Amber reported that the Clinic now officially sees patients four days per month. In 2025 we plan to have a clinic every week, other than holiday weeks. We continue to see new patients at almost every clinic.
- Volunteers
  - a. We potentially have two new nursing volunteers. Another nurse will visit the Clinic in January to see if she is interested in volunteering.
  - b. We will need a clinic physician by Spring 2025.
  - c. GROW Initiative Georgia has been in Chatham County but would like to provide services in Effingham County. Two volunteers are providing excellent and valuable assistance at the clinic office every Thursday offering:
    - Case management
    - Applying for benefits
    - Translation services
    - Storm assistance
    - Possible nutrition class starting after the first of the year

### Grants/Fundraising

- **Kaiser Permanente-Maven Project:** Done. Applied for a new round of funding. We must focus on chronic illness. Applied for around \$4500. Hours for NP would be increased. Increase supplies for those with Diabetes and Hypertension. Increase \$ for specialty providers.



- **Georgia Baptist Healthcare Ministry Foundation:** Conditionally awarded \$23,500. Did promotional videos. Banquet on 02/20/25, in Atlanta at lunchtime. Amber will be unable to attend, but Holly and La Meisha may be in Atlanta and can attend.
- **United Way:** Received \$12,000. Get monthly payments through June 2025. Stay the same amount. **They will not be doing a regular grant application for FY25-26.** Founding agencies will have a review but will continue with funds, pending available funds. They won't have a rigorous application process until 2027. United Way is focusing on internal improvements.
- **GCCN:** Received \$8100. A reimbursable grant. You are reimbursed for spending once we submit documentation.
- **Walmart:** Changed platforms. Received \$1000 and \$2000 grants in November. Will continue to apply as each cycle opens up.
- **Women United:** Funds still available to provide transportation assistance. Have given out 14-15 gas cards, one \$25 gas card to date. Received \$1000 for FY 2023-2024.
- **Golden Pear:** Not a specific amount. Organizations apply and then AM fund (giving organization) decides how much/if to give. Will hear in early December.
- **McKesson:** \$10,000. Food as Medicine grant. Unsure when we will hear from them. Educational and patient focused.
- **Donation from Dr. Decker:** \$100,000. Need to contact Pride Philanthropy about investing.
- **Possible recurring donation from Dr. James Holtzclaw:** No response to date.

### Other Progress

- Patient referrals to Effingham Eye Care continue to go well.
- There have been a few referrals to Dentistry at Towne Center. A meeting will be set up with the Dental practice to find out how they are doing with TRHC patients and to ask the office to send us follow-up information about who was seen. We need to discuss more in depth the dental needs of patients. A dental van may be helpful. Amber will talk to the dentist about it. There may be a possible grant for this to help us pay for dental needs.
- Legacy Link intern: A 55+ intern. Working about 15 hours per week.
- Jeonio: We are enrolled but have not needed to use it yet.
- Stephanie is finishing with re-certifications. Many patients have brought information, which is good.
- Stephanie and Amber are working on the Policy and Procedure Manual as well as organizing the clinic.
- Lions Club: Is working as a screening organization for those needing glasses/hearing aids.

- Website update: Areas have been added for volunteers and the Board, but the Board area has no content yet. Using the volunteer area for sign-ups. Kerry and Amber are still working on the Board Portal.
- The amounts for financial benefits received by patients were reviewed. It was noted that some amounts are estimates.

### **Other Items**

- Amber noted she needs to meet with Elaine from Family Connection to address mental health concerns. Effingham Family Connection received some funds to help the county. We will likely use some of those funds to do three outreach events in rural areas of the county. La Meisha will coordinate our being able to tour the new Mental Health Clinic run by Curtis V. Cooper at Effingham Health System. They are seeing about 9 per day. It was noted that Curtis V. Cooper can prescribe AD/HD medications.
- Amber would like to attend Effingham Day at the State Capital this year. Expenses are about \$250 per day for 2 days.

### **Ongoing Collaborative Partners:**

- Amber called attention to the clinic's 16 current collaborative partners.

### **Old/Current Business**

- TRHC Holiday cards will be given to Board Members to send out in December to their personal contacts.
- Strategic Planning Fundraising Notes for the November 18 meeting were included in the Board Meeting packet for review. The Strategic Planning Governance Committee communicated by email over the holidays and will have their next meeting on January 9.
- Copies of the Financial Controls Policies and Procedures Manual were given to Board members at the October meeting to review. The Manual will be voted on at the February meeting.
- February Annual Meeting/New board member training will be an extended board meeting to cover everything to be accomplished.

### **New Business**

- Business After Hours with the Chamber of Commerce. Dr. Decker could be honored at this event perhaps with an oversized check or a gift.

- A TRHC 2025 "10 Year Banquet. We need to decide how we make this a big celebration at an event site such as District Square.
- Should we approach the Board of Commissioners for money? Harriet talked to County Commissioner Jamie DeLoach who will set up a meeting with County Manager Tim Callanan. The goal is to inform the Commissioners about the work of the Clinic.
- Nominating/Voting on Executive Council positions which will be done by secret ballot.
- Four Board Committee descriptions were reviewed by Amber.
- Georgia Baptist Awards Banquet (available attendee??). Holly and La Meisha might be able to attend.
- We need to have a meeting with Effingham Health System regarding grants. We also should meet with Kevin Exley and Robbie Byrd regarding the City of Rincon supporting the Clinic.

The TRHC Annual Board Meeting will be on Wednesday, February 12, at 3:30 pm for new members and 4:00 pm for all other members.

There being no further business, the meeting was adjourned at 5:25 pm.

Respectfully submitted,  
Christina Love, Secretary



## **TRHC Goal 3, Priority 3, Tactic (Governance and Growth)**

### **Meeting Notes**

**January 9, 2025**

#### **In Attendance:**

Amber Fordham, Executive Director

Christina Love, Board Secretary

Dr. Kerry Freeman, OD, Board Member

#### **Discussion**

Review of the Board of Directors Portal and Website that Kerry and Amber are coordinating

1. We could use parts of Word Press.
2. Amber said we could use a link with PDF documents.
3. We could hire someone to set up the website. Amber will investigate this possibility.

Review of the Board of Directors Annual Meeting on February 12, 2025

1. The clinic has rack cards to hand out to potential patients or to others interested in the work of the clinic. Amber will update the information on the cards, and they will be handed out to Board members at the February meeting.
2. We will be searching for training webinars or a video that Board members can watch annually.
3. We will discuss in the January 14 Executive Council meeting the updating of the Strategic Plan and the Board plans for the future. Kerry asked us to let him know if he needs to do any preparation for the February meeting.
4. New item for the February meeting: The Financial Controls Policies and Procedures Manual will be presented at this meeting for review by the Board Members. It will be voted on after 30 days. The non-budgeted amount in the Policy will be decided by the Executive Council.

Notes submitted by Christina Love

January 24, 2025

# 2025 TRHC Operating Budget

Board Approved Oct 2024

Where did other \$1000 adjustment come from

Income				Received/ spent	
Individuals	8,000	Unrestricted			
GCCN Grant	15,800	Restricted			
UWCE Grant	14,698	Restricted			
Businesses, Clubs, Churches	14,000	Unrestricted			
Foundations	29,000	Restricted			
Other Misc/Grants	27,000				
In Kind donations (equipment, etc)	2,000	Unrestricted			possible bequest of 15,000-25,000
In kind clinic volunteer hours value	57,003	N/A			based on 2023 total X 1.25 and adding consistent
<b>SUB TOTAL</b>	<b>167,501</b>				
Expenses					
Administrative					
Dues (State, National, GCCN Mgt, Affiliations)	1,500				
Insurance (Brd & Office Liability)	1500 <del>2,000</del>				
Adm Office Rent	6,600				
Non-Medical Off. Supplies	500				changed from 1000
Postage	300				
Payroll, Prog Accounting, CPA	730				
Meetings, Conferences, Trainings	1500 <del>2,000</del>				
Advertising	2,000				
Miscellaneous business	1,000				changed from 500
Events	2,000				added
<b>SUB TOTAL</b>	<b>18,630</b>				
Payroll					
Nurse Practitioner	21,840	PFL/UW/Grants			12hr/wk at \$35/hr
Employer SS/Med Tax NP	2,184				
Ex Director	29,640	PFL/UW/Grants			30hr/wk at \$19/hr
Employer SS/Med Tax Ex Dir	2,964				



P & V Coord	23,400	PFL/UW/GCCN		30hr/wk at \$15/hr
Employer SS/Med Tax P & V	2,340			
<b>SUB TOTAL</b>	82,368			
<b>Clinic/Patient Expenses</b>				
Referrals to Specialists/XRAYS/Labs	8,000			changed from 9000
Medications	500			
Clinic Supplies	2,000			
Volunteer hours expended	57,003			
<b>SUB TOTAL</b>	67,503			
<b>GRAND TOTAL</b>	<b>149,871</b>			

167,501

# Banking Summary - 2024

1/1/2024 through 12/31/2024

Category 1/1/2024-12/31/2024

## INCOME

Business Contribution	2,086.77
Church Donation	10,030.00
GCCN grant	8,466.04
Georgia Baptist Grant	17,500.00
Individual Donation	105,021.43
intern stipend	2,000.00
Kaiser Permanent Grant	2,500.00
Other Income (Business)	556.34
Rebursement For Med Rec	45.00
UW Designated Funds	12,999.98
Walmart Community Grant	5,600.00
<b>TOTAL INCOME</b>	<b>166,805.56</b>

## EXPENSES

Advertising (Business)	2,032.23
Business Fee	300.00
Charity Registration	20.00
Clinic Supplies	1,821.05
dues and membership	612.50
Fees & Charges	
Bank Fee	5.00
<b>TOTAL Fees &amp; Charges</b>	<b>5.00</b>
Insurance (Business)	926.53
Lab Fees	464.21
Misc. Expense (Business)	2,719.66
Net Salary	
Payroll Fee Gusto	696.00
<b>TOTAL Net Salary</b>	<b>696.00</b>
Office Expenses (Business)	65.97
Professional Fees	4,207.50
Rent	6,400.00
Salary	41,662.72
Specialty Fees	5,787.34
Stamps	131.40
Tax	

2024 beg. 11, 929.88  
 2024 end 100,587.27

Banking Summary - 2024  
1/1/2024 through 12/31/2024

Category	1/1/2024- 12/31/2024	
Fed		14.89
State		61.08
TOTAL Tax		75.97
Tax Payroll		8,459.09
Training		1,188.00
Women United Grant		245.00
Workers comp payment		328.00
TOTAL EXPENSES		78,148.17
OVERALL TOTAL		88,657.39



2024 TRHC Operating Budget  
Board Approved Jan 2024

Spending info  
for 2024

Income		Received/ spent	
Individuals	6,000	Unrestricted	\$ 105,021.43
GCCN Grant	6,300	Restricted	\$ 8,466.04
UWCE Grant	16,800	Restricted	\$ 12,999.98
Businesses, Clubs, Churches	21,000	Unrestricted	\$ 12,116.77
Foundations	37,500	Restricted	\$ 20,000.00
Other Misc/Grants	7,000	Restricted/Unrestricted	\$ 8,201.34
In Kind donations (equipment, et	1,786	Unrestricted	\$ 1,991.52
In kind clinic volunteer hours val	35,028	N/A	\$ 55,332.00
<b>SUB TOTAL</b>	<b>131,414</b>		<b>\$ 224,129.08</b>
<b>Expenses</b>		minus in kind	\$ 166,805.56
<b>Administrative</b>			
Dues (State, National, GCCN Mgt, Affiliations)	1,068		\$ 2,395.00
Insurance (Brd & Office Liability)	2,288		\$ 1,254.53
Adm Office Rent	7,200		\$ 6,400.00
Non-Medical Off. Supplies	1,600		\$ 65.97
Postage	300		\$ 131.40
Payroll, Prog Accounting, CPA	730		\$ 696.00
Meetings, Conferences, Training	1,700		\$ 1,188.00
Advertising	2,000		\$ 2,032.23
Miscellaneous business	500		\$ 2,719.66
<b>SUB TOTAL</b>	<b>17,386</b>		<b>\$ 16,882.79</b>
<b>Payroll</b>			
Nurse Practitioner	18,200	PFL/UW/Grants	
Employer SS/Med Tax NP	1,820		
Ex Director	26,520	PFL/UW/Grants	
Employer SS/Med Tax Ex Dir	2,652		

liability and general insurance  
shirts, speaker and hotel, banquet cost, rack cards/Christmas car

P & V Coord	20,280	PFL/UW/GCCN	
Employer SS/Med Tax P & V	2,028		
Salary Subtotal	65,000		\$ 41,662.72
Tax Subtotal	6,500		\$ 8,535.06
<b>Grand SUB TOTAL</b>	<b>71,500</b>		<b>\$ 50,197.78</b>
Clinic/Patient Expenses			
Labs	1,000		\$ 464.21
X-rays	1,500		specialty
Referrals to Specialists	3,500		\$ 5,787.34
Medications	500		clinic supplies
Clinic Supplies	1,000		\$ 1,821.05
Volunteer hours expended	35,028		\$ 55,332.00
Women United transportation as	1,000		\$ 245.00
special item - MAVEN Project sup	2,750		\$ 2,750.00
<b>SUB TOTAL</b>	<b>46,278</b>		<b>\$ 66,359.60</b>
<b>GRAND TOTAL</b>	<b>135,164</b>		<b>\$ 133,480.17</b>
GRAND TOTAL WITHOUT VOL HF	100,136		\$ 78,148.17

Includes \$1030 for underpayment in 2023

TOTAL OVER/UNDER Budget

\$ 88,657.39

Banking Summary - Dec 2024  
12/1/2024 through 12/31/2024

Category	12/1/2024-12/31/2024
<b>INCOME</b>	
Business Contribution	425.00
Church Donation	3,330.00
Individual Donation	1,100.00
Other Income (Business)	430.34
UW Designated Funds	1,000.00
Walmart Community Grant	1,100.00
<b>TOTAL INCOME</b>	<b>7,385.34</b>
<b>EXPENSES</b>	
Fees & Charges	5.00
Bank Fee	
<b>TOTAL Fees &amp; Charges</b>	<b>5.00</b>
Lab Fees	186.90
Misc. Expense (Business)	51.61
Net Salary	
Payroll Fee Gusto	58.00
<b>TOTAL Net Salary</b>	<b>58.00</b>
Professional Fees	165.00
Rent	550.00
Salary	3,543.65
Specialty Fees	1,189.44
Stamps	131.40
Tax Payroll	610.03
Training	265.00
<b>TOTAL EXPENSES</b>	<b>6,756.03</b>
<b>OVERALL TOTAL</b>	<b>629.31</b>

beg. \$99,957.96  
end. \$100,587.27



# Banking Summary - Jan 2025

1/1/2025 through 1/31/2025

Category 1/1/2025-1/31/2025

## INCOME

Church Donation	730.00
Individual Donation	700.00
Other Income (Business)	50.00
UW Designated Funds	1,000.00
<b>TOTAL INCOME</b>	<b>2,480.00</b>

## EXPENSES

Clinic	
Clinic fees	248.00
<b>TOTAL Clinic</b>	<b>248.00</b>
Clinic Supplies	30.77
Corporate Registration dues and membership	35.00
FUTA 2024	300.00
Insurance (Business)	1,133.99
Net Salary	282.95
Payroll Fee Gusto	58.00
<b>TOTAL Net Salary</b>	<b>58.00</b>
Office Expenses (Business)	107.67
Postage and Delivery (Business)	73.00
Rent	550.00
Salary	4,023.98
Specialty Fees	108.00
Tax Payroll	731.99
Women United Grant	354.51
workers comp ins	548.00
<b>TOTAL EXPENSES</b>	<b>8,585.86</b>

**OVERALL TOTAL** -5,105.86

beg - 8/80, 887.27  
end 8/94, 481.41

**Two Rivers Health Clinic  
Executive Director Report  
February 12, 2025**

Tasks completed:

**1. Stats (2024)**

- i. Total followers - 607 (2023 -534)
- ii. 87.9% female
- iii. Almost 25.3% (50%- last year) are ages 45-54
- iv. About 55.4% (53.9%-2023) are from Rincon, Springfield and Guyton
- v. New Likes - 77 (129 -2023)
  - 1. Total Page visits - 3479 (6202-2023)
- vi. Page reach (number of people who saw page content) – (approximate)
  - 1. 198181 (7091-2023) unpaid
  - 2. 0 (19971 -2023) paid (from ads)
- vii. Most popular posts
  - 1. Volunteer Banquet post October 21, Reach 2880
  - 2. Two Rivers has the following needs... February 1st, 316 interactions
- viii. Instagram - 47 followers

**2. Clinic Transition update**

- a. 4 clinic per month - majority of 4th Thursday clinic are 3 providers instead of 2
- b. Labcorp - \$500 of free labs per month for set list of labs, in the process of getting some other codes adjustment - total cost we owe for outstanding labs TBD (working with sale rep, takes a while)
- c. MAVEN project - e consults - was good but decided not to continue with due to cost and low utilization
- d. Volunteers for 2024
  - i. 3 providers (2 NP, 1 Physician) - Will need to recruit physician soon as Dr. Decker is retiring in August
  - ii. 4 licensed nurses (with 2 interested in starting soon)
  - iii. 3 non-licensed nursing volunteers
  - iv. 1 Pharmacy students
  - v. 5 Administrative
  - vi. Interns
    - 1. 2 Spring 2024 - MPH-GSU (hybrid), LCSW - Savannah State(in person)
      - a. Spring 2024 patient survey, developed accident policy and procedures, attended events
    - 2. 1 Summer 2024 - DPH - GSU (online)
      - a. Data collection in EMR, connected us to Dental resources
    - 3. 1 Fall 2024 - MPH -GSU (hybrid)
      - a. Worked some on policies and procedures, did not finish hours
    - 4. 1 Spring 2025 - DPH - GSU - Hybrid
      - a. Cost benefit analysis for clinic versus ER, Spring 2025 patient survey

**Two Rivers Health Clinic  
Executive Director Report  
February 12, 2025**

- vii. 2 Spanish volunteers but also have 3 people from Grow Initiative who can translate as well

3. Strategic plan

- a. See attachment

GRANTS/Fundraising

- 4. Holiday giving campaign - raised \$2150 (\$3550 in 2023)
- 5. Kaiser Permanente - For treatment of Chronic Illness, pays for UptoDate Subscription, 2 hours a week added for Medical Director, 20 blood sugar monitors and bp cuffs
  - a. Received \$7500
- 6. Georgia Baptist Healthcare Ministry Foundation
  - a. Received \$23,500
- 7. United Way FY 25 -
  - a. Asked for \$20,120, received \$12,000
    - i. Decrease due to overall funding cuts for United Way
    - ii. FY26 UW will not do a formal funding application process but rather will review those that applied and received fund is FY25
- 8. GCCN - still in FY 2025
  - a. Awarded \$8100 for FY 2025
  - b. Can apply again for this summer for about \$13,200
- 9. Walmart community grants
  - a. Received \$5600 through the year
- 10. Received \$100,000 bequest from Dr. Decker. Still need to invest. Reached out to Pride Philanthropy but they did not give suggestions

Other Progress

- 1. Continuing to refer to Effingham Eye - Going well
- 2. Dentistry at Towne Center - referred a couple of people but no one for cleanings
  - a. Referred a number of patients and they provided about \$19000 worth of free care
  - b. They would like to know how we screen patients and want to know how patients can be more engaged in self-care
  - c. Lots of patients we are sending have more extensive dental needs
    - i. Look at grants for dental??
- 3. Family Connection and Ready to Connect doing quarterly resource fair - "Do you know the people in your neighborhood" - will be partnering with to do quarterly resource fairs
- 4. Lions Club - we are screening org for those needing glasses in the community
  - a. Participated in Christmas parade
- 5. Partnership with GROW Initiative GA
  - a. Helping patients apply for benefits - social security, SNAP, Medicaid
  - b. Doing once a month nutrition class in 2025
  - c. Partnership to provide English/Spanish classes - once per week
- 6. Tried to reach out to NAACP and Spanish Heritage Society in 2024 but didn't have much success. With partnership with GROW we have been able to reach more spanish speaking individuals



**Two Rivers Health Clinic  
Executive Director Report  
February 12, 2025**

**2024 accomplishments**

1. 1 TV news story, continuing to advertise in Effingham magazine
2. Attended multiple community events
3. New partnerships (listed above)
4. Continuing to utilize medical pantry
5. In house med closet - have increased use
6. CLIA licensed - just renewed for next 2 years
7. Increased hours for P and V coordinator and ED to 30/wk
8. Continuing to work on Strategic plan
9. 1 Flu and 2 Covid Vaccine days
10. Added 1 clinic day (total of 4 clinics per month), some 4th Thursday Clinics are 3 providers, many clinic increased from 3 hr to 3.5 hour clinics
11. Increase grant amounts for GCCN and Georgia Baptist
12. New Partnership with GROW initiative GA
13. Hosted 4 interns
14. Patient value received - over \$343,000 (see value poster or talking point handout)
15. Updated Bylaws
16. Some work on policies and procedures, will continue work
17. Legacy Link - Ms. Barbara works up to 29 hours per week

**Ongoing Collaborative Partners:**

1. United Way
2. Georgia Charitable Care Network
3. National Association of Free and Charitable Clinics
4. Effingham Family Connection
5. Effingham Eye Care
6. Dentistry at Towne Park West
7. MedBank Foundation
8. Specialist Referral Sources
9. Effingham Magazine
10. Georgia Baptist Healthcare Ministry Foundation
11. Effingham Health system
12. Direct Relief
13. Ready 2 Connect
14. Lions Club
15. CORE
16. Labcorp
17. Good Pill Pharmacy
18. Giving Health

**Two Rivers Health Clinic  
Executive Director Report  
February 12, 2025**

- 19. Gateway CSB
- 20. Effingham County Health Department
- 21. Grow Initiative GA
- 22. Legacy Link
- 23. Georgia Southern University
- 24. Savannah State University

2024 Summary

Intake

New seen	2023	
72	29	

Patients Seen

Clinics	Follow Up	New Patient	Schedules/cance	No show	Total	total visits completed	24 Unduplicated p
41	219	117	83	13	432	336	121
26(2023)	109(2023)	44(2023)	25(2023)	8(2023)	186(2023)	153(2023)	70(2023)

Referrals

Number of Patients	Specialist Type	Name of Specialist
3	imaging	Pooler Imaging/Effingham Hospital
23	Eye Care	Effingham Eye Care
6	Medication Assistance	MedBank
8	dental	Dr. Durham/Curtis Cooper dental clinic
3	Eye Glasses	MedBank
7(seen)	Dietician	Rhonda Barlow (15 visits scheduled)
1	Surgery	Metro Surgical
1	colonoscopy	Southern Surgical
16	Womens wellness	Eff Health Department
1	Womens Health Issue	Effingham Women's Health
4	Cardiologist	Effingham Cardiology/Dr. Hartley/Dr. Yeh
2	Pulmonary	Dr. Mascolo
52(23 new)	urgent care	Giving Health
1	ENT	ENT associates of Savannah
1	ER	Effingham Hospital
3	Ortho	Chatham Orthopedic/Tobin Bone
1	Cancer Care	Effingham Cancer Care
2	WoundCare	Wound Care Clinic



2	dermatology	Georgia Skin and Cancer
2	Urology	Urology Associates of savannah
1	Opthamology	Georgia Eye Institute
2	Podiatry	Ankle and Foot Associates
2	more in depth eye care	Effingham Eye Care
1	mental health	Gateway
1	neurology	East Georgia Neurology
1	Vascular	Savannah Vascular
147	TOTAL (specialists - 26)	2023 Total - 56, 2023 specialties - 13

Clinic Volunteer Hours								
Dr.	NP/PA	RN	Receptionist	Dietician	Intake	Intern	Total Hrs	Value
61.75	141.5	104	234	7.75	61	756.5	1366.5	55,3

\$ 7,965.7   \$ 10,329.   \$ 5,616.00   \$ 7,008.30   \$ 426.25   \$ 1,329.19   \$ 22,657.18

50.75   66.25   74.5   122.75   7.5   12   862.5   1196.25   45,6

Volunteer Hours			
Year	Total Hrs		
2024		205.75	202 (2023)
Total patient encounters (visits, calls, emails, texts, refills, etc)			
Year	Total Contacts		
2024		927	563(2023)

Intake Statistics						
Patient Population by Zip Code						
Year	0446(Newington)	302(Bloomington)	31303(City)	31307(Eden)	31312(Guyton)	1326(Rincon/Springfield)
2024	1	6	7	3	39	45
						20
						121

Most Frequent Diagnoses						
Diabetes	Hypertensio	Hypothyroidism	anxiety/Depressio	COPD/asthma	Migraines	High Cholesterol
32	34	21	66	9	7	12

Patients by Race

AA	Cauc.	Asian	Hispanic	Other	Native American	multiracial	TOTAL
15	92	2	5		1	1	5 121

Patients by Sex

F	M	
93	28	121

Patients by Age

18-24	26-35	36-45	46-55	56-65	over 65	
9	19	21	29	40	3	121

Monthly Summary

December 2024

Intake

New	Waiting	Processed	Total
4	0	4	4

Monthly Caseload

Current	Previous Year
114	70

Total Number of Clinics For the Month:

Clinic Date	Low Up/urgent c	New Patient	No Show	Reschedules/CXL	Intake	TOTAL
Thursday, December 5, 2024	6	1	0	3	1	7
Thursday, December 12, 2024	3	1	0	1	1	5
Tuesday, December 17, 2024	4/2	2	0	0	2	10

Number of Patients	Specialist Type	Name of Specialist	Need
3	medication assistance	MedBank Foundation	Vraylar/2glasses
3	urgent care telehealth	Giving Health	flu symptoms/med refill/runny nose
3	Womens Health	ECHD	Pap/Pelvic
3	eye care	Eff Eye Care	Basic Eye exams
1	vacular	Savannah Vascular	DVT
1	podiatry	Ankle and Foot associates	Plantar Fascitis
2	dental	Durham dental	cleaning/fillings
1	urology	East Georgia Urology	testicular enlargement
1	Cardiology	Eff Health system Cardioidy	h/o Congestive Heart failure



Clinics									
Clinic Date	Dr.	NP/PA	RN	Receptionist	Dietician	Intake	Total Hrs	Value	
12/5/2024	0	3	0	0	1	1	5	\$ 303.95	
12/12/2024	3	0	3	5.25	0	1	12.25	\$ 714.30	
12/17/2025	0	4	3	0	0	2	9	\$ 513.90	
Intern								0	\$ -
	3	7	6	5.25	1	4			
Volunteer Hours									
		Month		Total Hrs				\$	1,532.15
		December		28.75					
Total patient encounters (visits, calls, emails, texts, refills, etc)									
		Month		Total Contacts					
		December		67					
Intake Statistics									
		Month	pts contacting TR	intakes done	cheduled for app	pts lost to follow	Did not qualify		
		December	10	4	4	2	4		

\* have seen an intake in call about urgent care vists and have had some people straight from ER

## Monthly Summary

January 2025

### Intake

New	Waiting	Processed	Total
8	0	8	8

### Monthly Caseload

Current	Previous Year
126	121

### Total Number of Clinics For the Month:

Clinic Date	Low Up/urgent c	New Patient	No Show	Reschedules/CXL	Intake	TOTAL
Tuesday, January 7, 2025	4	2	0	2	2	8
Thursday, January 16, 2025	4/1	2	1	2	2	9
Tuesday, January 28, 2025	7/1	1	0	1	1	10
Thursday, January 30, 2025	6	3	2	2	3	11

Number of Patients		Specialist Type		Name of Specialist		Need			
3		Basic Eye Care		Effingham Eye Care		Eye Exam			
5		urgent care needs		Giving Health		urgent care/med refills			
2		Womens Health		ECHD		women's Health exam			
1		surgical		Dr. Robert Wynn		rectal bleeding			
1		ENT		ENT Associates of Savannah		Ear problems			
1		Urologoy		Urology Associates of Savannah		testicular swelling			
Clinic Date	Dr.	NP/PA	RN	Receptionist	Dietician	Intake	Total Hrs	Value	
1/7/2025	0	3.5	5.5	6	0	2	17	\$ 767.08	

1/16/2025	3	3.5	3.5	6.25	0	2	31.25	\$	1,052.53
1/28/2025	0	4	4	4	0	1	13	\$	641.07
1/30/2025	3	5	6	6	0	3	23	\$	1,320.53
Intern							40	\$	1,198.00

\$ 4,979.21

Volunteer Hours					
	Month		Total Hrs		
	January		16.75		

**Total patient encounters (visits, calls, emails, texts, refills, etc)**

	Month	Total Contacts	
	January	92	

**Intake Statistics**

	Month	pts contacting TH	intakes done	cheduled for app	pts lost to follow	Did not qualify
	January	12	8	8	1	5





Financial Controls  
Policies & Procedures Manual  
Amended February 2025

**DRAFT**

*Purpose: This financial controls policy provides for the effective control over and accountability for all funds received (i.e. grant awards, annual contributions, individual donations and fundraising proceeds) and all funds disbursed (i.e. payments of bills and day-to-day operational expenses, and purchases). The policy requires a separation of duties to ensure proper checks and balances regarding the organization's revenues and expenses.*

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## I. Separation of Duties

### Executive Director/Program Coordinator:

- Refer to Job Description

### Treasurer:

- Prepares checks & deposit funds received weekly
- Documents day-to-day revenues and expenses in QuickBooks
- Approves non-budgeted expenses up to \$100
- Signs checks
- Create/Provide reports to BOD for review at board meetings and annually
- Participate in annual budget preparation
- Coordinates annual audit or review, budget approval and tax preparation (W-2 form and 990)
- Oversees financial record retention via external hard drive
- All financial documents and external hard drive to be maintained by Treasurer during their term in office. Passed to Board Chair at term expiration.

### Executive Committee:

- Prepare annual budget
- Ensures Executive Director/Program Coordinator's and Treasurer's duties are performed in a timely manner.
- Selects firm to perform audit or review and tax preparation if needed.

### Board of Directors

- Approves annual budget

## II. Documentation & Record Retention

- Treasurer shall use Financial Software of choosing QuickBooks to document and report financial transactions. And backup data monthly per external hard drive.
- TRHC shall maintain hardcopy records, maintained in secure file in TRHC office, according to legal requirements (refer to *IRS Compliance Side for 501(c)3 Public Charities*), and then destroy by shredding after 7 years.

Commented [AF1]: Do we feel this is necessary?



### III. Bookkeeping

#### A. Banking

##### 1. Bank Accounts

- a. TRHC shall maintain its accounts in financial institutions that are federally insured.
- b. Authorized ~~cheque~~check signers include the Treasurer, Secretary and ~~Vice~~Chair.
- c. Signature cards at Financial Institution shall be updated to reflect any officer changes.
- d. All bank accounts shall be reconciled to the bank statement monthly.

Commented [AF2]: What were the 3 we decided on here?

##### 2. Check Signing Limits:

- a. Up to \$500 — only one signature is required.
- b. \$~~2000~~500 or greater — prior approval by the BOD required\*
  - i. \*The approval limit must be enforced by TRHC. The bank will accept all checks with at least one valid signature.
- c. Any checks payable to any one of the above named persons shall be signed by someone other than the payee.

##### 3. Bank Statements

- a. ~~Executive Director~~Program Coordinator receives and stores bank statements for pickup by Treasurer.
- b. Treasurer ~~receives~~ opens bank statements and reconciles to bookkeeping software~~QuickBooks~~.
- c. Treasurer retains original statements.

Commented [AF3]: I know we didn't talk about this specifically, but I think this was based on when we got bank statements in the mail previously. We no longer get statements in the mail but receive them electronically. So, obviously the Treasurer would just receive a copy of the statement as opposed to physically "opening it"

#### B. Income

Income must be made a matter of record and deposited within one (1) business week ~~to~~ In accordance with contracts provided by Grantees, TRHC shall abide by all budget, expense, purchasing, fund advancement and reporting specifications contained in the contracts signed by the Grantee and TRHC.

Commented [AF4]: I'm not sure this is the right word here.

##### Executive Director~~Program Coordinator~~:

1. Receives, opens and makes copies of all donations, check, cash and ACTI deposit logs all mail in mail log including checks and cash. Keeps copies of donations as well as other pertinent correspondence in binder in the office. Copies each item and notifies Treasurer any items needed for processing.
2. Secures all donations in locked file cabinet in TRHC office. Hand delivers to Treasurer within 1 week~~2 business days~~ of receipt.

##### Treasurer:

1. Complete receipt of donation and gives to Executive Director~~Program Coordinator~~ to be mailed with donor Thank you card.
2. Deposits income and records in bookkeeping software~~QuickBooks~~.

#### C. Expenses

Expenses over \$~~2000~~500 must be approved by the Board of Directors (unless approved in the annual budget); accounts payable must be processed weekly.

Executive DirectorProgram Coordinator:

1. Receives and opens mail including invoices and statements (excluding bank statements).
2. Prepares check requests and delivers to Treasurer within 1 week 2 business days.

Treasurer:

1. Prepares and mails checks to payees within 1 week 2 business days and retains copies in file.

**D. Employee Compensation**

All compensation will be paid via direct deposit to a financial institution of employee's choosing.

1. All timesheets and requests for reimbursements will be submitted to Treasurer. They are due 5 business days before the end of the month on the first business day following the end of each month.
2. Treasurer will enter information in bookkeeping software QuickBooks and process compensation requests within 2 business days of receipt.

**IV. Reporting**

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**Monthly:**

1. Treasurer prepares monthly Income Statement and Balance Sheet and submits to Board Chair.
2. Treasurer provides updated financial statements to board members at scheduled meetings.

**Annually:**

1. Treasurer prepares Income Statement and Balance Sheet and distributes to BOD at annual meeting.
2. Treasurer will provide annual Balance Sheet to Executive DirectorProgram Coordinator no later than January 31st of the following year.
3. Executive DirectorProgram Coordinator prepares *Annual Report*, to include Treasurer's report, highlighting TRHC's community impact, financials and donor/volunteer activity and shares with BOD at annual meeting.
4. Upon board approval, copies of Annual Report will be available to Board Members and other entities upon request.

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## V. Audit, Budget and Annual Tax Preparation

### **Audit or Review (as determined by Board of Directors)**

1. Treasurer ensures an external audit of TRHC's financial records is completed by an independent provider if requested by the board or required by IRS.
2. Treasurer obtains approval of the Board of Directors as to the extent and cost of the audit.
3. Treasurer proposes no less than two audit firms to the BOD to choose a provider.
4. BOD selects provider.
5. Treasurer commissions chosen provider to perform annual audit, when needed.
6. If the audit results in a management letter, Executive Committee is responsible for developing a corrective action plan to be presented to the Board of Directors.
7. BOD can call for an interim audit with a quorum.

### **Budget**

1. Executive Committee prepares proposed budget and submits to BOD at October Board meeting.
2. BOD reviews and approves at December board meeting.
3. Upon approval, Treasurer inputs budget parameters to bookkeeping software(QuickBooks).
4. Change requests to annual budget must be submitted to the Treasurer for review. Treasurer will submit to BOD for final approval of amendments.
5. Once approved, Treasurer will make changes in bookkeeping software(QuickBooks).

### **Tax Preparation (W2 Form)**

1. Treasurer ensures annual tax preparation of W2 Form is completed for employee by January 31<sup>st</sup>.
2. Treasurer provides a summary of the tax return as a report to the BOD.
3. Treasurer and Executive Director/Program Coordinator provide documentation to tax preparer as requested.

### **Georgia Secretary of State Non-Profit Status Renewal**

1. Treasurer or Executive Director receives and submits annual status renewal to ensure TRHC remains in good standing with the Georgia Secretary of State's office and reports to the Board.

This document was *drafted* 1/28/2025.





Amber Fordham &lt;trhc.amber@gmail.com&gt;

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**Re: After hours event**

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**Amber Fordham** <trhc.amber@gmail.com>  
To: Vicki Renfroe <vtrenfroe@gmail.com>

Sat, Feb 1, 2025 at 8:00 AM

Hey,

Couple things I wanted to mention that I was thinking about.

1. In order to share the load for putting on the event, we could co-sponsor the event along with the United Way. I had a conversation with Kim Dennis about this. I didn't commit to anything but it could be a good way to highlight all of the services that take place in the building. Just a thought

2. I was thinking about the fact that we are celebrating 10 years of service this year. Obviously we could use this event to commemorate that.

3. We could use this event as the kick off event for commemorating 10 years. We could have 4 events from April to October, each with a different focus.

- April - Event 1 - **Community focus** - Chamber of commerce after hours. Highlight services. Do check presentation with Dr. Decker. Announce annual clinic Dr. Frances Decker day, August 24th (her birthday), for us to honor her each year at the clinic
- June - Event 2 - **Patient focus** - free movie night for patients and their families at the Mars theater to appreciate them ( I met with Regina at the Mars recently and she mentioned this is something we could do. We could come up with other ideas too if we didn't want to do this)
- August - Event 3 - **Fundraising campaign focus** - to coincide with annual Dr. Frances Decker day. (August 24th - her birthday)
- October - Event 4 - **Volunteer focus** - of course we will plan volunteer appreciation banquet and anything else surrounding that event.

Thoughts on that? Maybe if you think that sounds ok mention it in the email to fundraising committee?

Thanks,

On Fri, Jan 31, 2025 at 5:05 PM Vicki Renfroe <vtrenfroe@gmail.com> wrote:

Hey, I can definitely run it by fundraising. I'm finishing up a conference but will take care of it by Sunday.

Thanks!

On Fri, Jan 31, 2025 at 12:36 PM Amber Fordham <trhc.amber@gmail.com> wrote:

Hi there,

I spoke with Susan at the Chamber and the date they have available is Thursday April 14th. We do have clinic that day but I think we could just end clinic early in order to



# Two Rivers Health Clinic Organizational Chart

## TRHC Board of Directors

### Officers

Vicki Renfroe – Board Chair  
Chris Love – Secretary

Harriet Snooks – Vice Chair  
Sandra Hendrix - Treasurer

**Medical Director**  
Susan Harrison NP  
12 hrs/week

**Executive Director**  
Amber Fordham  
Up to 30 hrs/week

**Patient and Volunteer  
Coordinator**  
Stephanie Atkins  
Up to 30 hrs/week

**Head  
Nurse (Vol)**  
Vacant

**Secondary  
Providers (Vol)**  
Frances L.  
Decker MD  
Indijana Ciconia  
NP

**Dietician/N  
utritionist  
(Vol)**  
Rhonda  
Barlow RD

**Admin.  
Clinic Staff  
(Vol)**  
Varies

**Other clinic  
staff (vol)**  
Ex.  
Pharmacy  
student

**Shift Lead  
Nurse (Vol)**  
Varies

**Secondary  
Shift Nurse  
(Vol)**  
Varies

### Other non-clinical volunteers

**Student Vol.**  
varies

**Vol. and  
Donor  
Appreciation**  
varies

### KEY

Direct Supervisor \_\_\_\_\_

Secondary Supervisor - - - - -

Communicates with <----->

Updated February 2025