



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

April 16, 2025

- Welcome Harriett Snooks
- Invocation/Positive Thoughts
- Approval of February 2024 minutes Board members
- Financial Report Sandra Nease/Dr. Amber Fordham
- Executive Director Report A Fordham
- Medical Director Clinic Report Susan Harrison
 - New Physician
 -
- DPH Student intern presentation Wandoo Abwa, DPH candidate
- Old/Current Business H Snooks/A Fordham
 - County Commissioner update - *Building, Case Management*
 - October 2025 "10 Year Banquet"
 - Partnership with Dr. Tracy Durham - updates
 - Pride Philanthropy - investment updates, suggestions
- New Business H Snooks
 - 10 Year celebrations, 3 remaining
 - Pro Bono Partnership of Atlanta
 - Partnership with Ready to Connect program
- Comments and questions

TRHC Board meeting will be Wednesday, June 18th @4pm

Two Rivers Health Clinic
Board of Directors Minutes
February 12, 2025

Welcome

The “New member” TRHC meeting was called to order by Chairperson Vicki Renfroe at 3:40 p.m.

Members in attendance: Amber Fordham, RN, MPH, DNP; Kerry Freeman, OD; Pastor Perry Fruhling; Sandra Hendrix; Holly Lang; Kristen Pierce, PharmD; Vicki Renfroe, RN.

New members were given folders that included TRHC Bylaws; Strategic Plan 2024-2026; Financial Controls; Commitment Form; and Volunteer packet with Volunteer Confidentiality Statement form, Conflict of Interest Policy form, HIPPA Privacy Compliance form, Media Release form, Volunteer Information form.

The new Two Rivers Board Website portal was described and explained. A general overview of the history of TRHC was discussed, members were invited and encouraged to attend a clinic day. Holly asked about EMR and Amber explained 90% is in Practice Fusion and some is still on paper. Patients complete the intake process, and can be seen by specialty physicians which fax back consult of patient visits. This as well as labs are scanned into Practice Fusion.

“Community Caring for Community” was stated as a buzz phrase to encourage board members to support TRHC by both volunteering and financial donations.

The meeting then rolled into the traditional Board Meeting at 4:08pm with additional members added to the above listed: Dr. Fran Decker, MD, Harriet Snooks, Susan Harrison, NP, Stephanie Atkins, and Barbara Robinson.

Invocation

Susan Harrison kindly presented the Invocation from Proverbs 3:5-6 explaining excitement and happiness for new faces.

Approval of December 2024 minutes

December 11, 2024, minutes were reviewed by the members present. Correction was made on page 4 - Old/Current Business to show we would not vote in February 2025 for Financial Control due to allowing members 30 days once the update was given at the February 2025 meeting. Dr. Frances Decker moved to approve the minutes, and Holly Lang seconded. The minutes were unanimously approved as presented.

Dinner

Chick Fil-A meals were distributed to all board members to enjoy.

Overview of Strategic Plan Timeline

- Individual members of the four Strategic Plan Committees met with his/her respective group. Committees were instructed to meet until 5:45 to determine action steps that are *met*, *unmet*, or are *ongoing* according to individual tactics in the Strategic Plan.
- We joined back and each committee explained an overview of a breakdown of each committee's findings.
 - Copies of each of the four committees findings will be given to Amber to be updated on the Strategic Plan.

Clinic Report Highlights

- Amber reported an update of 2024 stating there were 41 clinic dates. These dates included 117 new patients and 219 follow up patients, 83 cancels/reschedules, and 13 no shows.
- Total volunteers hours included 61.75 Dr., 141.5 NP/PA, 104 RN, 234 Receptionist, 7.75 Dietician, 61 Intake, 756.5 Interns totalling 1366.5 hours

Old/Current Business

- Harriet Snooks, Holly Lang and Dr. Amber Fordham reported they will be meeting with the County Commissioners soon. The meeting is scheduled for April 1, 2025 at 1:30pm
- Amber included a copy of an email to board members showing four events to celebrate TRHC "10 year Banquet". Amber explained in April 2025 will be a *Community Event* - Chamber Business After Hours which will include a check presentation to TRHC from Dr. Decker. June 2025 will be a *Patient Focus* event at the Mars for patients and family. August 2025 will be a *Fundraising Campaign Focus* to coincide with Dr. Decker's birthday. October 2025 will be a Volunteer Focus event with our annual Volunteer Appreciation Banquet.
- Financial Policy Draft updates were handed out to members. The draft showed the changes, were explained and discussed. The amended draft will be voted on via email 30 days after this meeting.
- The Volunteer Banquet honoring Ten Years of TRHC is planned for October 16, 2025. Harriet Snooks is looking into venues in Springfield and will keep the board updated.

New Business

- The Bylaws were voted on previously as well as added a line item for “Event”
- Commitment Forms were given to the members present and were returned.
- Amber discussed with the board about potential Executive /Federal Government initiatives and how they may affect TRHC so that clinic members are aware of ICE but that it is unlikely to occur.

Comments and Questions

It was briefly discussed about a potential Strategic Planning Session in June 2025.

The next TRHC Board Meeting will be on Wednesday, April 16, at 4:00.

There being no further business, the meeting was adjourned at 6:30 pm.

Respectfully submitted,

Vicki Renfroe, Chairperson (for Christine Love, Secretary)

April 15, 2025 ADDENDUM:

An email vote was sent to board members 30 days after February 12 meeting to vote on a)2025 budget with the line item added and now balanced and b) Financial Controls updates.

Eight of the twelve members responded with “yes” votes to both items.

Banking Summary - Feb 2025

2/1/2025 through 2/28/2025

Category	2/1/2025- 2/28/2025
INCOME	
Church Donation	830.00
GCCN grant	4,604.18
Georgia Baptist Grant	21,150.00
Individual Donation	381.03
Kaiser Permanent Grant	3,750.00
UW Designated Funds	1,000.00
TOTAL INCOME	31,715.21
EXPENSES	
Advertising (Business)	280.00
Clinic Supplies	730.61
Insurance (Business)	135.61
Lab Fees	865.12
Misc. Expense (Business)	781.99
Net Salary	
Payroll Fee Gusto	58.00
TOTAL Net Salary	58.00
Rent	550.00
Salary	4,271.88
Specialty Fees	1,003.88
Tax Payroll	774.21
Training	916.73
workers comp ins	461.00
TOTAL EXPENSES	10,829.03
OVERALL TOTAL	20,886.18

beg bal. 94,481.41
end bal 115,367.5

Banking Summary - Mar 2025
3/1/2025 through 3/31/2025

3/1/2025-
3/31/2025

Category

INCOME

Church Donation	430.00
Individual Donation	97.52
UW Designated Funds	1,000.00
TOTAL INCOME	1,527.52

EXPENSES

Advertising (Business)	958.15
dues and membership	492.15
Events	80.77
Insurance (Business)	135.61
Lab Fees	348.75
Medication	92.08
Net Salary	
Payroll Fee Gusto	58.00
TOTAL Net Salary	58.00
Non-medical Office Supplies	213.36
Professional Fees	131.88
Rent	550.00
Salary	4,519.38
Specialty Fees	837.50
Tax Payroll	818.70
Training	443.26
TOTAL EXPENSES	9,679.59

OVERALL TOTAL

beg bal 115,367.59
end bal 107,285.59

2025 TRHC Operating Budget

Board Approved Oct 2024, Ammended to include events Mar 2025

Income				Received/ spent	
Individuals	8,000	Unrestricted	1178.55		
GCCN Grant	15,800	Restricted	4604.18		
UWCE Grant	14,698	Restricted	3000		
Businesses, Clubs, Churches	14,000	Unrestricted	1990		
Foundations	29,000	Restricted	21150		
Other Misc/Grants	27,000	restricted/unrestricted	23750		includes partial use (\$20,000) of bequest by Dr. D
In kind donations (equipment, etc)	2,000	Unrestricted	0		
In kind clinic volunteer hours value	57,003	N/A	17804.35		
SUB TOTAL minus VOL HRS	110,498		55672.73		
GRAND TOTAL	167,501				
Expenses					
Administrative					
Dues (State, National, GCCN Mgt, Affiliations)	1,500		466.88		
Insurance (Brd & Office Liability)	1,500		1563.17		
Adm Office Rent	6,600		1650		
Non-Medical Off. Supplies	500		321.03		
Postage	300		73		
Payroll, Prog Accounting, CPA	730		174		
Meetings, Conferences, Trainings	1,500		1359.99		
Advertising	2,000		1238.15		includes 10 year anniv. Swag
Miscellaneous business	1,000		1029.99		\$781.99 for paper charts and tabs -this is the FIRS
Events	2,000		80.77		
SUB TOTAL	17,630		7956.98		
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	
Employer SS/Med Tax Ex Dir	2,964		
P & V Coord	23,400	PFL/UW/GCCN	
Employer SS/Med Tax P & V	2,340		
SUB TOTAL SALARY	74,880		12815.24
SB TOTAL TAXES	7,488		3458.89
SUB TOTAL ALL	82,368		16274.13
Clinic/Patient Expenses			
Referrals to Specialists/XRAVS/Labs	8,000		3163.25
Medications	500		92.08
Clinic Supplies	2,000		543.69
Volunteer hours expended	57,003		17804.35
SUB TOTAL	67,503		
*SUBTOTAL minus Vol hours	10,500		3799.02
GRAND TOTAL	167,501		

30hr/wk at \$19/hr

30hr/wk at \$15/hr

**Two Rivers Health Clinic
Executive Director Report
April 16, 2025**

Tasks completed:

1. Stats (February and March, 2025)

- i. Total followers - 616
- ii. New Likes - 9
 - 1. Page views - 14,600 (up 168%)
- iii. Page reach (number of people who saw page content) – (approximate)
 - 1. 3800(up 86.3%)
- iv. Most popular posts
 - 1. Reach - 886 - 2/5/2025 - Amber visiting the senior center
 - 2. Interactions - 3/13/2025 - 46 - post about clinic turning 10

2. Clinic updates

- b. Clinic held weekly except for holiday weeks
 - i. Have had a few 3 provider clinics
 - ii. Some clinics have increased from 3 hour clinics to 3.5 or 4 hour clinics depending on need
 - iii. Seeing more walk in patients for intake
 - iv. Still seeing a lot of new people
 - v. using sign-up genius for schedule
 - vi. Seeing increased number of no shows
- b. Labcorp
 - i. Working with them
- c. volunteers
 - i. 3 new nursing volunteers - two have volunteered, one has not
 - ii. Need physician volunteer. Working on list.
 - 1. Heneisen - license lapsed
 - 2. Bennett - too busy
 - iii. Need to work on consistency of volunteering same day each month
- d. GROW Initiative Georgia
 - i. Translating for Spanish speaking patients
 - ii. Using our space for
 - 1. Every Monday - Spanish class
 - 2. 4th Thursday - Health and Nutrition class
 - 3. Case management, as needed
 - 4. Possible partnership to provide produce from Brooklet farmers market

3. Interns

- f. Spring 2025 interns
 - i. Wandoo Abwa - GSU - DPH student
 - 1. Cost benefit analysis
 - 2. Grant writing
 - 3. Patient survey

**Two Rivers Health Clinic
Executive Director Report
April 16, 2025**

4. GRANTS/Fundraising

- a. Kaiser Permanente - Focuses on Chronic Disease Management
 - ii. Awarded \$7500 (received \$3750, so far)
 - 1. increase hours for NP
 - 2. Increase supplies for those with Diabetes and Hypertension
 - 3. Increase \$ for specialty providers
 - B. Georgia Baptist Healthcare Ministry Foundation
 - I. Awards banquet in February - received \$21,500
 - iii. Holly Attended
 - g. United Way Received 12,000 - get monthly payments through June 2025
 - i. THEY WILL NOT BE DOING REGULAR GRANT APPLICATION FOR FY25-26
 - 1. Funded agencies will have a review but will continue with funds, pending available funds
 - a. Have not heard process yet
 - b. United CEO came to visit clinic at beginning of April
 - 2. UW is focusing on internal improvements
 - C. GCCN - Received \$8100
 - h. Reimbursable grant - get reimbursed for spending once we submit documentation for
 - D. Walmart changed platforms
 - i. Have applied for several but have not received anything yet
 - E. Women United - still have funds available to provide transportation assistance. Have given out a total of 14 - \$15 gas cards, 1-\$25 gas card to date. Got \$1000 for FY 2023-2024. Still have a few gift cards
 - F. 2 grants through Savannah Community Fund
 - j. Karen and Jerry Burroughs Foundation
 - i. \$8450
 - 1. To expand health and nutrition class
 - k. H.V. Jenkins Foundation
 - i. \$30435
 - 1. Would be used to cover costs of more extensive dental care and preventative care for patients
- Donation from Dr. Decker - \$100,000. Contacted Pride Philanthropy about investing
Dr. Holzclaw office supposed to give \$5000 donation in 2nd QTR of 2025

Other Progress

- 1. Continuing to refer to Effingham Eye - Going well
- 2. Dentistry at Towne Center - Spoke with Dr. Durham
 - a. She expressed some concerns
 - i. Patients needing a lot of work done
 - ii. Patient not doing homecare
 - iii. Sent us some criteria for
 - iv. Applied for grant, see above

**Two Rivers Health Clinic
Executive Director Report
April 16, 2025**

3. Stephanie and Amber to meet to discuss policy and procedure manual as well as organizing clinic and succession plan
4. Lions Club - working as screening org for those needing glasses. Working mainly with school system
5. Website update
 - a. Continuing to update
 - i. Need photo from everything
6. Numbers for benefits received by patients (some are estimates):
 - a. Clinic visits - \$8148.41
 - b. Labs - \$2011.55
 - c. Specialty services - 1302.50
 - d. In house pharmacy - \$1120
 - e. Good Pill - tbd at end of year
 - f. Giving Health - \$2,922 (QT2, have not received 3 yet)
 - g. MedBank - TBD at end of year
 - h. Effingham Eye - \$2250
 - i. Medical Pantry - TBD at end of year

Other items:

1. Working with Family connection to do "Do You Know Your Neighborhood?" Resource events
 - a. Next is Saturday April 26th at Guyton Y
2. Now board vice chair for Family Connection - helping them work on strategic plan
 - a. Will probably work with them on grant from Bulloch Alcohol and Drug Council
 - b. Working on NAFC policy committee
 - c. Ready to Connect Partnership - CMA training
 - d. Pro Bono Partnership of Atlanta
 - e. Attending annual GCCN conference May 4-6
 - f. Meeting with Tim Calanan and Phil Keifer

Ongoing Collaborative Partners:

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

Monthly Summary

February 2025

Intake

	New	Waiting	Processed	Total		
	8	0	8	8		

Monthly Caseload

	Current	Previous Year		
	134	121		

Total Number of Clinics For the Month:

Clinic Date	low Up/urgent c	New Patient	No Show	Reschedules/Cxl	Intake	TOTAL
Tuesday, February 4, 2025	3	0	0	3	0	3
Thursday, February 13, 2025	4	3	1	0	3	10
Tuesday, February 18, 2025	2	2	0	1	2	6
Thursday, February 27, 2025	9	3	3	1	3	15

Number of Patients		Specialist Type		Name of Specialist		Need											
1		Ophthamologist		Georgia Eye Care		in depth eye needs											
1		womens health		ECHD		Pap/pelvic											
1		Eye exam		Effingham Eye Care		regular eye exam											
1		Dental care		Trach Durham		in depth dental care											
2		GI		Wiggins		multiple GI problems/blood in stool											
2		urgent care		Giving Health		ear infection symptoms											
Clinic Date		Dr.		NP/PA		RN		Receptionist		Dietician		Intake		Total Hrs		Value	
2/4/2025		0		2		2		1.75		0		0				\$ 299.12	

2/13/2025	4	2	7.5	3.5	0	3	\$ 1,247.08
2/18/2025	0	3.5	6	3.5	0	2	\$ 729.63
2/27/2025	3.5	6	6	6	2	3	\$ 1,568.03
intern							60 \$ 1,797.00
telemedicine		12					876

\$ 6,516.86

Volunteer Hours						
		<i>Month</i>		<i>Total Hrs</i>		
		February		25		

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

		<i>Month</i>	<i>Total Contacts</i>			
		February		48		

Intake Statistics

		<i>Month</i>	<i>pts contacting TR</i>	<i>intakes done</i>	<i>cheduled for app</i>	<i>pts lost to follow</i>	<i>Did not qualify</i>
		February	12	8	8	2	2

Monthly Summary

March 2025

Intake			
New	Waiting	Processed	Total
4	0	4	4

Monthly Caseload

Current	Previous Year
138	121

Total Number of Clinics For the Month:

Clinic Date	low Up/urgent c	New Patient	No Show	Reschedules/CXL	Intake	TOTAL
Tuesday, March 4, 2025	8	0	0	1	0	8
Thursday, March 13, 2025	6/2	1	1	1	1	10
Thursday, March 20, 2025	4	0	1	1	0	4
Thursday, March 27, 2025	2	3	1	2	3	8

Number of Patients		Specialist Type	Name of Specialist		Need	
1	womens health		ECHD		mammogram	
1	ER		Effingham Health system		low hemoglobin	
3	GI		Wynn		colonoscopy/blood in stool	
3	Eye care		Effingham Eye Care		regular eye exam	
1	xray		Pooler Imaging		left shoulder pain	
1	dermatology		Ga skin and cancer		ongoing skin problems	
Clinic Date	Dr.	NP/PA	RN	Receptionist	Dietician	intake
3/4/2025	0	4.5	7.5	3	1.5	0
Total Hrs					Value	
					\$	893.34

3/13/2025	3	3.5	7	7.5	0	1	\$ 1,243.80
3/20/2025	0	2.5	2	2.5	0	0	\$ 354.95
3/27/2025	1.5	2.5	3	3	0	3	\$ 705.19
intern							60 \$ 1,797.00
telemedicine		14.5					1058.5

\$ 6,052.78

Volunteer Hours					
		<i>Month</i>		<i>Total Hrs</i>	
		March		5	

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

		<i>Month</i>	<i>Total Contacts</i>		
		March		76	

Intake Statistics

		<i>Month</i>	<i>pts contacting TR</i>	<i>intakes done</i>	<i>cheduled for app</i>	<i>pts lost to follow</i>	<i>Did not qualify</i>
		March	10	4	4	2	4

Two Rivers Health Clinic Dental Referral Limitations

- One referral/treatment plan to be addressed at a time. Scheduling will be done on a first come, first serve basis. Each referral will be contacted no more than three times for scheduling.
- Each referral expires 6 months after date received.
- Only emergent care (not to exceed \$1,000) on each treatment plan to be treated by Dr. Tracy Durham
- Additional care to be completed at Dr. Tracy Durham's discretion or otherwise referred to a local dental clinic
- Any referred patient who no shows an appointment is automatically dismissed. No new referrals for the same patient will be honored.