

**SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**October 26, 2021 5:30 PM**

**PRESENT:** Kim Wetherhold, Board Chair; Chris Ebner, Board Secretary; Matt McLaughlin, Board Treasurer; Barb Vanaskie; Dr. Ralph Kaiser; Shantay Hall; Rick Wyatt; Josh Warfel; and Max Houseknecht, Jr., CFO

**PRESENT VIA ZOOM:** Jean Myers, Board Vice-Chair; Pastor Velinda Smith; Barb Wool, Clinical Operations Manager; and Jim Yoxtheimer, President & CEO (ex-officio)

Excused: Abbey Eschbach

## **QUORUM MET**

### **I Call to Order, Mission Statement & Invocation**

Kim Wetherhold, Board Chair called the meeting to order at 5:30 p.m., read the mission statement and offered the invocation.

Kim introduced a guest, Mike McCullen who participates in the Leadership Lycoming Class of 2022. Kim indicated that attending a board meeting is part of the Leadership Lycoming curriculum. Mike is employed by Geisinger as a Provider Relations Manager and is a liaison with River Valley Health and Dental.

**a. Introduction New Board Member, Barb Vanaskie:** Kim welcomed the newest board member to the meeting. Barb Vanaskie is the MAT Coordinator for West Branch Drug and Alcohol. Kim indicated that Barb is very familiar with the Center as she was a contracted LCSW with the Center for six years before she joined West Branch Drug and Alcohol. Barb thanked everyone for allowing her to be a part of the Board of Directors and stated she is very excited to be a part of RVHDC again. The board introduced themselves and welcomed her to her first meeting.

### **II CEO Update**

**a. CEO Report:** Jim highlighted the following information from his CEO Report:

- Since learning of the loss of 340b program revenue due to Wegman's decision to pull out of our program, the Center has secured an agreement with four CVS pharmacies. This agreement will add four pharmacies to our program beginning January 2022.
- During the past month, leadership has been presented with a potential opportunity to take over a small, single provider medical practice in Laporte, Sullivan County, which was losing its medical provider. After a great deal of consideration and analysis, it was decided not to move forward with the opportunity. Initially, management felt obliged to consider the possibility since many underserved individuals could have been left without care. Once it was learned that at least two other organizations indicated a willingness to take over the practice, our conclusion was that it was not worth the financial risk and staff resources, given our current priorities to pursue it.
- The Personnel & Nominating Committee reviewed a revised Organizational Chart that included the added position of Chief Operations Officer (COO) as well as a few other changes. As a function of the strategic plan, management has identified

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organizational changes that will need to be made to achieve desired results and the addition of a COO is at the top of the list.

- The real estate appraisal for the Hepburn Plaza was received just a few days before this meeting. Leadership plans to review and present the findings at the next Executive Committee meeting.
- The school dental program now has five area school districts online, including Williamsport, Jersey Shore, Montoursville, South Williamsport, and East Lycoming.
- Management continues to watch for the requirement of the federal vaccine mandate. Regulations have not been made public yet. Contingency planning has been underway to help mitigate staffing issues if unvaccinated individuals refuse to become vaccinated.
- Covid testing has continued to be demanding. The Center has been accommodating approximately 60 individuals per day for testing. The vaccine administration demand has remained sluggish, although the Center has been gearing up for increased demand because of boosters and pediatric (age 5-11) vaccine availability.
- Support for the grass roots efforts of the Let's End Covid has continued featuring new messaging around the continued need of masking and other preventative measures due to the continued prevalence of the delta variant cases of the virus. The group continued to develop new messaging for billboards and advertising to residents of Lycoming County. In addition, recently volunteers, including River Valley's CMO, Dr. Kayla Richardson, were featured on "PA Live", a program broadcast by WBRE/WYOU in Wilkes-Barre that airs in our area.

**b. Dashboard:** Barb reported the highlights of the Dashboard as follows:

- **Operational Indicators:** Patient visits were under budget, largely due to provider vacancies. New patient visits were 186 for the month.
- **Clinical Quality Measures:** The breast cancer screening measure improved due to recent outreach as well as standing orders being added to the rooming process. It is expected that this measure will continue to improve. Social Determinants of Health (SDOH) Screening dramatically increased as this data collection was added to the rooming process as well. Workgroup will evaluate the goal and it will be changed for 2022.

Barb provided an update on COVID vaccines and testing to the board. Two nurses are now performing testing as demand has increased. With two nurses doing the testing, it allows the Center to perform approximately 60 tests daily. Management will keep an eye on the demand and will add more nursing staff if needed.

Barb reported on the vaccine boosters indicating that the Center was giving boosters to those that were eligible. The Center offers all three vaccines. There has been an increase in vaccine request since the booster was recently approved. Once the Pfizer vaccine has been approved for ages 5 – 11, the Center will be ready to administer those vaccines as well. Currently 1,800 patients fall into that age category that would be eligible for the vaccine.

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**III Financial Report**

**a. September 2021 Financial Summary Report**

The highlights of the financial report were reviewed for September 2021, as were set forth in the summary provided to the board, which is hereby incorporated for all purposes herein. Max reported that for the month of September there was an excess of revenues over expenses of \$281,806 which takes the YTD deficiency of revenues over expenses to \$57,728. Net days in A/R was 31, due to Geisinger vaccines payment. Days in A/P was 37.48. Current Ratio was 1.54. Days Cash on Hand was 25.86 due to the timing of payroll.

**Motion #1 Chris Ebner made the motion to approve the September Financial Report. Dr. Ralph Kaiser seconded the motion. The motion passed unanimously.**

**IV Quality Assurance/Quality Improvement Report**

Barb gave the Quality Assurance/Quality Improvement report indicating the new Health Data Analyst has been a big help with running the reports needed. He has been working with the QA Manager to ensure her reports are accurate. Barb reported there were 443 patient satisfaction surveys returned for the year and the continue to be mostly positive results. Workgroup will be reviewing the survey to determine new goals for 2022.

**a. Credentialing**

- **Laura Bierly, PHDHP:** Laura Bierly is a Public Health Dental Hygienist who joined the River Valley Health and Dental team in 2019 and is in need of the two-year recredentialing.

On behalf of the QA/QI Committee, Dr. Richardson has recommended approval of Laura Bierly's request for reappointment to the staff of River Valley Health and Dental Center. Her request for practice privileges was also reviewed and found suitable for the delineation of privileges as requested.

**Motion #2 Matt McLaughlin made the motion to approve Laura Bierly, PHDHP for reappointment and repriviliging to River Valley Health and Dental Center. Dr. Ralph Kaiser seconded the motion. The motion passed unanimously.**

**V Consent Agenda**

**Board of Directors Meeting Minutes, September 2021; Executive Committee Meeting Minutes, October 2021; Finance and Audit Committee Meeting Minutes, October 2021; Quality Assurance/Quality Improvement Committee Meeting Minutes; and Personnel & Nominating Committee Meeting Minutes, October 2021**

**Motion #3 Shantay Hall made the motion to approve the Consent Agenda as presented. Rick Wyatt seconded the motion. The motion passed unanimously.**

**VI Old Business**

There was old business to be discussed.

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**VII New Business**

**a. FY21 Audit Acceptance:** Max provided highlights of the FY21 audit presentation that Baker Tilly presented in the October Finance and Audit Committee meeting. Max indicated that all FY21 audit information was available on the Board Portal.

Max reported on the FY21 Audit report indicating there were no findings on the audit showing an unmodified “clean” report. There were no instances of noncompliance noted that were material to financial statements and no material weaknesses.

Net Income for FY21 was just over \$1.8 million. There was an increase in unrestricted net assets of \$2.2 million. Days Cash on Hand at fiscal year end was 52.4 which was 3 days less than the prior year. Compared to five years ago days cash on hand was at only 15. Days in A/R was 26.2 which was up slightly from the previous year. Current Ratio increased to 1.7.

**Motion #4 Chris Ebner made the motion to accept the FY21 Audit Report. Josh Warfel seconded the motion. The motion passed unanimously.**

**b. New Board Member Ballot:** Kim Wetherhold indicated there were ballots in every packet to vote for a new board member recommended by the Personnel & Nominating Committee. Austin White has been an attorney with McCormick Law Firm since 2010 and a graduate of the Leadership Lycoming Class of 2017. Jim reported that he did not have the opportunity to meet him before the Personnel & Nominating Committee meeting, but he seems to have a down to earth approach on what the Center does. Jim felt he sincerely wants to be a part of the organization. Members were asked to complete the ballot and return it to Trudy by end of business day Wednesday, October 27.

**c. Executive Session for CEO Evaluation:** The Board of Directors met in Executive Session to discuss the results of the 2021 CEO Evaluation.

**VIII Announcements for the next Meeting**

There were no announcements for the next meeting.

**IX Adjournment**

Kim Wetherhold, Board Chair, adjourned the meeting.

**Next Meeting: November 23, 2021 @ 5:30 PM Community Room or via Zoom**

**Signatures:**

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Kimberly Wetherhold, Board Chair

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Christopher Ebner, Board Secretary

Date: