

SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.
Executive Committee Meeting Minutes
March 8, 2021 5:30 PM

PRESENT: Barb Barbus, Board Secretary; Kim Wetherhold, Board Chair; Max Houseknecht, Jr., CFO; and Jim Yoxtheimer, President & CEO (ex-officio)

PRESENT VIA ZOOM: Dewy Hilliard, Board Treasurer and Jean Myers, Board Vice-Chair

I Management Update Current Operations

a. COVID-19 Impact: Jim reported that there has not been a lot of change in the process for testing. The numbers for testing have continued to decline month by month. The vaccine clinic has increased the number of doses administered since receiving the federal allocation of vaccines. Last week the center gave 860 vaccines, which included a Saturday vaccine clinic. The Saturday clinic went very well, it was truly a proud moment for the center. The goal is to give 1,000 vaccines per week. If that can be accomplished through the week then there will not be another Saturday clinic necessary.

b. Express Care Services: Unfortunately, the Express Care Services at the new location have not been able to open quite yet. The Center still awaits the final licensure approval for the physician assistant that will be working in the Express Care. As soon as that information is received, Express Care will open. Triage services are still available at the 471 location.

Jim reported there are two dentists currently under contract with the center. One, as mentioned in the last board meeting, will be starting the end of March or early April. The second is on a 90-day notice with their current employer.

Jim reminded the committee that the annual on-line fundraising event, Raise the Region, was scheduled for March 10-11. An email reminder will be sent to all board members asking for donations and to help spread the word to friends and family for donations.

II Board Self Evaluation

The results of the board self-evaluation were sent to the committee prior to the meeting for their review. After discussion, it was decided, that since the answers are anonymous, to address the “disagree” answers generally and make the announcement that if anyone has any questions or concerns that they would like to discuss to please reach out to Jim or Kim.

III Form 5B Addition—259 Allegheny Street Jersey Shore

Jim reported that when an addition to site or services occurs it is necessary to update our Form 5B with HRSA. It is necessary to add the Jersey Shore location to our Form 5B. The second thing that is necessary to review with Form 5B is the hours of operation for each site, which he pointed out where that information is located. It is the board’s responsibility to review these forms and approve them. After discussion, it was asked to make all sheets available to the board, but to add an additional sheet where it is simplified.

IV Strategic Planning

Jim indicated he would like to use the mini-educational session of the March full board meeting to be able to focus on strategic planning. He indicated that he plans to review the progress report, the mini-needs assessment, and receive feedback from the board members. He then plans to present a more formal document at the April meeting which would need board approval.

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V Full Board Agenda, March 22, 2021 @ 5:30 PM

The committee reviewed the Full Board Agenda and agreed the mini-educational session should focus on strategic planning. It was suggested to add to “Old Business” the Board Self-Evaluation to review those results with the full board.

Next Meeting Date: April 12, 2021 @ 5:30 PM 431 Hepburn Street