

SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.
Personnel & Nominating Committee Meeting Minutes
October 21, 2021 12:00 PM

PRESENT: Abbey Eschbach; Max Houseknecht, Jr., CFO; and Jim Yoxtheimer, President & CEO (ex-officio)

Excused: Pastor Velinda Smith

I New Board Member: Austin White

The Personnel & Nominating met a prospective Board member, Austin White. Austin's application was sent to the committee prior to the meeting for their review.

Jim reported both Kim Wetherhold and Max Houseknecht, Jr. suggested Austin would be an excellent addition to the board as we strive for diversity on the board.

When asked to talk about the board and anything Austin should know, Abbey indicated that since she began serving as a board of director, the board leadership has changed. She indicated that both board chairs have brought their own unique qualities. Abbey reported it speaks volumes of leadership to watch the Center grow over the past few years. Abbey indicated she felt the board works well together and is all inclusive. Each board meeting begins with an educational session which are very informative. All questions are answered by management. Abbey ended by indicating while she feels the board is well-rounded, she has always thought having a board representative with legal background would be great for the Center.

Austin indicated he understands what an FQHC. He stated he felt the board of directors was unique. He asked if attorneys had been on the board previously, he was told that it has been quite some time since there has been legal representation on the board of directors. Austin indicated his first look into River Valley Health and Dental was a few years ago when he was on the Cleft Palate Board. He also had the opportunity to tour the facility through Leadership Lycoming.

Jim indicated that Max Houseknecht participates in board meetings as the CFO and Barb Wool also participates as the Clinical Operations Manager.

The monthly board meeting dates were discussed and reiterated as the 4th Tuesday of each month. Austin questioned how often each committee met. Jim answered that it does vary. Currently the Finance, Executive, and QA/QI Committees meet monthly. PR, Marketing, & Fundraising will generally meet every other month, but can meet monthly if need be. The Personnel & Nominating meets as needed.

Max indicated that he feels Austin White would bring good prospective to the board of directors and a value to the organization if he were to become a board of director.

Jim thanked Austin for his time and explained the process and timeline needed.

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After discussion, the committee felt that Austin White would be an excellent addition to the Board of Directors and recommended approval to the board. A ballot will be added to the October Board Packet.

II Organizational Chart Update

Jim reviewed the Organizational Chart presented to the committee indicating the major change was the addition of a position of Chief Operations Officer. By adding this position, it will aid in the completion of the succession plan. Not to suggest the COO would roll into the position of CEO, but it would possibly be another individual within the organization who could potentially receive the promotion.

Jim shared that having the approving the changes to the organization chart would create more time to focus large, strategic projects. Jim indicated he felt this is a good time to bring an additional leader into the organization as management is currently maxed out on duties. Jim explained the Chief Operating Officer would oversee all clinical areas to include Medical, Dental, Behavioral Health, Reproductive Health, and Outreach.

Management is asking for the committee's recommendation to full board to approve the Organizational Chart. The committee agreed to request approval from full board.