

SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.

Finance and Audit Committee Meeting Minutes

August 10, 2021 12:00 PM

PRESENT: Matt McLaughlin, Board Treasurer; Kim Wetherhold, Board Chair; Jean Myers, Board Vice-Chair; Chris Ebner, Board Secretary; Jim Yoxtheimer, President & CEO (ex-officio); Phil Allen, Senior Accountant; and Max Houseknecht, Jr., CFO

I June 2021 Financials

The highlights of the Financial Report were reviewed for June 2021 as were set forth in the summary provided to the committee, which is hereby incorporated for all purposes herein. Max reported that for the month of June there was an excess of revenues over expenses of \$1,419,959 which takes the FY21 year-end excess of revenues over expenses to \$1,793,649.

The rest of the financial report did not differ from the Draft Report presented last month except for contractual allowances. After discussion the Committee was okay with the report being sent to the Full Board for approval.

- **Summary Report:** Max reviewed the Summary Financial Report for June 2021 which showed Net Days in A/R to be 27, Days in A/P was 43.96, Days Cash on Hand was 37.39, and Current Ratio was 1.34.

II July 2021 Financial

The highlights of the Financial Report were reviewed for July 2021 as were set forth in the summary provided to the committee, which is hereby incorporated for all purposes herein. Max reported that for the month of July the deficiency of revenue over expenses was \$249,304 which takes the YTD decrease in net assets to \$188,859. In Net Income by Facility/Department, Max reported that Pharmacy continues to do well being over budget by \$22,674. Max reviewed the patient revenue analysis which shows visits to be 28% below budget across the Center. Medical was under budget by 484 visits, due largely to a provider being on unexpected medical leave. Neighborhood Care and Jersey Shore were under budget as there were no staffing yet. Patient Revenue was under budget for the month by \$210,908 due to: Williamsport dental services revenue being under budget by \$13,193, medical services revenue being under budget by \$111,331, reproductive health services revenue being under budget by \$26,713, pharmacy revenue was over budget by \$37,567, Neighborhood Care revenue was under budget by \$27,029, chiropractic services revenue was under budget by \$10,185, behavioral health services was under budget by \$17,031, Express Care Services was under budget by \$27,365, and Jersey Shore Dental Services revenue was under budget by \$16,628.

Max reported in other revenue that the 340b drug program income for contract pharmacy was under budget by \$26,264. Federal grants revenue was under budget by \$317,987 due to SUD/MH vacant position, H8F Funding multiple new positions not yet filled, and one-time staff incentive that was not paid out in July.

Phil reported the Expense Analysis as follows: Expenses were under budget by \$240,806. Factoring out the Grant related expenses that were unbudgeted of \$2,463 total expenses would have been under budget by \$243,269. Total salaries, benefits, & payroll expenses were under budget by \$284,341 due largely to vacant positions and one-time staff deferral of \$228,722 and lower than budgeted fringe benefits due to vacant positions of \$55,619. Medical supplies were over budget by \$9,872 due to purchases associated with the COVID-19 testing funds. Dental

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supplies were over budget by \$4,392. Minor equipment was over budget by \$7,167 associated with remaining dental machines that needed replaced due to hardware issues. Temp staffing fees were over budget by \$4,995 due to increased costs associated with nursing staff medical staff shortage. Grant for acquisition of PP&E was under budget by \$178,123 due to budgeted expenditures for H8F grant items that did not fully occur (i.e., mobile unit and tablets for surveys). The organization did purchase the Neighborhood Care staff transportation and Pharmacy delivery vehicles.

Phil reviewed the Balance Sheet highlights indicating the 340b receivable was at \$324,851 which is an increase over the prior month of \$11,012. Accounts Payable was at \$271,023, a decrease over last month of \$16,276. The Super Money Market fund balance is at \$327,896.71 with \$50,000 in transfers from the operating account into the money market fund occurring for the month. Total unrestricted cash, including super money market fund, at month-end was \$1,523,804.

After discussion the Committee was okay with the report being sent to the Full Board for approval.

- **Summary Report:** Max reviewed the Summary Report which will be presented to the Full Board as follows: Net Days in A/R was 29. Net Days in A/P was 36.57. Dash Cash on Hand decreased to 27.5 due to the increase in the new fiscal year calculation of daily operations. The Current Ratio was 1.25.

III Federal 330 Grant Funds/COVID-19 Grant Funds

Max reported to the committee that, unless there were questions or concerns, the Grant funds will be part of the monthly packet but will only be reviewed during carryforward period and year end. These documents will still be made available each month to full board via the Board Portal.

IV NOA

- **Approval H8E Carryforward:** Max reported the Center received the notification of the 12-month extension of the H3E grant.
- **Jersey Shore Scope Verification:** Max reported the Center received notification of the Jersey Shore Scope Verification.

V Retirement Committee Meeting

Max reported that the Center held a Retirement Committee meeting in July. The plan had 115 participants at the end of the plan year. Once the plan hits 120 members it will be required to have an annual audit completed. The committee discussed enhancing the company match for the upcoming plan year. Currently the match is 6% up to \$1,500.00. Enhancements will be discussed again in the September 2021 meeting.

Next Meeting: September 14, 2021 @ 12 PM