

**RIVER VALLEY HEALTH AND DENTAL CENTER
Personnel & Nominating Committee Meeting Minutes
February 13, 2023, 12:00 PM**

PRESENT: Rev. Velinda Smith; Andrea Weinoffer, CHRO; Karla Sexton, Compliance Officer; and Jim Yoxtheimer, President & CEO

PRESENT VIA ZOOM: Abbey Eschbach and Mark Thompson

I New Board Application—Shameka Grey

Jim welcomed Shameka Grey to the meeting. He and Trudy initially had met with Shameka a few weeks ago when she had expressed interest in moving forward with her application to the board. Jim asked the committee to share with Shameka their experiences of being part of the board.

Pastor Velinda indicated she was a consumer member of the board. She stated that she is passionate about the Center and its mission. She indicated that she was very appreciative that the management team keeps the board very well informed.

Abbey reported that she started on the board as a representative of STEP, while she was employed there. When her employment changed, she continued on the board as a consumer member. Abbey feels the mission of the Center has been very obvious in every action from management and she felt that management team are very thoughtful and presents information in a clear manner. She indicated that the management team has always been very transparent with the board. Abbey has been very proud to sit on the board and be involved in the progress of the Center over the years.

Mark felt that his only challenge with the board has been his ability to attend the meetings in person. He is thankful for the Zoom option to be able to participate. He pointed out that Abbey used a word that he felt was important. Thoughtful. He also reported that management presents information in a thoughtful manner and a feels a lot of thought goes into the updates to the board. He indicated that he was relatively new to the board, but he loved the fact that the Center does such great work in the community.

Jim thanked the committee for their input for Shameka. The one thing that comes to mind that was not shared was the importance of board input either before, during, or after the meetings. The team works hard to address issues or questions from the board. Another thing he felt was important was the fact that management tries to address important items before it needs to be voted on so the board has time to process necessary information.

Shameka thanked Jim and the committee for their time today. She expressed her interest in joining the board.

After Shameka left the meeting, the committee decided she would be an asset to the board and recommended Shameka Grey for Board approval. The Board will receive a ballot at the February board meeting for formal vote.

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II Policies for Review

Jim indicated that the management team has two new policies recommended for this committee's review and recommendation to the full board for approval.

- a. **2.0.34 Tuition Reimbursement Policy:** Jim reported that while the Center has helped several staff members over the years, there has never been an official tuition reimbursement policy. It became evident that that an official policy was needed while working on the grant funded medical assistant training program. The committee asked if the employee would be required to maintain a certain grade to remain in the tuition reimbursement program as well as information on how long the employee must remain with the company after their schooling has been completed. Karla indicated that information will be encompassed in the separate agreement to maintain flexibility and not burden the policy with differing provisions as needed. The committee suggested verbiage in the policy to indicate that River Valley Health and Dental Center follows IRS regulations and taxes would be at the employee's expense per IRS guidelines.
- b. **2.0.35 Onsite Clinic Benefit Policy:** As you may recall, during the OSV, the HRSA representative indicated that the Financial Control Policy Manual needed verbiage changed recognizing the different treatment provided to employees, from employee discount to employee benefit. As this characterization was researched, management became aware that it is not only a benefit, but an insurance benefit and the team felt strongly about keeping this benefit. Jim indicated that wording was changed just this morning on the policy to clarify that staff does not need to carry the insurance from the Center to have this benefit. This benefit will also be available through COBRA at the employee's cost.

After discussion of both policies, the committee was okay with recommending both new policies 2.0.34 and 2.0.35 approved by the board.

III Slate of Officers

Jim led a discussion regarding officers nominations which will be needed for the June 2023 board meeting. Jim indicated that he will need to reach out to board members to inquire regarding their willingness to serve. The committee discussed different members of the board who they felt would serve well. Jim was to reach out to the individuals and report back to this committee.

Abby indicated that she has interest from a potential new board member. The potential candidate would like a tour of the facilities and a meeting. Trudy will facilitate this meeting.

Next Meeting: To be determined