

**SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.**  
**Personnel & Nominating Committee Meeting Minutes**  
**June 6, 2022, 12:00 PM**

**PRESENT:** Abbey Eschbach; Rev. Velinda Smith, Mark Thompson, Andrea Weinoffer, Chief HR Officer, and Jim Yoxtheimer, President & CEO (ex-officio)

Jim started the meeting by thanking the members for taking the time to meet. He also introduced Andrea Weinoffer, Chief HR Officer.

**I Policies for Review**

Andrea reviewed the list of Personnel policies that were under review (list attached). No new policies were presented and only four contained any significant changes. The balance of the policies was found to need either no change or minor changes due to position title changes or other insignificant changes. Policies with material changes included the following:

**2.0.11 Paid Time Off (PTO) Policy:** Due to the addition of more staff to the organization as well as a change in the organizational chart, management has proposed to add a new level to PTO accrual.

**2.0.27 Student, Volunteer, and Observers On-boarding Standards:** Added the need for proof of COVID vaccine. Changed who was responsible to review collaborative agreements from schools from HR Manager to Compliance Officer.

**2.0.28 FMLA Expansion and Emergency Paid Sick Leave Policy (Coronavirus):** After review, it was felt that this policy should be suspended at this time.

**2.0.32 Diversity, Equity, and Inclusion Policy:** Verbiage added to include: up to and including termination, if employee found to exhibit any inappropriate behavior against others.

**The committee unanimously agreed to support the changes as written.**

**II. Organizational Chart Update**

The committee reviewed a revised chart that reflected changes as a result of the shift in dental operations leadership. Jim explained that Barb Parker, Director of Clinical Operations will assume operational leadership in July with the departure of the current director of dental operations.

**III. Retirement Plan Review**

Jim reported that no changes were recommended this year. However, he stressed that the retirement committee would like to see the company's match increase as soon as funds become available.

**IV. Performance Evaluation Process**

Jim indicated that the performance evaluation tool is reviewed annually. Staff has not recommended any changes in the tool or process.

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**V. Pay Classification Plan Update**

Jim reviewed the updated pay classification scale with the committee. The pay scales reflected the three percent budgeted pay adjustment. In addition, it reflected the board approved change in the CEO's salary scale.

**VI Slate of Officers**

Jim shared the following potential slate of officers to be voted on for the next fiscal year as follows:

- Board Chair: Kim Wetherhold has agreed to continue as Board Chair.
- Board Vice-Chair: Jean Myers has agreed to continue as Board Vice-Chair
- Treasurer: Ralph Kaiser has agreed to continue to serve as Treasurer.
- Board Secretary: Chris Ebner has agreed to continue to serve as Board Secretary.

The committee unanimously agreed to put forward the above slate of officers to be voted on at the June 28 board meeting.

Jim also reported that the following three board members have completed their first full three-year term and would be willing to serve an additional term: Kim Wetherhold, Jean Myers, and Chris Ebner. He also indicated that Rick Wyatt will be leaving the board after serving the maximum limit of terms.