

SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.
Executive Committee Meeting Minutes
May 10, 2021 5:30 PM

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

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

I Management Update Current Operations

a. American Rescue Plan: The Finance committee was presented with a proposed spending plan for a nearly \$2.9 million grant as part of the American Rescue Plan. The plan extends over a 2-year period. Jim asked the committee to review the plan because it will be a topic of discussion at the May board meeting. He also mentioned that another grant under the same funding opportunity will be available in an approximate amount of \$687,000 for capital improvements. Both opportunities will be discussed during the May board meeting.

b. COVID-19 Impact: Both COVID-19 testing and vaccine numbers have declined in the past couple of weeks. The vaccine clinic now offers walk-in hours between 9 am – 3 pm. The Outreach staff has been working hard to get into the community to administer vaccines. They have been working with Clinton County Housing Authority, Roads to Freedom, YWCA, Family Promise, and Journey House. Jim reported that Karla has been active in a group called “Let’s End Covid”. We will be signing an agreement with them to act as their fiscal agent for funding that will be given to them for their planned public education campaign. The purpose of the group is to make sure the facts are presented to people to help them make informed decisions on vaccines.

c. Express Care Services: Jim reported that the Express Care has started their extended hours and it seems to be going well. An increased volume has been seen in the services. Approval of the committee was gained for management to move forward with the virtual tour of the Express Care services for the board’s next mini-educational session.

d. Oral Health Update: Jim indicated there are two dentists under contract who should be starting this summer. At the time of this meeting, another dentist candidate was scheduled to visit the Center later in the week.

II Policies for Review

Jim indicated the Conflict of Interest and Standards of Conduct policies had been reviewed earlier in the year. They were reviewed again and felt no changes were necessary at this time. Jim reported he has been working on the Succession Plan and will have that ready for the committee to review by August. The Delegation of Authority policy was reviewed with only minor changes in verbiage, to change titles in the process section.

Jim reported there was an item added to the agenda after the packet was sent to the committee. This is a Certificate of Resolution for modifications made to the FSA plan. The plan was amended to allow for 100% carryover of any unused funds from 2020 and 2021 plan years. The plan amendment will also allow participants who cease employment in the calendar years 2020 or 2021 to continue to receive reimbursements from unused benefits through the end of the plan year in which the participation ceased. Typically, a terminated employee would only have access to remaining Health FSA funds by electing COBRA. In addition, this amendment will permit employees to make prospective changes to their health FSA for the 2021 plan year and

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also allow prospective changes to elections for employer-sponsored health coverage (medical, dental, or vision coverage)

Motion #1 Jean Myers made the motion to recommend approval for changes to policy 19.0.05 Delegation of Authority and to recommend approval for the Certificate of Resolution for the Paylocity FSA Plan changes. Kim Wetherhold seconded the motion. The motion passed unanimously.

III Bylaws Discussion

Jim indicated that the bylaws have been reviewed by legal counsel and will be ready for review before the site visit. Jim the committee their thoughts about combining some of the committees, for example, Finance and Executive. After discussion, it was agreed that committees could be combined, but to be careful in the selection of members to ensure there is a solid representation of members with a finance or accounting background.

The committee also questioned other needed changes including attendance at meetings. Jim mentioned that he has collected data from other FQHCs regarding attendance requirements.

Jim indicated that board action on the bylaws will need to occur prior to the upcoming HRSA site visit.

IV Full Board Agenda, May 24, 2021 @ 5:30 PM

The full board agenda was reviewed by the committee. No additions were suggested.

a. Board Annual Work Plan: The Board Annual work plan was reviewed and was found to be up to date and on schedule.

Next Meeting Date: June 14, 2021 @ 5:30 PM 431 Conference Room or via Zoom