

**SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.**

**Executive/Finance Committee Meeting Minutes**

**September 13, 2022 12:00 PM**

**PRESENT:** Dr. Ralph Kaiser, Board Treasurer; Max Houseknecht, Jr., CFO; Matt McLaughlin, COO; and Jim Yoxtheimer, President & CEO

**PRESENT VIA ZOOM:** Kim Wetherhold, Board Chair and Jean Myers, Board Vice-Chair

Excused: Chris Ebner

**I August 2022 Financial Report**

The highlights of the Financial Report were reviewed for August as set forth in the summary provided to the committee, which is hereby incorporated for all purposes herein. Max reported that for the month of August there was an excess of revenues over expenses of \$359,704. YTD increase in net assets was \$483,798. Patient revenue was under budget by \$52,084.

In Other Revenue, incentive/care gaps were over budget by \$22,496. Year to date incentive revenues are over budget by \$9,613. 340B drug program revenue was over budget by \$6,293 due largely to additional revenues associated with the CVS contract pharmacies. Total federal grants were over budget by \$107,237 due largely to drawdowns associated with the H8F grant, which was over budget by \$99,476. Delta dental funding was over budget by \$4,178 due to drawdowns from deferred revenue associated with providing care to uninsured and underinsured patients. Grant for acquisition of PP&E was over budget by \$35,649 due largely to the purchase of Cepheid (COVID testing) machines with the UDS+ funding.

Max reported the Expense Analysis as follows: Expenses were under budget by \$84,022. Factoring out grant related expenses, month-end total expenses were under budget by \$89,201. Total salaries, benefits, and payroll expenses were under budget by \$74,352. Medical supplies were under budget by \$13,219. Maintenance contracts/building repairs were over budget by \$9,175 due to plumbing issues at 471 Hepburn Street and Jersey Shore locations.

Balance sheet highlights showed accounts payable to be at \$268,381 which was an increase over the previous month due to timing of invoices, there was nothing overdue. Total cash, including the super money market fund, at month-end, was \$2,996,648 which was an increase over the previous month of \$283,686.

- **Financial Summary Report:** Net days in A/R was 24, days in A/P was 39.06. Days Cash on Hand was 50.74. This was the first month days cash on hand has been in the goal range since pre-COVID. Current Ratio showed a slight improvement to 1.78.

After discussion, the committee is okay with the financial reports going to full board for approval.

**II NOA**

- **H8F UDS+:** Max reported that the Center received the NOA for the H8F UDS+ funding. This grant was referenced in last month's CEO report and is the funding which will pay for the Cepheid machines and the software for the population health.

**SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.**  
**Executive/Finance Committee Meeting Minutes**  
**September 13, 2022 12:00 PM**

**III Audit Update**

Max reported the audit was in the second week of the final field work. There have been no major issues. It was hoped to be completed this week to move towards the planned presentation on October 18. Should any issues arise, this committee will be notified.

**IV Commitment Letter**

Max reported that management has decided to sign a commitment letter with Muncy Bank & Trust for the loan for the remainder of the Clinton County project. Management received offers from both Muncy Bank & Trust and C&N. Muncy Bank & Trust was more advantageous for the Center.

**V Fee Schedule Update for Procedure Codes**

Max reported that providers have requested to have procedure codes added to the fee schedule. Max reminded the committee that the board needs to approve all procedures and fees. The finance team did a market analysis for all the codes requested and have come up with fees that fall in the 50<sup>th</sup> – 80<sup>th</sup> percentile of charges in the area.

The committee was provided a list of procedure codes and fees that management is requesting approval. Management is seeking approval to send these codes and fees to full board for approval.

**Motion #1 Kim Wetherhold made the motion to recommend approval of all procedure codes and fees provided. Dr. Ralph Kaiser seconded the motion. The motion passed unanimously.**

**VI Management Update Current Operations**

- **August Balanced Score Card:** Matt reported the August Balanced Score Card as follows: The wins were in the Patient Experience section across the Center. Finance wins were in the Behavioral Health, Dental, and Reproductive Health departments. Of note, this outcome was the first month since pre-COVID that the dental department has met their finance goals. The medical department continues to work on ways to increase their patient visits. The Team section of employee retention remains steady at 19.1%.
- **Operations General Update**
  - **Provider Recruitment:** Matt reported that Amanda Wood, CRNP began employment on September 12. She will be taking over Dr. Richardson's and Brian Webster's panel of patients.

Tia O'Brien, PA-C will be starting in October. She will train in the Williamsport office and will transfer to the Clinton County site once open.

A pediatric dentist interview has been scheduled for the end of September.

**SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.**  
**Executive/Finance Committee Meeting Minutes**  
**September 13, 2022 12:00 PM**

- **DOH RH Site Visit:** Matt reported that the Department of Health recently completed a site visit at the Center for the STD services provided. This site visit went very well.

**VII Facilities Planning**

**Clinton County Site Update:** Jim reported that management just received notice that the planned construction may be delayed as much as six to eight months due to a delay in HVAC equipment. The team will be working on a temporary solution, but it looks as if the opening of the Clinton County site may be pushed back to the second quarter of 2023.

**431 Construction Update:** Jim reported that the Specialty Care office is currently open for business and seems to be running smoothly. This item will be removed from the agenda as no further construction updates for the 431 Hepburn Street address exist at present.

- **Laboratory Services:** Jim reported that management has been working with Quest Diagnostic Laboratory to lease a portion of the space at 471. By having a laboratory onsite, it will help with patient adherence and improve patient care. Matt reported that in 2021 there were over 77,000 laboratory orders for patients with only approximately 38,000 completed. Quest can offer their lab services at a fraction of the cost of UPMC labs. This option will also help with patient adherence. After discussion and questions, the committee agrees this direction would be beneficial to both the patient and to the Center and will support the decision for approval by full board.
- **471 Hepburn Street Mechanical Issues:** Jim reported that the Center has been experiencing plumbing issues for quite some time. It is now to the point where major work needs to be completed to fix the issue. There is a section of pipe in the medical department that was kept when the initial renovations were completed at the 471 site. This piping is now crumbling and in need of replacement. The landlord has requested a second opinion due to the high cost. This repair will likely impact patient care and revenue as the Center will need to close for possibly one week.

**VIII Onboarding Development Director**

Jim reported that management has extended an offer for the Center's first full time development/marketing person. She has accepted the offer and the onboarding process has begun. She is expected to join the team in October.

**IX Full Board Agenda, September 27, 2022 @ 5:30 PM**

Jim indicated that management had suggested that the mini-education session be about the upcoming OSV and board member expectations during the OSV. Jim also asked if Trudy could have a few minutes during the announcements to discuss board member bios on the internet as well as review the benefit of each board member has with LifeLock. The committee agreed.

**SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.**

**Executive/Finance Committee Meeting Minutes**

**September 13, 2022 12:00 PM**

- **Board Annual Work Plan:** The committee reviewed the board annual work plan, and it appeared that it was up to date.
- **2022 CEO Evaluation Update:** Jim reminded the committee that his evaluation forms were due to HR on September 12. Trudy reported to Kim that they were still waiting to hear from several board members. Kim asked for names and phone numbers if they did not respond by Wednesday.
- **2022-2023 CEO Goals:** Jim reported he would send a draft copy of his 2022-2023 goals for the committee to review. He indicated he was open to suggestions. He stated that he was using the same category of goals as last year with an addition for financial preparation of what the Center will need to do to specifically when the COVID grants expire.

**Next Meeting: October 11, 2022 @ 12:00 PM Community Room, 431 Hepburn Street**