

**SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**August 23, 2022 5:30 PM**

**PRESENT:** Kim Wetherhold, Board Chair; Ralph Kaiser, Board Treasurer; Chris Ebner, Board Secretary; Barb Vanaskie; Matt McLaughlin, COO; Max Houseknecht, CFO; and Jim Yoxtheimer, President & CEO (ex-officio)

**PRESENT VIA ZOOM:** Jean Myers, Board Vice-Chair; Abbey Eschbach; Shantay Hall; Rev. Velinda Smith; Mark Thompson, and Austin White

Excused: Josh Warfel

## **QUORUM MET**

### **I Call to Order, Mission Statement, & Invocation**

Kim Wetherhold, Board Chair, called the meeting to order at 5:30 PM, read the mission statement, and offered an invocation.

### **II Mini-Education Session: Reproductive Health Services**

Matt McLaughlin, Chief Operating Officer of River Valley Health and Dental presented the educational session on the services offered by the Reproductive Health Services team. He started by introducing Linda Davis and Heather McCormick, the two providers of the Reproductive Health team that are employed by River Valley Health and Dental.

Matt shared the definition of Reproductive Health as a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity, in all matters relating to the reproductive system and to its functions and processes.

Program strengths include the Center has invested in specialty providers with experience, visit volumes are consistently in excess of budgeted targets, and high-quality outcomes resulting in high quality incentive outcomes.

In summary, River Valley Health & Dental Reproductive Health Services is a steadily growing, high quality, essential specialty department providing care to the residents of North Central PA.

Linda and Heather had the opportunity to answer questions from the board. Kim Wetherhold thanked them for their participation in the mini-education session.

### **III CEO Update**

#### **a. CEO Report:** Jim highlighted the following information from his CEO Report:

- The Center had recently been informed that the annual quality grant from HRSA, now called UDS Plus, was increased by \$5,500 to a total of \$65,500. The funds are planned to be used for a two-year population health project.
- The Center had begun the process of joining an Accountable Care Organization (ACO), Aledade, Inc. Jim explained what an ACO is and how it can be of value to the Center. Progress will be shared as available.

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- Leadership submitted a \$250,000 grant application to the state Department of Health through the Pennsylvania Association of Community Health Centers to create an onsite certification and training program for medical assistants.
  - COVID testing maintained an increased volume due to the higher transmission rate our region had been experiencing. To date, the center had tested over 11,500 individuals and administered over 17,000 vaccine doses.
  - The Center received word from HRSA that the Center was selected to participate in the Bureau of Primary Health Care's new site visit model, the Health Center Compliance and Excellence Site Visit (HCCESV). It will be a one-day virtual visit that will take place on November 16, 2022.
- b. Dashboard:** Matt presented the dashboard as follows:
- **July Balanced Score Card:** Matt indicated that the wins/successes were in Patient Experience across the Center and in Finance and Quality in the Behavioral Health and Reproductive Health departments. Opportunities for improvement were in the Dental and Medical visits and the Team category.
  - **Operational Indicators:** Although visits were under budget, they were 17% over last fiscal year. There were 257 new patient visits for the month of July and no patient concerns. The total average number of employees was 114 with a turnover rate of 18.40%.

**IV Quality Assurance/Quality Improvement Report**

- a. Clinical Quality Measures:** Matt reviewed the clinical quality measures in detail which showed the following measures trending better than goal: breast cancer screening, chlamydia screening, diabetes, controlled hypertension, statin use in patients with diabetes, caries risk assessment, depression remission, and medication reconciliation post discharge. Metrics with opportunities for improvement were: immunizations for adolescents, dental treatment plan completion, follow up care for ADHD, ED visits, EPSDT visits, and no-show visits. Matt reported that the workgroup continues to brainstorm on ways to improve all the metrics but focuses on the metrics which need improvement.
- b. Credentialing**
- **Amanda Wood, CRNP:** Amanda needs her initial credentialing with River Valley Health and Dental. Upon approval by the board, Amanda was to begin employment with the Center on September 12.

Emily Drick, Acting Chair of the QA/QI Committee, recommended appointment of Amanda Wood, CRNP to the staff of River Valley Health and Dental based on the recommendations of the committee and the results of the credentialing verification process, which found suitable support for granting of her appointment to the staff. In addition, her request for practice privileges was also reviewed and found suitable for granting the delineation of privileges as requested.

**Motion #1 Dr. Ralph Kaiser made the motion to approve Amanda Wood, CRNP to the staff and to grant privileges at River Valley Health and Dental. Barb Vanaskie seconded the motion. The motion passed unanimously.**

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**V July Financial Report**

**a. July 2022 Financial Summary Report:** The highlights of the financial report were reviewed for July 2020, as were set forth in the summary provided to the board, which is hereby incorporated for all purposes herein. Max reported that net gains from operations was \$41,687 with YTD increase in net assets being \$88,751. Net days in A/R stayed the same as last month at 22. Days in A/P was 38.92. Days Cash on Hand was 43.62 and current ratio was 1.64.

**Motion #2 Austin White made the motion to approve the July 2022 Financial Report. Shantay Hall seconded the motion. The motion passed unanimously.**

**VI Consent Agenda**

**Board of Directors Meeting Minutes, July 2022; Executive/Finance Committee Meeting Minutes, August 2022; Quality Assurance/Quality Improvement Committee Meeting Minutes; and Special Executive/Finance Committee Meeting Minutes August 22, 2022**

**Motion #3 Kim Wetherhold made the motion to approve the Consent Agenda as presented. Rev. Velinda Smith seconded the motion. The motion passed unanimously.**

**VII Old Business**

**a. National Health Center Week:** Jim thanked all board members that were able to attend the Open House showing strong support for the organization. Approximately 20 community members took advantage of the health screenings provided that day. Jim reported that the team was in the process of debriefing, and he indicated that he would be happy to share those results when available.

**VIII New Business**

**a. Clinton County Project:** Jim reminded the board that the Clinton County project had been part of the Strategic Plan for some time. With the help of the C8E grant funding from HRSA, management has been working to obtain a new access point in Lock Haven.

Max reviewed the funding analysis provided to the board in detail. He indicated that the bids came back at \$1,135,702 which was a shortfall from the C8E grant of \$487,702. Management has reviewed the floor plans and felt that there was no other way to make cuts in the floorplan for a successful operation. Management feels comfortable that the Center can withstand the cost of a loan to fund the difference. Management has reached out to two banking facilities to inquire about mortgage opportunities.

Management is seeking approval for Jim and Max to secure a loan for the Clinton County project.

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**Motion #4 Rev. Velinda Smith made the motion to authorize Jim Yoxtheimer and/or Max Houseknecht, Jr. to secure a loan for the Clinton County project, not to exceed \$650,000. Shantay Hall seconded the motion. Kim Wetherhold abstained from the vote. All others were in favor. No one opposed.**

- b. 2022 CEO Evaluation:** Kim reviewed the timeline for the 2022 CEO evaluation. She reminded the board members that the evaluation is a very important part of their duties as members of the board. Andrea Weinhoffer, CHRO, will be sending out the information the week of August 29. She asked everyone to take time to review the materials and return the evaluation to Andrea as requested.

**IX Announcements for Next Meeting**

Kim Wetherhold reminded the board that there will be a special optional meeting on October 18, 2022 at 5:30 PM where Baker Tilly will present the FY22 audit report in detail. Zoom will be offered for those that need.

**X Adjournment**

With no further business to be discussed, Kim Wetherhold, Board Chair, adjourned the meeting at 6:52 PM.

**Next Meeting: September 27, 2022 @ 5:30 PM Community Room or via Zoom**

**Signatures:**

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Kimberly Wetherhold, Board Chair

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Christopher Ebner, Board Secretary

Date: