

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

**Executive Committee Meeting Minutes**

**July 12, 2021 5:30 PM**

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

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

**I Management Update Current Operations**

Jim reported that the Jersey Shore Dental office will open on a part-time schedule the week of July 19. The schedule will increase as demand increases. One additional dentist will be starting at the end of July/beginning of August. The Center continues to recruit for a fifth dentist.

Jim reported that a new CRNP, Shelley Conner, will start soon. She is on the Board agenda this month for initial credentialing needs.

Jim announced that the H8F grant application was approved. This grant will be used for operational salaries, retention programs, and construction as we convert administrative space to additional clinical space. The Center has not heard any word about the Capital Grant.

Jim reported that the vaccine clinic was moved to the Center last week and is working out well. The Outreach department continues to do as much outreach with vaccines as possible. This month the Center sent staff to First Friday on July 2. In addition, the Center plans to be at the Lycoming County Fair to give vaccines on days that UPMC is not there. The Center will provide Pfizer and Johnson & Johnson vaccines.

**II Board Committee Review**

Jim indicated that Committee assignment is the sole responsibility of the Board Chair; however, committee membership should be reviewed at least annually. As of this date, there was only one board member who is not assigned to a committee, and he would be the newest board member. Also, the total number of board members is at the minimum number of directors provided for in the bylaws.

Jim reported he has been speaking with an individual with finance and accounting experience who may wish to join the board.

The members also discussed changing the time and date for the Finance and Executive Committee meetings. The members decided to hold the meetings on the second Tuesday of each month at noon. All members agreed.

After discussion, it was decided to recommend moving the Board meeting to the fourth Tuesday of each month at 5:30 PM.

**Board Recruitment Plan:** Jim asked the committee if they knew of anyone interested or who might be interested in serving on the Board of Directors to please let Kim, himself, or Trudy know. Currently, flexibility exists so that the next person appointed does not need to be a consumer member.

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### **III Facilities Planning**

**Hepburn Plaza Discussion:** Jim reported that he and Max had a meeting with Mr. Klingerman, the owner of the Hepburn Street Plaza, initially to discuss the possibility of purchasing only the portion of the plaza that the Center occupies. Mr. Klingerman indicated that he is unwilling to sell off sections of the building but would consider selling the entire plaza to us.

The committee members discussed aspects of the potential plaza purchase, pros and cons. Generally, it was agreed that many advantages to owning rather than leasing exist. The members also agreed that the Center's current location within the service area is ideal.

Following the discussion, the members decided to support the management team's effort to explore more about the purchase of the Hepburn Street Plaza and gathering more specific details for consideration at subsequent meetings.

**427 Hepburn Street Lease Discussion:** Jim reported that he is recommending that we move forward with the lease for the 427 Hepburn Street location after considering all options available. Questions raised by the members included whether management has considered any work-from-home options to maximize available space and potential flexibility in the additional lease arrangement.

### **IV Board Agenda, July 26, 2021 @ 5:30 PM**

Jim reviewed the Board Agenda with the committee. No additions or corrections to the draft agenda were raised.

- **Board Annual Work Plan:** The Board Annual Work Plan was presented to the committee. All items were up to date.

In other news, the Center received a \$1,500.00 donation from the Central PA Foodbank. Jim indicated that he felt the donation was due to the strong relationship the Center has with the Foodbank. A thank you letter was sent on behalf of the Board of Directors, staff, and patients of River Valley Health and Dental.

**Next Meeting Date: August 10, 2021 12:00 PM Community Room**