

SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.
Executive Committee Meeting Minutes
January 11, 2021 5:00 PM

PRESENT: Kim Wetherhold, Board Chair; Jean Myers, Board Vice-Chair; Dewy Hilliard, Board Treasurer; Barb Barbus, Board Treasurer; Max Houseknecht, Jr., CFO; and Jim Yoxtheimer, President & CEO (ex-officio)

I Management Update Current Operations

a. COVID-19 Impact: Jim reported the statistics for 2020 COVID-19 testing. Total tests performed in 2020 was 2,039 of which 140 tests were positive. To date for 2021 there have been 180 tests performed. Forty-one employees have received the vaccine. While management is surprised at the low number of employees who have chosen not to receive the vaccine, it was not mandatory. In order to receive the vaccine from the Department of Health, we are required to make it available to other healthcare workers. A page on the website was established for organizations to register. Organizations can take advantage of this registration, even if they do not fall into the current category for obtaining the vaccine and they will be placed on a waiting list. The Center is using the pediatric dental space to administer the vaccine. There are currently 3 chairs with screens dividing the room for privacy. The team has been working hard at scheduling in groups of 10, as each vial contains 10 doses and after the seal on the vial is broken, the doses must be used within 6 hours. Police and fire personnel are in phase 1b. We can go outside to vaccinate in other categories if there are doses left in the vial, so as not to waste any vaccine.

Jim reported the Center has not been successful in recruiting a new dentist, although the efforts are ongoing. The two dentists we currently have are working at capacity.

Jim reported that COVID-19 testing continues daily. The Center is, easily, testing 20 patients per day. Changes were just made to move away from the mobile unit for the COVID testing, and we were able to make provisions to do testing within the Center. A door placed in the old conference room to provide an exit to the exam room hallway. As of today, the area was isolated from the rest of the Center so there is now capability of testing twice as many patients, as long as there is staff to perform the testing.

b. DOH COVID-19 Testing Funds: Jim reported that the Department of Health was awarded CARES Act funding from the federal government. The Department of Health is now awarding FQHC's additional monies to be used for testing. River Valley Health and Dental Center will be getting approximately \$430,000. The plan is to hire staff to increase testing capacity as staffing issues has been the only reason testing is currently at 20 patients per day. The committee asked if the Center will be able to accommodate the staff after the high volume of testing is completed. Jim indicated the grant runs through September of 2022 and it is felt testing will keep up for a while. In addition, staff turnover will contribute to the continued utilization of staff, and those staff members will be able to be plugged in different places throughout the Center.

c. Express Care Services: Jim indicated the only thing we are waiting on for the providers is the state to finalize some credentialing and licensing which is expected at any time. The Center did receive approval from HRSA to extend the start up. The Center has also been waiting on countertops for the exam rooms to finish the construction efforts.

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d. Jersey Shore Dental Practice: Jim reported that the closing date for the Jersey Shore Dental Practice has not been set. The mortgage has already been discussed in the Finance Committee. Dental staff is not hired for the Jersey Shore Practice yet. The Center has been actively looking for two dentists for the Williamsport location and one for the Jersey Shore location. If the Center is unsuccessful in finding three dentists a rotation between the two locations may be considered. Two serious candidates for the dentist positions were reviewed, however the candidates were looking for more money than the Center could offer.

II Conflict of Interest Statement

Jim discussed with the committee that this is the time of year the Conflict of Interest statements are passed out to each board member for review and signature. This is an annual requirement by HRSA. The Conflict of Interest Policy was actually written by an attorney and was reviewed leadership and felt there were no changes needed at this time. The Standards of Conduct was reviewed, and it is recommended that additions needed to be made to Section f as indicated below:

2. Prohibition of Harrassment

- a. It is the policy of RVH&DC that all persons herein are to be guided by the highest ethical and professional standards and expected to behave with integrity and respect towards all that they come in contact with. Harassment is an improper or unwelcome conduct that might reasonably be expected or perceived to cause offense or humiliation to another person. Harassment in any form is prohibited and will not be tolerated. Sexual harassment is a specific type of prohibited conduct that is of a sexual nature. The proscription of this conduct in this Standard supplements and does not affect the application of other policies, regulations, rules and laws applicable to this conduct.

3. Diversity & Inclusion

- a. RVH&DC is an equal opportunity employer and we aim to create a safe, respectful and inclusive place of work for the betterment, health, and welfare of our community and workforce. We encourage and model that behavior and accountability to reinforce respect of all at all levels of our organization. This commitment to diversity and inclusion applies to all interactions in our shared professional encounters, including daily operations, shared online actions, and other events where each may represent RVHDC. We denounce exclusionary behaviors, which may include incivility, bullying, and workplace violence, discrimination and isolation of individuals and/or groups who are perceived as different while encouraging inclusive behaviors that would promote diversity.

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The committee agreed with the proposed additions to the Standards of Conduct policy.

Suggestions from the committee were to make sure there was a policy on harassment which would include cyber bullying. This information would be in the Personnel section and will be investigated in more detail.

III Full Board Agenda, January 25, 2021 @ 5:30 PM

Jim reviewed two options for the mini education session for the upcoming board meeting. Kim had previously suggested a virtual tour of the Express Care clinic. Since that service will not be ready at the time of the board meeting, Jim asked if that option could be postponed to the February meeting. Jim proposed the mini-education session be information on the COVID-19 vaccine. The committee also felt it would be beneficial to the Board to hear information surrounding the vaccine.

Kim made some suggestions for the agenda. She would like the mission statement at the bottom of the agenda each month. She would also like to see a recurring item under New Business where Jim can follow up on items from his most recent evaluation as she noted that some of the items brought up in his evaluation have been worked on but may not have been discussed in a board meeting. This addition will give Jim the opportunity to demonstrate progress.

Kim suggested that, along with the annual Conflict of Interest Statement each board member signs, to send each member a new Board Responsibilities form for signature as a refresher. Those forms are to be sent out by Trudy. An item will added under New Business to remind board members who have not returned the forms to Trudy to do so as soon as possible.

Jim reported that Jackie, the current HR Manager, will be transitioning to a new position with Community Relations/Marketing responsibilities. The Center will be advertising to hire a full-time HR Manager. Karla will relinquish some of her duties to Jackie. All details have not been finalized yet. Jim indicated he will keep the committee up to date on the search for the new HR Manager.

Next Meeting Date: February 8, 2021 @ 5:30 PM Community Room