

**SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.**  
**Executive/Finance Committee Meeting Minutes**  
**August 9, 2022 12:00 PM**

**PRESENT:** Kim Wetherhold, Board Chair; Jean Myers, Board Vice-Chair; Chris Ebner, Board Secretary; Matt McLaughlin, COO; Max Houseknecht, CFO; and Jim Yoxtheimer, President & CEO

**PRESENT VIA ZOOM:** Dr. Ralph Kaiser, Board Treasurer

**I July 2022 Financial Report**

The highlights of the Financial Report were reviewed for July 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 July there was an excess of revenues over expenses of \$41,687. YTD increase in net assets was \$88,751. Max reported patient visits were under by 763 visits. Patient Revenue was under budget by \$133,508. Departments over budget were Reproductive Health, Pharmacy, and Chiropractic Services.

In Other Revenue, incentive/care gaps revenue was under budget by \$12,884. 340b drug program revenue was over budget by \$22,335 due largely to additional revenues associated with the CVS contract pharmacies. Total federal grants were over budget by \$43,933 due largely to drawdowns associated with the H8F grant. Delta dental funding was over budget by \$7,900 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 \$47,064 due to final costs associated with the alteration/renovation project at 431 Hepburn Street, under the H8F grant, as well as costs associated with the IT system refresh.

The committee asked how many CVS pharmacies the Center had contracts with. After review, Max reports that there are currently 8 active pharmacies with 3 more to be coming live on October 1.

Max reported the Expense Analysis as follows: Expenses were under budget by \$88,454. Factoring out the unbudgeted grant related expenses, month-end total expenses were under budget by \$96,354. Total salaries, benefits, & payroll expenses were under budget by \$79,329 due largely to reductions in PTO/Med Leave with employees exiting the organization as well as staffing vacancies. Dental supplies were under budget by \$5,832 due largely to reduced volumes. RVHDC 340b drug program pharmaceuticals were under budget by \$18,413. Promotional materials were over budget by \$4,337 due to timing of costs associated with National Health Center Week. Minor equipment was under budget by \$5,578. Recruitment/retention costs were over budget by \$5,578 due to timing of costs. Chiropractic services was under budget by \$8,137. Non-CME staff education was over budget by \$4,911 due to timing of costs associated with training for the Data Analyst. Depreciation was over budget by \$4,023.

Balance sheet highlights showed accounts payable to be at \$246,246. Accrued PTO payable decreased by \$5,773 and accrued med leave payable increased by \$9,120. Total cash, including the super money market fund, at month end was \$2,712,962 which was an increase over the prior month of \$136,232.

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- **Financial Summary Report:** Max reviewed the July 2022 Summary Financial Report which showed the YTD net gains from operations at \$41,687 and YTD increase in net assets to be \$88,751. Net days in A/R showed no change from the previous month at 22. Days in A/P was 38.92. Days cash on hand increased one day to 43.62 and current ratio was 1.64.

The committee had no objections to the report being presented to the Full Board for approval.

## II NOA's

- **C8E Environment Condition Removal:** The NOA is for the grant that will be funding the Lock Haven project and allows the Center to spend the dollars.
- **Calendar 2023 FTCA Deeming:** The Center received official notice from HRSA that 2023 FTCA deeming was approved.

## III Management Update Current Operations

- **July Balanced Score Card:** Matt reviewed the July Balanced Score Card by first indicating the goals have changed somewhat for 2023. Matt first shared the successes which are "patient experience" across the board. 100% of the patients indicated they would refer their friends and family to RVHDC. Successes were also seen in the finance department for behavioral health and reproductive health as well as quality for behavioral health and reproductive health. There are areas which show room for improvement to include the retention rate.
- **Operations General Update:** Matt reported that the COVID cases have decreased in Lycoming County and the county is now back in the "green".

Matt reported that this week was Dr. Richardson's last week of employment with RVHDC. He reminded the committee that Dr. Bartlow will be taking on the chief medical officer role on an interim basis while management explores a long-term solution.

- **Provider Recruitment:** Matt provided an update on provider recruitment to include Amanda Wood, CRNP who will be starting this fall. She will be presented to the Board for credentialing this month. Tia O'Brien, PA-C will be starting with the Center, training here in Williamsport, and then primarily working in the Lock Haven site.

Management has also been working to schedule an on-site visit with a pediatric dentist for September.

## IV Operational Site Visit Notification

Jim reported that he received notification from HRSA that the OSV will be the week of November 14. He has not received communication from the team yet but will let the committee know as soon as possible.

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**V Aledade (Accountable Care Organization)**

Jim reported that the Center has joined an Accountable Care Organization (ACO), Aledade. An ACO is a group of doctors, hospitals, and other health care organizations that are focused on improving quality of care and health outcomes, thereby decreasing cost. Their focus is on preventative medicine and ensuring that patients and populations, especially the chronically ill, get the right care at the right time. An ACO is a Medicare shared savings program that rewards ACOs who meet performance standards on quality of care, put their patients first, and decrease their health care costs.

Aledade will review our data and compare it with other members of the ACO and give the Center helpful information on how we compare with other members.

There is no cost to join the ACO, other than leadership and management time and training time. Jim indicated that he had reached out to multiple FQHC's who have joined Aledade and are very happy with the organization and the outcomes.

**VI Facilities Planning**

- **Clinton County Site Update:** Jim reported that the bids for the Clinton County site are slated to be opened later that day.
- **431 Hepburn Street Construction Update:** Jim reported that the construction for 431 Hepburn Street is complete. The opening has been pushed back to September 6 due to staffing issues.

**VII Full Board Agenda, August 23, 2022 @ 5:30 PM**

- **Board Annual Work Plan:** The Board Annual Work Plan was reviewed and was shown to be current and up to date. It was suggested that the mini-education session be from the services offered by the Reproductive Health department. The committee agreed with that suggestion.
- **2022 CEO Evaluation Timeline:** Jim indicated that there was a timeline for the 2022 CEO Evaluation included in the packet. Information will be sent to this committee mid-August to consider any changes that might be needed. Andrea Weinoffer, CHRO will be assisting the board again this year. The committee agreed with the timeline provided.

**Next Meeting: September 13, 2022 @ 12:00 PM Community Room, 431 Hepburn Street**