

SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.

Finance and Audit Committee Meeting Minutes

November 9, 2021 12:00 PM

PRESENT: Matt McLaughlin, Board Treasurer; Chris Ebner, Board Secretary; Kim Wetherhold, Board Chair; Jean Myers, Board Vice-Chair; Jim Yoxtheimer, President & CEO (ex-officio); Phil Allen, Senior Accountant; and Max Houseknecht, Jr., CFO

I October 2021 Financial Report

The highlights of the Financial Report were reviewed for October 2021 as were set forth in the summary provided to the committee, which is hereby incorporated for all purposes herein. Max reported that for the month of October there was an excess of expenses over revenues of \$34,337 which takes the YTD excess of expenses over revenues to \$92,175. Max reported that patient visits were under budget by approximately 1,000 visits. Patient revenue for the month was under budget by \$101,468. Max and Jim discussed a Capacity Project which the leadership team has been working on. They are working on root causes to open slots on the schedules throughout the Center. Immediate steps have been taken to help increase provider capacity in both the medical and dental departments.

Max reported in other revenue that the 340b drug program income (contract pharmacy) was under budget by \$88,852 due largely to an issue with the Wegman's contract. Information received from PharmaForce (third Party Administrator) stated that there was a problem with the switch provider (Relay Health) that caused the contract to be terminated on September 27th vs. the true termination date of October 24th. Due to this issue no revenue was recorded for October 2021 with PharmaForce as such no estimation was made. Once the issue is resolved a revenue entry will be made. Legal has been contacted to advise. More information will be provided as received.

PA DOH Testing was over budget by \$19,349 due to increases in testing related expenses. PA DOH Vaccine was over budget by \$6,638 due largely to the recognition of revenue for vaccine payments of \$23 per dose. Let's End Covid Revenue was over budget by \$20,770 and is related to the County/City Grants where RVH&DC serves as the pass-through entity for the funds.

Phil reported the Expense Analysis as follows: Expenses were under budget by \$17,212 due to: Total salaries, benefits, & payroll expenses were under budget by \$79,599 due largely to salary savings of \$52,595, FICA savings of \$10,185, and Health insurance savings of \$10,658. Pharmaceuticals-health (immunizations) were over budget by \$9,491 due to timing of the flu vaccine invoice. Temp staffing fees were over budget by \$22,475 but are off set by grant monies. Let's End Covid was over budget by \$20,770 offset by the revenue.

Phil reviewed the balance sheet highlights indicating 340b receivable was \$333,756 an increase over the prior month of \$1,452. Accounts payable was \$265,158 an increase over the prior month of \$35,050 largely due to an order associated with the Delta Dental Grant for Jersey Shore equipment. Total unrestricted cash, including the super money market fund, at month-end was \$1,346,305 an increase over the prior month of \$965.

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- **Financial Summary Report:** Max reviewed the Summary Report which will be presented to the Full Board as follows: Net days in A/R increased to 35 largely due to an issue with dental claims. These claims have been corrected and resubmitted under the timely filing guidelines. Days in A/P was 37.43. Dash Cash on Hand was 25.87. Max anticipates improvement as the management team continues to work on outstanding A/R.

After discussion, the committee was okay with the report being sent to the Full Board for approval.

II Health Insurance Renewal

Max reported to the committee that management has decided to switch health insurance from UPMC to Highmark PPO for the 2022 year. The plan has no change other than the fact that the employee will now be able to utilize UPMC and Geisinger health systems for services. Currently, the employee can only utilize UPMC which, if necessary, causes the employee to possibly travel to Hershey or Pittsburgh. By changing insurance companies, it will save the Center approximately \$150,000 annually.

III General Update

- **FY21 Audit Close-Out:** Max reported the audit was officially accepted by the federal audit clearing house. The Medicare Cost Report is due November but was planned to be submitted by the end of the current week. The 2020 Form 990 was in process by Baker Tilly and felt it should be submitted in the next 30-60 days.

IV Supporting Documentation

- **Federal 330 Grant Funds/COVID-19 Grant Funds**
- **Retirement Committee Meeting Minutes**

Next Meeting: December 14, 2021 @ 12:00 PM Community Room