

**RIVER VALLEY HEALTH AND DENTAL  
BOARD OF DIRECTORS MEETING MINUTES  
December 20, 2022, 5:30 PM – 7:00 PM**

**PRESENT:** Jean Myers, Board Vice-Chair; Chris Ebner, Board Secretary; Barb Vanaskie; Abbey Eschbach; Josh Warfel; Matt McLaughlin, COO; Max Houseknecht, Jr., CFO; and Jim Yoxtheimer, President & CEO (ex-officio)

**PRESENT VIA ZOOM:** Dr. Ralph Kaiser, Board Treasurer; Mark Thompson; and Austin White

Excused: Kim Wetherhold; Velinda Smith; and Shantay Hall

**QUORUM MET**

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

Jean Myers, Board Vice-Chair, called the meeting to order at 5:30 PM, read the mission statement, and offered an invocation.

**II CEO Update**

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

- The response and required changes to the Financial Control Policy Manual and Form 5A Scope of Services have been submitted to HRSA to close out the Operational Site Visit. The Center had not yet heard back from HRSA.
- Provider Recruitment Updates:
  - Dr. Leung, pediatrician, has submitted his resignation. His last day of employment will be February 17, 2023. He will be moving out of state to be close to his family. Management has already begun recruiting for a replacement pediatrician.
  - Dr. Henson, pediatric dentist, should be joining the team in April 2023. She has accepted her offer and has started her credentialing process.
  - Dr. Patel, dentist, has accepted the Center's employment offer and has been working on obtaining a PA dental license.
- The Patient Centered Scheduling process began the end of November. This process carves out two hours per day to accommodate walk-in patients with chronic health conditions who struggle to keep regularly scheduled appointments.
- The leadership team was evaluating a financial forecast plan prepared by the financial team. Initially the purpose was to predict financial outcomes for the balance of the fiscal year. That goal was accomplished, but the process led management to consider the potential impact of external factors affecting how primary care should be provided. Look forward to additional discussion during the first quarter of 2023.
- Progress with the construction at the Clinton County site is moving along, but a bit more slowly than anticipated. Management has taken steps to speed things up and still expect the work to be completed on time.

**RIVER VALLEY HEALTH AND DENTAL  
BOARD OF DIRECTORS MEETING MINUTES  
December 20, 2022, 5:30 PM – 7:00 PM**

**b. Dashboard**

- **November Balanced Score Card:** Matt reported the highlights of the November Balanced Score Card as follows: Wins/successes for the month include Finance: reproductive health, Patient Experience: dental, and Quality: reproductive health. While the Team measure was not at goal it was still felt to be a success as this metric experience its third consecutive month with a decrease to 17.2%.

As requested, arrows were added to graph to show the trending month-to-month.

- **Operational Indicators:** Matt reviewed the highlights of the Operational Indicators as follows: Matt reviewed the visit variance by department in detail and indicated that while visits were under budget by 10%, they were still 8% over last fiscal year. New patient visits were under budget at 223.

**III Quality Assurance/Quality Improvement Report**

- a. Clinical Quality Measures:** Matt reported the highlights of the Clinical Quality Measures as follows: Breast Cancer Screening was above goal at 72% as well as being approximately 25% over the state average. Statin Use in Patient with Diabetes has been a challenge due to data extraction difficulties. The team continues to work through the challenges to correct the data. Caries Risk Assessment was above goal at 64%.

**b. Recredentialing/Credentialing**

- **Sonya Miles, CRNP:** Sonya Miles is a CRNP who was in need of her two-year recredentialing for staff at RVHDC.

Emily Drick, Acting Chair of the QA/QI Committee, recommended reappointment of Sonya Miles, 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 reappointment to the staff. In addition, her request for practice privileges were also reviewed and found suitable for granting the delineation of privileges as requested.

**Motion #1 Dr. Ralph Kaiser made the motion to approve Sonya Miles, CRNP for reappointment to the staff of River Valley Health and Dental. Chris Ebner seconded the motion. The motion passed unanimously.**

**IV November Financial Report**

- a. November 2022 Financial Summary Report:** The highlights of the financial report were reviewed for November 2022, as were set forth in the summary provided to the board, which is hereby incorporated for all purposes herein. Max reported for the month of November there was an excess of revenues over expenses of \$128,801, which brings the YTD excess of revenues over expenses to \$664,683. Net Days in A/R was 21. Days Cash on Hand was 60.68. The Current Ratio was at goal at 2.00.

**RIVER VALLEY HEALTH AND DENTAL  
BOARD OF DIRECTORS MEETING MINUTES  
December 20, 2022, 5:30 PM – 7:00 PM**

**Motion #2 Josh Warfel made the motion to approve the November 2022 Financial Report. Abbey Eschbach seconded the motion. The motion passed unanimously.**

**V Consent Agenda**

**Board of Directors Meeting Minutes, November 2022; Executive/Finance Committee Meeting Minutes, December 2022; Quality Assurance/Quality Improvement Committee Meeting Minutes, December 2022**

**Motion #3 Barb Vanaskie made the motion to approve the Consent Agenda as presented. Mark Thompson seconded the motion. The motion passed unanimously.**

**VI Old Business**

There was no old business to be brought before the board.

**VII New Business**

- a. 2022 NCC Narrative Budget:** Max reviewed with the Board the 2022 Noncompeting Narrative (NCC) Report and explained the need to have the annual budget to HRSA for the years a Service Area Competition (SAC) application will not be submitted. This action is required by HRSA to be completed and approved by the full board.

**Motion #4 Jean Myers made the motion to approve the submission of the 2022 NCC Narrative Report. Austin White seconded the motion. The motion passed unanimously.**

- b. Lease Space for Mobile Unit:** Jim reminded the board that there have been discussions over the last several months about looking for lease opportunities for the entire fleet of vehicles of River Valley Health and Dental to include the mobile unit. Management has looked at several places, but in particular they just looked at a space which just became available. The space is located on Lycoming Creek Road which has space for all vehicles but also includes 1,200 – 1,400 square feet of office space to allow office space for the employees who work directly with the vehicles.

Max reported that there was no official lease to review at the time of this meeting, however, the price quoted was approximately \$48,000 per year which would include grounds maintenance. Utilities would be separate.

Questions from the board included how payment for the lease would be included in the current budget, what a current monthly heating bill was, and if there was an opt out clause in the lease. Discussion ensued on different ideas to offset the cost.

After discussion, the board agreed management should review the lease to consider the lease option. Jim indicated that there would be a need for an electronic vote of the board for approval of the lease due to timing and the date of the next board meeting.

**RIVER VALLEY HEALTH AND DENTAL  
BOARD OF DIRECTORS MEETING MINUTES  
December 20, 2022, 5:30 PM – 7:00 PM**

**VIII Announcements for the Next Meeting**

There were no announcements for the next meeting.

**IX Adjournment**

Jean Myers, Board Vice-Chair, adjourned the meeting at 6:22 PM.

**Next Meeting: January 24, 2023 @ 5:30 PM, Community Room or via Zoom**

**Signatures:**

\_\_\_\_\_  
Kimberly Wetherhold, Board Chair

\_\_\_\_\_  
Christopher Ebner, Board Secretary

Date: