

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

**Executive Committee Meeting Minutes**

**February 8, 2021 5:30 PM**

**PRESENT:** Barb Barbus, Board Secretary; Jim Yoxtheimer, President & CEO (ex-officio); and Max Houseknecht, Jr., CFO

**PRESENT VIA ZOOM:** Kim Wetherhold, Board Chair; Jean Myers, Board Vice Chair; and Dewy Hilliard, Board Treasurer

**I Management Update Current Operations**

**a. COVID-19 Impact:** Jim reported that the Center is still giving as many vaccines daily as possible. The challenge is not knowing how many vaccines that the Center will receive from the Department of Health from week to week. It is felt that the Center could be administering more doses if more were received. It has been decided to earmark the majority of vaccines for patients of the Center. This current week the Center received 100 doses and over 50 went to patients. Management has the strong feeling that our own patients should come first, and this approach is consistent with the DOH guidelines.

The Center continues to do COVID-19 testing 5 days per week. Currently, the acquisition of testing supplies does not seem to be as big a challenge to acquire as vaccine supply.

At the time of this meeting, 4 employees were subject to quarantine.

**b. Express Care Services:** Jim reported that one provider still had not received final approval from the State of Pennsylvania to be able to see patients. Once this approval is received, Express Care Services will open at 431 to see patients. Currently, the walk-in services at the Center sees approximately 20 patients per day. It is expected for that number to be a little lower in the beginning, as the new providers become accustomed to the computer system, etc.

**c. Jersey Shore Dental Practice:** The closing for the purchase of the Jersey Shore dental practice was January 27. Dental recruitment continues. The Center is currently looking at 4 dentists with two dentists scheduled for an in-person visit. The Center has been actively recruiting for 3 dentists, two for the Williamsport site and one for the Jersey Shore site.

**II Board Annual Work Plan**

Jim reviewed with the committee the Board's Annual Work Plan. According to HRSA guidelines, the board of directors needs review and discuss specified items throughout the calendar year. The Work Plan may be changed as needed. It is believed that an Operational Site Visit could be scheduled in the third or fourth quarter of this year, hence the reason the beginning of the year seems a bit full, in order to get all the necessary information collected and reviewed before the visit.

**III Board Self Evaluation**

Jim reported that a board self-evaluation is required by HRSA. He shared with the committee the document that had been used in the past. Management suggested that this document be placed on the agenda to be handed out to board members at the February meeting. Board members will be asked to complete and return the document to Trudy by March 5. The results

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will be discussed at the March Executive Committee meeting. After discussion it was decided to distribute the self-evaluation at the February board meeting.

**IV Full Board Agenda, February 22, 2021 @ 5:30 PM**

Since Express Care is not yet up and running, Jim requested a delay in the virtual tour as the mini-educational session. Jim asked the committee what they thought of a presentation on the Oral Health/Behavioral Health Integration with the Patient Navigator and Dental Operations Manager. The committee felt this topic would be a good follow up the QA/QI Report that Barb presented at January's meeting.

It was decided that Old Business should include Conflict of Interest Statements and Board Responsibilities as a reminder that some signatures are still needed. These two items will remain on the agenda until all paperwork is returned.

Kim asked for a new business item to be listed titled "Board Profile". She will ask all board members to review their board profile on the portal to check for any necessary updates. Board members will be asked to contact Trudy for any changes that may need to be made to their profiles.

Jim reported that he has been working on the beginning stages of the strategic plan. He indicated that he would begin with a table of the original plan on one side and show what was accomplished on the other side as an introduction into strategic planning. He felt this presentation could be accomplished in the CEO report this month and then he would ask for a little more time during the March meeting to discuss in more detail. Jim felt this process had gone well in the past.

**Next Meeting Date: March 8, 2021 @ 5:30 PM 431 Community Room or via Zoom**