

SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.

Executive Committee Meeting Minutes

September 14, 2021 12:30 PM

PRESENT: Kim Wetherhold, Board Chair; Matt McLaughlin, Board Treasurer; Chris Ebner, Board Secretary; Max Houseknecht, Jr., CFO; and Jim Yoxtheimer, President & CEO

PRESENT VIA ZOOM: Jean Myers, Board Vice-Chair

I Management Update Current Operations

Jim reported that the Center has been busy with COVID testing. Nursing staff will be added for COVID testing to facilitate patients being able to get in as soon as possible for testing.

The request for vaccines has increased as well, but not at the point where the Center needs a full-time person administering vaccines. That need will be monitored closely and if the demand continues to increase, arrangements for a full-time nurse to administer vaccines will be made.

All staff was offered an incentive if they had received or would get the COVID vaccine. Due to the incentive offer, four or five employees have now chosen to receive the vaccine. Jim indicated that FQHC's were specifically mentioned in the federal vaccination mandate which will be forthcoming. As of 09/13/2021, 14 employees have not been vaccinated.

II Facilities Planning

- **Market Analysis:** Jim made sure the committee received the market analysis from Capital Link that was emailed last week. Jim asked the committee if they felt a mini-education session would be appropriate for the September board meeting.

Jim reported that management would like to move forward with a formal appraisal of the Hepburn Street Plaza. Management has also met with Tony Visco, the architect who has done a lot of work for RVHDC and for Mr. Klingerman to gain insight and explore if any issues with the building exist that they may be aware of, such as problems with the roof, plumbing issues, etc. Management has also reached out to a second bank regarding mortgage opportunities.

III Corporate Bylaws/Board of Directors Manual

Jim reported the corporate bylaws have been reviewed by legal counsel. A few things have been identified. Jim indicated he will provide a summary of changes recommended as well as the marked-up document. One area that will need some thought would be establishing what a quorum should be. Currently quorum is a majority of the board must be present. Also, the Committee discussed combining the Finance and Executive Committees.

Jim indicated that in preparation for the OSV, it was found to be best practice to have a Board of Directors Manual. Trudy has been working on that and will place it on the board portal. The board will be made aware when it is available for viewing.

SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.

Executive Committee Meeting Minutes

September 14, 2021 12:30 PM

IV Credentialing

a. Carol Polaski, Registered Pharmacist: Carol Polaski is a Registered Pharmacist who has been selected by Cardinal Health to work at the Center on an as needed basis. Her credentialing is being brought to the committee for a vote to approve her application and appointment to the staff of River Valley Health and Dental Center, which is needed before the board meeting. This vote will need to be ratified at the board meeting on September 28. The QA/QI Committee has reviewed her application and is recommending approval of Carol Polaski for initial appointment to the medical staff of River Valley Health and Dental based on the review of the application but subject to the receipt of acceptable references.

Motion #1 Matt McLaughlin made the motion to approve Carol Polaski for appointment to the medical staff of River Valley Health and Dental Center. Chris Ebner seconded the motion. The motion passed unanimously.

V Full Board Agenda, September 28, 2021 @ 5:30 PM

The committee reviewed the agenda and felt the Capital Link Market Analysis review would be an appropriate topic for the mini-education session for the September meeting. Jim made the committee aware that a Personnel & Nominating Committee meeting would be held 09/15/21 to meet a prospective new board member, Barb Vanaskie. If approved by the committee, ballots will be included in the board packet for an official vote.

- **Board Annual Work Plan:** The Board Annual Work Plan was reviewed and seems to be on track. The bylaws review and board of directors' manual should be complete in October.

VI CEO Evaluation Process

The committee met in Executive session to review the CEO Evaluation process.

Next Meeting Date: October 11, 2021 @ 6 PM Community Room