

SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.

Executive Committee Meeting Minutes

April 12, 2021 5:30 PM

PRESENT: Kim Wetherhold, Board Chair; Barb Barbus, Board Secretary; Max Houseknecht, Jr., CFO; and Jim Yoxtheimer, President & CEO

Excused: Dewy Hilliard and Jean Myers

I Management Update Current Operations

a. American Rescue Plan: Jim reported that the Center recently received a notice of award for \$2.9 million in funding from the American Rescue Plan. The team has been developing a budget for these funds. Areas of focus are the vaccine program. The Center will be utilizing staffing agency nurses for the vaccine clinic which will free up other staff members to be able to go out into the Community to administer vaccines. Due to the flexibility of the grant, we would like to be able to reserve some of the funds to support sustainability at the end of the 2-year cycle.

b. COVID-19 Impact: Jim reported the Center is still administering 800-1,000 vaccines per week as well as performing COVID testing. For the month of March, the Center performed 180 tests which is up slightly from February.

Jim expanded on the plan to hire nursing staff from staffing agencies that will help to maintain 200 patients per day in the vaccine clinic. As indicated, this plan will free up employed staff to be able to go into the community to administer vaccines. Management has been working with West End Christian Community and the American Rescue Workers to get vaccines to their facility. The Center has also been working with Penn College and Lock Haven University to hold a mass vaccination clinic at their facility for their staff and students. Jim reported he has a phone call scheduled for this week with a representative of Geisinger to discuss a mass vaccination program.

The Center just received 100 additional doses of the Johnson & Johnson vaccine. These doses will be used for the homeless and homeless shelters.

The Center received notice late last week that we will be receiving \$50,000 from a company called Direct Relief. This grant was applied for before learning about the \$2.9 million we received from the American Rescue Plan. This \$50,000 will be used to pay for vaccine staff.

Jim reported that the Center purchased a self-scheduling add on module to the eCW software to assist with the scheduling of COVID vaccines. This software allows patients to schedule vaccines only up to 10 days in the future. Of course, a patient can still call and speak to a staff member to schedule their appointment.

c. Express Care Services: Jim reported that Express Care Services have opened but at reduced hours of operation due to staffing. Express Care is expected to be open with full hours of operation beginning May 1.

d. Oral Health Update: Jim reported that two dentists have recently signed a contract with the Center and should both be onboarded by the end of August. The Center continues with recruitment for one more dentist to join the team.

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All dentists employed by the Center will be oriented at the Jersey Shore site. A grand opening will be planned when the Jersey Shore site opens.

Jim reported that management has decided not to apply for United Way funding for the school program this year. Due to the \$2.9 million recently received from the American Rescue Plan, management felt that there are a lot of organizations that might need the funding more than River Valley Health and Dental does this year. The Committee agreed with this decision.

II Strategic Planning

Jim asked the Committee if he could use the mini-education session of the April board meeting to complete the strategic planning process. The \$2.9 million received from the American Rescue Plan has thrown a positive wrench in the strategic planning. Management should be able to wrap up the process by the board meeting. A portion of the grant will be planned to be used for strategic planning. The committee asked to see the update for review the Wednesday before the board meeting.

III Full Board Agenda, April 26, 2021 @ 5:30 PM

The committee reviewed the proposed Full Board agenda and agreed with the content. Discussion was held regarding the possibility of holding in person meetings soon. Options were discussed of different locations to be used to allow for proper social distancing. Trudy will reach out to different community partners and discuss options with them.

a. Board Annual Work Plan: The committee reviewed the Board Annual Work Plan and made recommendations for keeping track of the items which need follow up. This form will be provided to the committee at each Executive Committee meeting.

Next Meeting Date: May 10, 2021 @ 6 PM