

**SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.**  
**Executive Committee Meeting Minutes**  
**March 9, 2020 5:30 PM**

**PRESENT:** Dr. John Boll, Board Chair; Abbey Eschbach, Board Vice-Chair; Barb Barbus, Board Secretary; Max Houseknecht, Jr., CFO; and Jim Yoxtheimer, President & CEO

Excused: Dewy Hilliard

**I Management Update**

**a. On-Site Pharmacy:** Jim was pleased to report that the pharmacy broke even for the month of February. He stated the hope that this result is the beginning of a long trend.

**b. Telepsychiatry:** Adult telepsychiatry is still doing well although a higher no-show rate is being experienced than hoped for. However, grant funds exist to help offset the no-shows. Pediatric telepsychiatry will be starting March 16 with 12 pediatric patients being scheduled so far.

**c. Substance Use Disorder/Mental Health:** Jim reported that currently 12 patients are being treated in the SUD program. The Center has also taken advantage of following up with area providers to request patients that are stable to be returned to RVH&DC for their primary care.

**d. Mobile Health Unit:** Jim reported that Dr. Waters has been on board for a couple of weeks. He is currently still completing his orientation. Once his orientation is over, he will be working on the unit as well as Dr. Patty Bozza. This staffing should allow the unit to be on the road 4 days a week. The Committee asked for an update on storage options for the unit. Jim indicated that nothing new exists to report. Management will use spring and summer to try to search for different options.

**e. Provider Staffing Update:** Linda Davis, CRNP will be returning to the Center to do Family Medicine. She is a good nurse practitioner with high quality of care. The search for another physician is ongoing.

**f. Coronavirus:** Jim indicated Kayla and Barb have been doing a lot of work researching information on the Coronavirus. Jim asked Dr. Boll if any suggestions or any information was available from UPMC with which we might gain value. Dr. Boll indicated UPMC has weekly meetings on Wednesday from 7-8 a.m. Dr. Boll will send information to Jim regarding those meetings.

**II Strategic Plan Update—Debrief:** Jim asked the committee if there was anything he may have missed during the mini-education session at the last meeting. He asked the committee their thoughts on how often a strategic plan update would be needed. It was suggested by the committee to, if possible, put some cost values next to some of the ideas thinking that data may add some value to the presentation. Jim indicated it would vary with each of the ideas.

Jim reported that he had each of the leadership/management team lay out what they are doing to meet the board's approved plan. In that process, things like timelines, costs, and missing resources were identified. Jim felt he could report the highlights of an operational report. Dr. Boll mentioned that, in that eventuality, the Board would need to be reminded they do not vote on operational decisions. It would truly be informational for the board. It was also decided to present the strategic progress to the board again late summer.

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**III Full Board Agenda, March 23, 2020**

Jim reported that one Conflict of Interest Statement remains outstanding for completion by a board member. As soon as that one is completed, it will be added to the Old Business to “close the loop” which is required by HRSA.

The committee was asked their opinion on having the mini-ed section at the next meeting be informational about COVID-19 (Coronavirus). It was felt it would be a good idea to make the board be aware there is an action plan being worked on.

Jim made the committee aware there is a potential of needing to tap into the line of credit within the next 30-45 days on a short-term basis. The committee suggested an email should be sent to the Finance Committee members to make them aware before it is necessary.

**Next Meeting: April 13, 2020 @ 5:30 PM, Administrative Conference Room**