

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

## **Executive Committee Meeting Minutes**

**April 13, 2020 5:30 PM**

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

### **I Management Update Current Operations**

Barb Wool joined the meeting to give updated information on what is happening in the Center with the COVID-19 updates as compared to 6 weeks ago.

Barb reported that all patients and visitors are being screened in the vestibule of the Center. There is a station set up with an RN performing the screening on everyone entering the Center. Temperatures are being taken of vendors and other visitors. If the patient presents with fever, cough, and/or shortness of breath they are then directed to the waiting area set up specifically for patients with those symptoms which is in the 471 conference room. If testing is necessary, the provider directs the MA on the mobile unit collects the sample to send to Quest. If the patient passes the screening questions, they are then sent to the check in area to continue with their appointment.

Barb reported that to date, 64 patients have been tested with 2 returning positive and there are currently 3 pending results. The physician on the mobile unit is seeing 1-2 patients per day with respiratory symptoms. We currently have approximately 100 tests available if needed. If the number of positive tests rise in Lycoming County, more patients will want to have the testing performed. The Center is working with Quest to obtain more testing kits.

Triage is not open at this time; however, no patients are being denied treatment. If a patient presents with respiratory symptoms they are being seen in the mobile unit. If they present with other symptoms, they are being worked in with their own provider or a covering provider.

Barb indicated that nearly half of last weeks appointments were converted to telehealth appointments either by phone call or tele video which seems to be a fairly easy process through the new patient portal.

Barb reported that they have started a staff rotation with two teams, one team working from home for 2 weeks, while the other is in the Center. These teams will rotate between home and the Center every two weeks. Management is not sure how long that will last at this point.

Reproductive Health has one full time provider working telehealth from home. If the patient needs to be seen face to face, an appointment will be scheduled with the part-time provider who is working on-site two days per week.

Chiropractic services have been suspended due to limiting the amount of traffic in the Center as well as the lack of visits due to patients not showing/scheduling.

Telepsychiatry is still operating. Initial visits are being scheduled at the Center two days per week as that is the typical workflow. Following that, all other visits are done from patients' homes through telehealth.

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### **II Board Elections**

Jim indicated that when the team met to discuss the agenda for this meeting it was discussed how difficult everything is right now with the COVID-19, not only with management but also with governance. Jim offered a suggestion of holding the current officers in place for an indefinite period of time due to the COVID-19 Pandemic. After discussion, all officers agreed there should be a resolution presented to the Full Board to extend officers and terms of anyone scheduled to leave the Board in July of this year. All officers agreed they would be willing to serve for an additional 6 months. It was felt that an addition to the bylaws be made for any State of Emergency, not just the current pandemic to extend offices and terms for future use.

### **III Full Board Agenda, April 27, 2020 @ 5:30 PM**

The committee reviewed the agenda and felt it would be worthy of Barb Wool to present the updates as she did to the committee at this meeting. It was also felt that Max could start off the mini-ed with a full discussion of the grants received and acronyms used.

After discussion, it was decided the April meeting will be held electronically. If needed, a few members could meet in the Community Room with social distancing in place as in the March full board meeting.

Dr. Boll shared that while talking with Steve Johnson from UPMC, Steve indicated he felt Matt McLaughlin would be a good addition to the Board of Directors. He has a lot of experience and knows how to get things done; however, Matt is not willing to join at the present due to COVID-19 but is willing to consider afterwards.

**Next Meeting Date: May 11, 2020 @ 5:30 PM Administrative Conference Room**