

SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.
Executive Committee Meeting Minutes
June 14, 2021 5:30 PM

PRESENT: Kim Wetherhold, Board Chair; Max Houseknecht, Jr.; and Jim Yoxtheimer, President & CEO (ex-officio)

PRESENT VIA ZOOM: Jean Myers, Board Vice-Chair; Dewy Hilliard, Board Treasurer and Matt McLaughlin

Excused: Barb Barbus

I 427 Hepburn Street Lease—Joint Discussion with Finance and Executive Committee

Jim reported to the committee that the current space available to the Center is filled to capacity. With the upcoming budget there is an opportunity to add additional services which will be great for the organization. Management has been searching for space for administration to relocate. The current landlord of the Hepburn Street locations reached out to management to let them know that there is a space available at the end of the parking lot of Hepburn Street.

Max reported the space is adjacent to the cinema on Hepburn Street with approximately 1,840 square feet of space. After negotiations, the rate of \$13 per square ft was finalized. That would be \$1,993 per month for a 3-year term. There would also be an additional CAM fee which would take total cost to \$28,000 per year. While it is not the intention to keep spending money on leasing, it is also necessary to obtain property immediately. Jim indicated this space would more than likely support services such as billing, accounting, and the call center.

After discussion it was decided to add the item to the Full Board agenda for further discussion.

II HRSA C8E Capital Grant

Max reviewed the HRSA Capital Grant—as part of the American Rescue Plan (C8E Grant) proposal. RVH&DC is eligible for a total grant reward of \$687,781. This is a noncompetitive grant, which means as long as the Center submits a plan that fits into the guidelines, the Center will receive the \$687,781. The grant is not to be used to purchase land or a building, acquire a practice, or pay off a lease. The following projects would be contingent on the acquisition of the property at 151 John Brady Drive in Muncy, PA.

- Project 1: Mobile Unite Storage Facility
 - Total estimated project cost of \$271,000
- Project 2: Renovation of the Muncy Health Center
 - Total estimated project cost of \$416,781

Jim reiterated the need to make application to HRSA by June 24 in order to secure the funds. However, the use of the funds (specific projects) may change at any time during the three-year project period.

Management expressed a desire to submit the project as presented to the full board. After discussion, the committee felt it would be reasonable to take the request to full board for discussion.

SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.
Executive Committee Meeting Minutes
June 14, 2021 5:30 PM

III Capital Link, Market Assessment Proposal

Jim indicated Capital Link will be asked to perform a market assessment of our current service area as well as the adjacent counties. The results of this assessment will be used for the consideration of new locations and related investment.

IV Management Update Current Operations

Jim reported that the patient volume for the vaccine clinic continue to decline. The Center has accelerated to include vaccine outreach. The Center has been, and will continue, going to events or to organizations to do a handful of vaccines. Outreach hopes to set up the mobile unit on First Fridays in Williamsport. The vaccine clinic will soon be moved back to the Center, which means the Community Room will be available for meetings.

The dentist has been hired that will be working in the Jersey Shore dental practice. She will be completing her 30-day orientation at the Center to be sure she is up to speed with the EMR and the practices of the Center. It is hoped to have the Jersey Shore dental practice opened within the next 2 months. A grand opening/ribbon cutting ceremony would be planned about 1-2 months after starting in Jersey Shore.

V Board Leadership Update

Jim announced the current slate of officers have been nominated and will be presented to the board for voting in the June meeting. The slate of officers are as follows:

- Board Chair: Kim Wetherhold
- Board Vice-Chair: Jean Myers
- Board Treasurer: Matt McLaughlin
- Board Secretary: Chris Ebner

VI Board Agenda, June 21, 2021 @ 5:30 PM

The committee reviewed the agenda for the full board meeting scheduled June 21, 2021. The addition of the 427 Hepburn Street Lease was added to the new business.

Next Meeting Date: July 12, 2021 @ 5:30 PM Community Room, 431 Hepburn Street