

SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.
BOARD OF DIRECTORS MEETING MINUTES
November 23, 2020 5:30 PM

PRESENT: Dr. John Boll, Board Chair; Barb Barbus, Board Secretary; Kim Wetherhold; Barb Wool, Clinical Operations Manager; and Jim Yoxtheimer, President & CEO (ex-officio)

PRESENT VIA ZOOM: Adanma Akujieze; Shantay Hall; Dewy Hilliard, Board Treasurer; Dr. Ralph Kaiser; Matt McLaughlin; Jean Myers; Rick Wyatt; Tom Zimmerman; and Max Houseknecht, Jr., CFO

Excused: Chris Ebner; Abbey Eschbach; and Velinda Smith

QUORUM MET

I Call to Order & Invocation

Dr. Boll called the meeting to order at 5:30 PM and offered the invocation.

II CEO Update

a. CEO Report: Jim highlighted the following information from his CEO Report:

- To date, the Center had performed 1,272 COVID tests on patients which was an increase over the previous month of 234. There had been 49 positive cases since March 11. There had been 5 employees test positive for COVID-19 during the previous month. The Center has taken aggressive steps to mitigate employee exposure in all areas of the operation. Further steps could impact patient care and may be necessary.
- Progress has been made regarding the nationwide 340B challenge launched by four large pharmaceutical manufacturers discussed last month. All four have dialed back their demands and one has even withdrawn all their demands. Much of the progress can be attributed to our state and national association, as well as the efforts of the many health centers across the country. Not sure that it is totally over, but outlook better than initially thought.
- Management has implemented a Communications Work Group, made up of an interdisciplinary group of employees, to look at additional ways to improve internal communications. The group held its first organizational meeting in November and will be meeting in the months to come to explore barriers and provide recommendations.
- Construction is scheduled to begin in December associated with the Oral Health Infrastructure funding approved last year. This work is needed to convert a medical exam room to a fully functioning dental operator. Bids came in within budget.
- An agreement of sale was executed for the dental practice in Jersey Shore. The Center was successful in negotiating a sale price below the Board approved threshold. Closing on the property should occur in early January.

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b. Dashboard

- **Operational Indicators:** Barb reviewed the highlights of the Operational Indicators as follows: She reported that visits were 10% over last year. New patients for the month were 167.
- **Clinical Quality Measures:** This month, Barb discussed the Weight Assessment for Children measure in detail. Barb indicated this measure is driven on the MA/Nurse who would be rooming patients. It is for children ages 3-17. To have met the requirements for this measure they must document the following: 1. Height and weight. 2. Document that counseling for exercise and activity was given. 3. Document that counseling was given on proper nutrition and eating habits. The state average for this measure is 70-80%. The Center is approximately 90%. It is felt this measure will decrease slightly due to COVID.

III Financial Report

a. October 2020 Financial Summary Report: The highlights of the Financial Report were reviewed for October 2020 as were set forth in the summary provided to the Board, which is hereby incorporated for all purposes herein. Max reported the YTD net gains from operations was \$359,431. Of note is, the pharmacy department had their best month since opening. Expenses were over \$48,165. Factoring out the grant related expenses that were unbudgeted of \$105,789, total expenses would have been under budget by \$57,624. Net days in A/R were 31, Days in A/P was 36.08. Days Cash on Hand was 34.6. Current ratio increased slightly to 1.49.

Motion #1 Shantay Hall made the motion to approve the October 2020 Financial Report. Dewy Hilliard seconded the motion. The motion passed unanimously.

IV Quality Assurance/Quality Improvement Report

Barb reported that the QA/QI Workgroup reviews all clinical measures, not just the ones reported to UDS. The group decided to focus on breast cancer screening for 2021. Currently the Center is 57% compliant with the measure. The group set a new goal of 65% for 2021. The group also decided to focus on retinal screening for diabetic patients since the Center now has the retinal screening capability.

a. Re-Credentialing

- **Dr. Kayla Richardson**

The QA/QI Committee has recommended approval of Dr. Kayla Richardson for re-appointment to the medical staff based on the results of the credentialing verification process. In addition, Dr. Richardson's request for re-privileging was also reviewed and found suitable as requested.

Motion #2 Tom Zimmerman made the motion to approve Dr. Kayla Richardson for re-appointment to the medical staff of River Valley Health and Dental Center. Dr. Ralph Kaiser seconded the motion. The motion passed unanimously.

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V PR, Marketing, & Fundraising Report

Kim Wetherhold gave the PR, Marketing, & Fundraising report as follows:

- Kim reported that Karla shared the new website and its functions with the committee. The website has a fresh new look and is more user friendly. There will be more videos available as well as updated photos of the staff.
- Kim indicated there recently was a meeting with management and the landlord regarding site improvements which will include improvements to the sidewalk as well as roadside signage. There will be planters placed outside the Center which will be maintained year-round.
- The committee discussed publicity for the opening of the Express Care service suggesting a soft opening and then a ribbon cutting ceremony at a later time.
- The committee discussed the annual appeal letters that were mailed in November. The committee is asking the Board to review the list of possible donors the letter was sent and see if there is someone you might be able to reach out to remind them of the appeal and things the Center can do for the community. Also, the committee is asking each board member if they are able to please consider donating themselves.

VI Consent Agenda

Board of Directors Meeting Minutes, October 2020; Executive Committee Meeting Minutes, November 2020; Finance and Audit Committee Meeting Minutes, November 2020; Quality Assurance/Quality Improvement Meeting Minutes, November 2020; Personnel & Nominating Committee Meeting Minutes, November 2020; and PR, Marketing, & Fundraising Committee Meeting Minutes, November 2020

Motion #3 Kim Wetherhold made the motion to approve the Consent Agenda as presented. Barb Barbus seconded the motion. The motion passed unanimously.

VII Old Business

There was no old business to be brought before the Board.

VIII New Business

a. Election of Officers: Ballots for election of Chair and Vice-Chair were provided to each board member. Those who were present via zoom were asked to return their ballot to Trudy by Wednesday, November 25. Those who were present in the Community Room were asked to complete their ballot before leaving that evening. Results will be sent to the board the week of November 30.

b. Hypertension Supplemental Funding: Jim reported that HRSA has offered the Center to participate in a program targeted to patients with Hypertension. If approved by HRSA, this grant would assist the Center help their patients gain control of their blood pressure. Clinical staff seemed very eager about this grant opportunity. This grant would total \$122,340.

Motion #4 Tom Zimmerman made the motion to apply for the Hypertension Supplemental Funding Grant through HRSA. Dr. Ralph Kaiser seconded the motion. The motion passed unanimously.

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c. CEO Evaluation: This part of the meeting was held in Executive Session with no staff members present for discussion of the CEO evaluation.

IX Announcements for the Next Meeting

a. December 2020 Board Meeting Date: Trudy informed the board that according to the votes through email, the next Board meeting will be December 21, 2020 with a dinner at the Genetti. The room is equipped to handle 61 people and still be socially distant. Trudy will finalize the plans for the December 21 meeting.

X Adjournment

Dr. Boll adjourned the meeting.

Next Meeting Date: December 21, 2020 @ 5:30 PM Genetti or via Zoom

Signatures:

Dr. John Boll, Board Chair

Barbara Barbus, Board Secretary

Date: