

**SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**June 21, 2021 5:30 PM**

**PRESENT:** Kim Wetherhold, Board Chair; Jean Myers, Board Vice-Chair; Barb Barbus, Board Secretary; Matt McLaughlin; Rev. Velinda Smith; Dr. Ralph Kaiser; Barb Wool, Clinical Operations Manager; Max Houseknecht, Jr., CFO; and Jim Yoxtheimer, President & CEO (ex-officio)

**PRESENT VIA ZOOM:** Dewy Hilliard, Board Treasurer; Abbey Eschbach; and Shantay Hall

Excused: Chris Ebner; Rick Wyatt; and Adanma Akujieze

**QUORUM MET**

**I Call to Order, Mission Statement, & Invocation**

Board Chair, Kim Wetherhold called the meeting to order at 5:30 PM, read the mission statement, and opened the meeting with an invocation.

**II Mini-Education Session: 2020 UDS**

Max Houseknecht presented the mini-education session with the results of the 2020 UDS (Uniform Data System) Review. The 2020 UDS is submitted by all 330 Grantees and Look-a-Like's who were funded prior to October 2020. The information reported should be related to the scope of project for the reporting period 01/01/2020 – 12/31/2020. The UDS reports are due by February 15 for the prior year's data and are sent through a third-party review process through March 31. They are then finalized by HRSA during the summer months (typically late July/early August). Max then reviewed terms and definitions and explained what the results mean to the Center.

Max indicated the 2020 UDS report shows that the Center has experienced a 35% growth from 2016 – 2019 along with a 14% decline in 2020 due to COVID-19. The total percent of unduplicated patients who utilize more than one service was 23%. The report showed that highest area of service area population was, of course, Williamsport. Service utilization experienced a 39% growth from 2016 – 2019 and experienced a 20% decline in 2020 due to COVID-19, mostly in Dental due to three months of shuttered operations. A 66% increase in Chiropractic utilization was seen. Behavioral Health utilization increased by 96% in 2020, partially due to expanded Telepsych services.

Barb reviewed the Quality Assurance Indicators reporting that HRSA evaluated 18 clinical quality measures for the 2020 calendar year, with many of the measures being impacted by COVID-19 due to a higher concentration of virtual visits. Three measures were added in 2020 to include: Breast Cancer Screening, Depression Remission at 12 months, and HIV Screening.

Max reported that in 2020, the Center saw a 21% increase in Total Cost per Patient and a 30% increase in Total Cost per Visit due to the COVID-19 pandemic that caused a reduction in patients, visits, and an increase in costs largely associated with personal protective equipment. A 50% increase in Federal Grants Revenue was observed associated largely by COVID-19 funding. The report shows there was a 10% increase in patient revenue associated largely to an increase in 340b pharmacy revenues. A 13% increase in total revenue was seen for the organization.

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The data presented shows a snapshot of statistics available to health centers to benchmark their programs. Once HRSA publishes the finalized data reports, health centers have the capability to look at their data based on state and national levels to compare programs. Max reminded the board, that the data submitted is for a calendar year and the Center operates on a fiscal year. The comparisons will most likely not be 100% when looking at fiscal year information but should be similar within a margin of error.

**III CEO Update**

**a. CEO Report**

- Leadership presented to the Executive and Finance committees a proposed spending plan for the HRSA C8E Capital grant in the amount of \$687,781 as part of the American Rescue Plan. The grant application needed to be submitted to HRSA by June 24 and extends over a 3-year period. In order for leadership to submit the application, they had to create a potential project without adequate time to perform all of the due diligence. HRSA is completely aware of the predicament they have placed on many health centers across the country. The answer has been to allow a high level of flexibility and opportunity to change projects and expenditures during the 3-year period. Management has developed a plan that is essentially predicated on the acquisition of property in Muncy which was to be discussed later in this meeting. Additionally, management has engaged a consulting firm, Capital Link, to perform a market assessment of the entire service area and beyond that will provide essential information well before the work would begin on the proposed projects.
- COVID-19 testing and vaccine numbers have continued to decline during the past month. The vaccine clinic has been open to walk-ins from 9 am – 3 pm. Outreach staff has been active in the community to make the vaccine available to as many individuals as possible. The outreach staff has worked with the YWCA, Sojourner Truth Ministry, Clinton County Housing Authority, Ebenezer Baptist Church, and the YMCA. Additionally, the Center offered vaccinations at the Juneteenth celebration at Brandon Park on June 19<sup>th</sup> and First Friday on July 2.
- To date, the Center has administered 9,500 vaccines and performed just over 3,000 COVID tests. The vaccine clinic will be relocated to the Center by July 10 to make the best use of space. This move will allow the Community Room to be available for meetings.
- Dr. Shi began work as a staff dentist in June. After her orientation, she will then move to the Jersey Shore office. Dr. Tokede is scheduled to be onboard August 1. The Center continues to recruit for at least one additional dentist.
- As part of the ongoing desire to maintain the necessary agility to capitalize on expanded service opportunities, management has spent a considerable amount of time looking at the best use of space for clinical and administrative operations. Space has had to be repurposed on a routine basis for the past few years. Ongoing efforts have been intensified with the availability of grant funds for renovation purposes. A comprehensive plan will be available for discussion at the Board in July.

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**b. Dashboard**

- **Operational Indicators:** Barb reviewed the highlights of the Operational Indicators: Visits were under budget by 905 across the Center largely due to provider vacancies. One hundred and forty-one new patient visits were performed for the month.
- **Clinical Quality Measures:** This month, Barb focused on the Ischemic Vascular Disease & Aspirin or other Anti-Thrombotic Therapy measure. She indicated this measure would include anyone 18 years of age or older with a diagnosis of Ischemic Vascular Disease, such as when a patient may have had a stroke or heart attack. Compliance in this measure is when aspirin or blood thinner is ordered to help remove the plaque build up in the patient's arteries. The biggest barrier for compliance with this measure is when a patient takes aspirin, but they do not get a prescription for it but rather acquire it over the counter. Aspirin therapy must then be documented in the patient note. The state average for compliance in this measure is 80%. The Center is currently at 78%.

**IV Financial Report**

**a. May 2021 Financial Summary Report**

The highlights of the Financial Report were reviewed for May 2021, as were set forth in the summary provided to the board, which is hereby incorporated for all purposes herein: Max reported that for the month of May the Center had a deficiency of revenues over expenses of \$75,743. The YTD Net Gains from Operations was \$1,489,685 which was \$320,000 over budget. The YTD increase in Net Assess was \$1,808,830. Net days in A/R decreased to 25. Days in A/P was 34.89 due to the timing of invoices coming in. Days Cash on Hand increased to 36.81. Current Ratio was 1.71.

**Motion #1 Ralph Kaiser made the motion to approve the May 2021 Financial Report. Jean Myers seconded the motion. The motion passed unanimously.**

**V Quality Assurance/Quality Improvement Report**

Barb presented the Quality Assurance/Quality Improvement report indicating that Reproductive Health Services policies were reviewed, with only a few minor changes recommended. A new policy was created, Pandemic Response Plan. This plan puts all the processes in place that have been utilized over the past year. It highlights the staffing plan and employee training.

**a. Credentialing/Recredentialing**

- **Topaz Sampson, M.D.:** Dr. Sampson is a board-certified psychiatrist who, upon approval, would be working in the tele-psychiatry department. She graduated from Wright State University School of Medicine in 2015. She received her Psychiatry degree in 2019 from Baylor College of Medicine and then her Forensic Psychiatry degree in 2020 from SUNY-Upstate Medical University.
- **Stephanie Carpenter, PA-C:** Stephanie Carter is a Physician Assistant who graduated from Cedarville University with a Bachelor's in science Exercise in 2008 and a joint Master of Science of Physician Assistant Studies and Master of Public Health Program in May 2020.

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**Motion #2 Rev. Velinda Smith made the motion to approve Dr. Topaz Sampson and Stephanie Carpenter, PA-C for privileging and appointment to the medical staff of River Valley Health and Dental Center. Dr. Ralph Kaiser seconded the motion. The motion passed unanimously.**

**VI Consent Agenda**

**Board of Directors Meeting Minutes, May 2021; Executive Committee Meeting Minutes, June 2021; Finance and Audit Committee Meeting Minutes, June 2021; Quality Assurance/Quality Improvement Meeting Minutes, June 2021; and Personnel & Nominating Committee Meeting Minutes, June 2021**

**Motion #3 Rev. Velinda Smith 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. C8E Grant Application:** 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 application 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 a 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.

After discussion and questions were answered, the following motion was placed:

**Motion #4 Matt McLaughlin made the motion to approve the C8E—American Rescue Plan Capital Grant Application. Rev. Velinda Smith seconded the motion. The motion passed unanimously.**

**b. FTCA Application:** Jim reported on the FTCA application which, upon approval, was to be submitted this week. Through this act, eligible HRSA-supported health centers may be granted medical malpractice liability protection with the Federal government acting as their primary insurer. Health centers are required to reapply each year for deeming and associated malpractice coverage.

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**Motion #5 Rev. Velinda Smith made the motion to approve the submission of the FTCA application. Jean Myers seconded the motion. The motion passed unanimously.**

**c. Nominations and Voting:** Kim Wetherhold reviewed the Officer positions open and nominations by the Personnel & Nominating Committee. She also reported that Abbey Eschbach was in need of a vote to approve her second three-year term. A new candidate was also presented for election to the board, Joshua Warfel. The board was asked to return their ballots to Trudy. Those members, attending by electronic means were to return their ballot to Trudy by end of business day Wednesday.

**d. Resolution—Check Signing Authority:** Max reported that with Dewy Hilliard’s term limit expiring, the Center will need to have an additional check signing authority granted. Matt McLaughlin was chosen as the signatory. Max reviewed the banking authorization resolution in the packet, which would make Matt McLaughlin an authorized signatory for all accounts immediately.

**Motion #6 Barb Barbus made the motion to approve Matt McLaughlin as an authorized signatory for banking needs from Muncy Bank and Trust and C&N. Dr. Ralph Kaiser seconded the motion. The motion passed unanimously.**

**e. Board Member Recognition:** Three individuals were recognized at the meeting for their service. Dewy Hilliard and Barb Barbus’s term limits have expired. Adanma Akujieze first three-year term has expired, and she is not able to continue serving on the Board of Directors.

Dewy Hilliard has served on the board of directors since 2013, first filling a vacancy until 2015. She has since served two three-year terms.

Barb Barbus has served on the board of directors since 2014, first filling a vacancy until 2015. She has since served two three-year terms.

Adanma Akujieze has served on the board since April 2018.

Kim thanked each outgoing board member for their service and presented a plaque to each member. Jim stated “I feel fortunate to have worked with each of you. You all have brought uniqueness to the board of directors”. Jim indicated that while Dewy and Barb had served on the board patients have increased from 9,500 to 17,000 and the revenue saw a 153% increase.

Dewy and Barb each addressed the Board and offered their gratitude to everyone they have served with as well as to management. Each board member was afforded the opportunity to address Dewy, Barb, and Adanma and offer their appreciation from working with them.

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**IX Announcements for the Next Meeting**

There were no announcements to be made for the next meeting.

**X Adjournment**

With no further business to be brought before the board, Kim Wetherhold adjourned the meeting at 6:50 PM.

**Signatures:**

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Kimberly Wetherhold, Board Chair

\_\_\_\_\_  
Christopher Ebner, Board Secretary

Date: