

**SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.**  
**Executive Committee Meeting Minutes**  
**August 10, 2021 12:30 PM**

**PRESENT:** Kim Wetherhold, Board Chair; Jean Myers, Board Vice-Chair; Chris Ebner, Board Secretary; Matt McLaughlin, Board Treasurer; Max Houseknecht, Jr., CFO; and Jim Yoxtheimer, President & CEO (ex-officio)

**I Management Update Current Operations**

Jim reported that Dr. Tokede, a new dentist, started this week. An interview for another dentist has been scheduled, which, if fruitful, would bring our compliment of providers to five full-time dentists.

Jim indicated the Jersey Shore dental office continues to be open just one day per week. No problems have been experienced in filling that one day. Once the new dentist is oriented, we can begin to add more days to the Jersey Shore practice.

Jim reported that two potential physician candidates exist for consideration who are currently completing their residency program. They will graduate in June 2022.

Jim indicated that testing and vaccines have doubled in the past month perhaps as a result of the current slightly higher positivity rate for COVID-19.

With the approval of the H8F grant, renovations are in the beginning phases at 431 Hepburn Street. A health data analyst has been hired and will be starting soon. The open case manager positions are still in the interview phase.

Jim gave an update on the events planned for National Health Center Week, which had begun at the time of the meeting. On Monday, the Outreach Department was at ARW with donations of food and performing health screening. Tuesday was designated Employee Appreciation Day which was to be celebrated by Leonard's Food Truck being onsite for employee lunches. Employees were also given Amazon gift cards. Wednesday was designated as Patient Appreciation Day. All patients in the Center were to receive a free umbrella. Thursday was designated Children's Health Day and numerous activities were to be scheduled. Representatives from the YMCA and STEP were to participate in the events that day. COVID vaccines were to be made available as well as free vision and hearing screenings. Backpacks filled with school supplies were to be available to the first 25 children grades K-4.

**II Facilities Planning**

Jim updated the committee relating to the acquisition of the Hepburn Street Plaza. Jim indicated that Max was working on the application process for the federal loan repayment guarantee which is a lengthy process. Max indicated management would be reaching out to multiple banking institutions for mortgage quotes.

Jim reported that he has spoken with Steven Johnson since the last meeting to discuss the acquisition of the plaza. Steve shared several observations, including a need to develop a timeline of our expansion needs. That plan would give us an idea of how long we will need to be landlords. Jim suggested that the market assessment analysis will be critical to that plan. The Center received a draft copy of the market analysis from Capital Link. It is expected that a final

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copy will be received by the end of the month. That report will be shared with this committee upon receipt so it can be discussed at the next committee meeting.

Jim reported he will start to schedule meetings with UPMC Healthcare, Geisinger Healthcare, and other foundations although he does not feel he has enough information from Mr. Klingerman to initiate conversations with them just yet.

**III Full Board Agenda, August 24, 2021 @ 5:30 PM**

The committee reviewed the Full Board Agenda as presented. It was suggested to use the mini-education session to review the HRSA Operational Site Visit (OSV) process. This presentation will fall in line with the board Annual Work Plan for Board education. Another option would be a program on Let's End Covid. The committee agreed the mini-ed for the month of August should be related to the OSV site visit.

- **Board Annual Work Plan**

A discussion was held regarding the regularly scheduled October Finance and Audit Committee meeting. The annual PACHC conference begins Tuesday, October 12 at noon. After discussion it was decided to move the October Finance and Audit Committee meeting back to Monday, October 11, 2021 at 5:00 PM

**Next Meeting Date: September 14, 2021 @ 12:30 PM Community Room**