

**SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**December 28, 2021 5:30 PM**

**PRESENT:** Kim Wetherhold, Board Chair; Jean Myers, Board Vice-Chair; Chris Ebner, Board Secretary; Matt McLaughlin, Board Treasurer; Rick Wyatt; Dr. Ralph Kaiser; Josh Warfel; Barb Wool, Clinical Operations Manager; and Jim Yoxtheimer, President & CEO (ex-officio)

**PRESENT VIA ZOOM:** Austin White; Barb Vanaskie, and Max Houseknecht, Jr., CFO

Excused: Abbey Eschbach; Velinda Smith; and Shantay Hall

**QUORUM MET**

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

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

Matt McLaughlin made an announcement that this meeting would be his last meeting as a Board of Director as he has accepted a position as Chief Operating Officer with River Valley Health and Dental. Matt thanked everyone for the opportunity to work together as a board. Kim and Jim both expressed their gratitude for the insight he has brought to the board and are both looking forward to working with him as part of the River Valley Health and Dental team.

**II CEO Update**

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

- On behalf of the staff and leadership team, Jim thanked the Board of Directors for their continued support.
- A COVID-19 mandatory vaccination policy has been implemented based on the original federal mandate requirements. Management decided to move forward with the policy requirements for safety reasons despite the brief period where a federal court had enjoined both CMS and OSHA, which placed a hold on the federal mandate. In the meantime, a federal appeals court found in favor of the federal agencies resulting in the mandate being back in place in Pennsylvania, among other states. The impact of implementing the requirements here included the resignation of two individuals and offering reasonable accommodations to three staff members with religious exemptions.
- The Center received notice from HRSA that it has been awarded \$429,936 in additional funds from the Provider Relief Program.
- The National Association of Health Centers will be offering a “Board Member Boot Camp” on Sunday, February 13. This conference will be offered in person or virtually. Everyone was asked to let Trudy know if they were interested in attending this conference at the Center’s cost.

**b. Dashboard:** Barb Wool reported the highlights of the Dashboard as follows:

- **Operational Indicators:** Barb reported that visits were under budget for the month by approximately 600 visits. New patient encounters were 274. Senior Management continues to meet weekly to brainstorm ideas for the Capacity Project.

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- **Clinical Quality Measures:** Barb indicated staff continues to do a great job on the clinical quality measures and has been very engaged in making numbers better. Barb was asked to clarify the ED Visits measure.

Barb gave an update on COVID vaccine and testing. She indicated the booster had been approved for ages 16 and up for the Pfizer vaccine. The Center continues to offer all brands of vaccine. To date the Center had given 14,756 vaccines to include 1,700 boosters.

Barb indicated testing has been busier after Christmas with a higher positivity rate. The Center had entered into a program with HRSA to obtain at-home kits to be delivered to the community. There were 1,300 kits ordered.

Barb was questioned if the at-home tests are comparable to the rapid tests performed here in the Center and the efficacy rate. She was unable to answer the comparability without checking them. The accuracy rate showed 70%, however that rate can vary depending on what stage of the virus the person would be in.

Board members asked if the Center was concerned about the national shortage on tests. Barb indicated that the Center was not worried about shortage, at the time, as they just received a large order.

### **III Financial Report**

#### **a. November 2021 Financial Summary Report**

The highlights of the financial report were reviewed for November 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 November there was an excess of expenses over revenues of \$36,828 which takes the YTD excess of expenses over revenues to \$135,293. Net Days in A/R decreased to 30 days. Days in A/P decreased to 35.92. Days Cash on Hand increased to 28.86. Current Ratio was 1.57.

**Motion #1 Dr. Ralph Kaiser made the motion to approve the November 2021 Financial Report. Chris Ebner seconded the motion. Matt McLaughlin abstained from the vote. The motion passed with all other board members present in favor.**

### **IV Quality Assurance/Quality Improvement Report**

Barb Wool reported the Risk Assessment for the third quarter was completed. The Rapid Response Team responded to three medical emergencies and the process went well for all three instances. The Safety Committee meeting information is now available on the intranet for all staff to review.

Barb reported that the QA/QI Workgroup finalized their plans for 2022 with deciding on which clinical quality measures they will focus on for improvement. All measures are monitored by the workgroup with a focus on a few.

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Jim indicated that quality and quality issues are an important part of what the board of directors do. If there are ever any questions please reach out to Barb, Jim, or the two board members who are on the QI/QA Committee which are Dr. Kaiser and Barb Vanaskie.

**V Consent Agenda**

**Board of Directors Meeting Minutes, November 2021; Executive Committee Meeting Minutes, December 2021; Finance and Audit Committee Meeting Minutes, December, 2021; and Quality Assurance/Quality Improvement Meeting Minutes, December, 2021**

**Motion #2 Jean Myers made the motion to approve the Consent Agenda as presented. Chris Ebner seconded the motion. Matt McLaughlin abstained from the vote. The motion passed with all other board members present in favor.**

**VI Old Business**

There was no old business was on the agenda to be discussed.

**VII New Business**

**a. Noncompeting Continuation (330 Grant)**

Jim reported that submission of the Noncompeting Continuation grant is an annual process that HRSA requires. The report is an annual update on the things which may have happened at the Center over the year. For example, staffing and any vacancies, operations to include changes in policies and procedures as they relate to COVID-19, financial status, patient capacity, referral agreements, accuracy of Form 5A, Form 5B, and Form 5C

**Motion #3 Rick Wyatt made the motion to approve the submission of the Noncompeting Continuation grant report. Dr. Ralph Kaiser seconded the motion. Matt McLaughlin abstained from the vote. The motion passed with all other board members present in favor.**

**b. SBA Loan Opportunity**

Jim reported that the Center just became aware of an opportunity for a Small Business Association (SBA) loan opportunity. In response to COVID-19, small business owners, including agricultural businesses, and non-profit organization in all U.S. states, Washington D.C. and territories can apply for the COVID-19 Economic Injury Disaster Loan (EIDL). This loan is a low-interest, fixed rate, long-term loan to help overcome the effects of the pandemic by providing working capital to meet operating expenses. Working capital needs for such operating expenses, including payroll, rent/mortgage, utilities, and other ordinary business expenses, and to pay business debt incurred at any time (past, present, or future). The maximum loan amount is \$2 million.

Management believes that, if approved, this loan could be used for the down payment of the plaza purchase. If the effort of obtaining the plaza was not successful other options exist which would include returning the funding minus interest payments. This loan would also present an opportunity to pay off the loan for the Jersey Shore property. The third option would be to cover any additional costs with the Clinton County project.

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Jim indicated that management is looking for authorization to apply for the SBA loan. If approved to submit the loan application, and the loan would subsequently be approved, management would return to the board with ideas of how the loan should be utilized.

**Motion #4 Josh Warfel made the motion to approve the application for the SBA Loan. Dr. Ralph Kaiser seconded the motion. Matt McLaughlin abstained from the vote. The motion passed with all other board members present in favor.**

**Next Meeting: January 25, 2022 @ 5:30 PM Community Room or via Zoom**

**Signatures:**

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Kimberly Wetherhold, Board Chair

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Christopher Ebner, Board Secretary

Date: