

**SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.**  
**Executive Committee Meeting Minutes**  
**November 9, 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 the Center was still very busy with COVID testing, completing approximately 60 tests daily. Vaccinations have also increased. For the month of October, approximately 500 vaccines were given. Currently, the Center is administering approximately 250 per week. The Center has not received the vaccines for ages 5-11 as of yet. As soon as the order is received, the Center will be ready to administer immediately.

Jim reported that there are still 8-9 employees who have not been vaccinated for COVID-19. The Center did receive a resignation from a dental staff member who will be working in an office of less than 100 employees, therefore a vaccine will not be mandated, by that employer.

Management has been working on a policy to address someone with a medical or religious reasons to not be vaccinated.

**II Facilities Planning**

- **Plaza Mortgage Scenarios:** Jim reported to the committee that the appraisal for the Hepburn Street Plaza returned at \$9 million 50 thousand. This appraisal was shared with Mr. Klingerman at his request. Jim indicated that Max has been working on affordability and has come up with options for repayment. Jim indicated management would continue to investigate options and report back to the committee.
- **Capital Grant Project Option:** Jim reported that management has been brainstorming ideas to repurpose the Capital Grant received, since the building in mind in the Muncy area sold. In 2017, management had worked on a possible lead for expansion in Clinton County in the STEP building. The building is still vacant, and it is felt that it may present an opportunity and thus, revisit that possibility. This option was thoroughly vetted in 2017. This arrangement would involve a lease agreement with STEP. In 2017 it was felt that the Center could possibly serve approximately 4,200 unduplicated patients per year. Jim believes the uniqueness of an FQHC in that area provides a worthwhile opportunity. The facility could be staffed with a part-time physician and full-time APP. Total monies received from the Capital Grant was \$687,781; it was suggested to keep renovations within that budget. Management must come up with secondary plans within the month to be able to still be eligible for the grant monies. Once the plans are approved, the Center has until 2024 to put the plan in action. Max felt the construction would take approximately 6 months from start to finish, providing all materials are available.

The committee asked Jim and Max to work on a plan to present to Board for approval, as it will need approved since it represents a change in the original request.

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Jim reported back to the Committee on the Sullivan County Project discussed last month indicating that since last month Sullivan County has decided to go with an FQHC from the Wilkes-Barre area. Jim felt this was good news as the community will now have provider access in that area.

**III December Full Board Meeting—Holiday Schedule**

It was suggested that the Board should be questioned at the meeting about their availability for the December meeting to ensure quorum would be met. The regularly scheduled date is December 28, but December 21 would be presented as an option.

**IV Full Board Agenda, November 23, 2021 @ 5:30 PM**

It was decided to have Barb Wool present an overview of the COVID-19 vaccines and testing for the Center. There are no credentialing needs for the month.

- **Board Annual Work Plan:** The Board Annual Work Plan is current and up to date.

**V CEO Evaluation—Executive Session**

At 12:35 pm the committee met in Executive Session to discuss the CEO Evaluation.

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