

SUSQUEHANNA COMMUNITY HEALTH & DENTAL CLINIC, INC.
BOARD OF DIRECTORS MEETING MINUTES
MARCH 25, 2019 5:30 PM

PRESENT: Abbey Eschbach, Board Vice-Chair; Barbara Barbus, Board Secretary; Lori Beucler; Rick Wyatt; Pastor Velinda Smith; Tom Zimmerman; Adanma Akujieze; Jim Yoxtheimer, President & CEO (ex-officio); Max Houseknecht, Jr., CFO; and Barb Wool, Clinical Operations Manager

EXUSED: Dr. John Boll; Dorothy Hilliard; Kim Wetherhold; Shantay Hall; and Jean Myers

I Call to Order & Invocation

Abbey Eschbach called the meeting to order at 5:30 PM and offered the invocation.

Each meeting, selected Board members provide a background on themselves as well as the reason they chose to serve on the Board of Directors. This month Lori Beucler spoke.

II Mini-Educational Session: “Board Roles & Responsibilities”

This month the mini-educational session included part of a Webinar titled “Board Roles & Responsibilities” from the National Association of Community Health Centers (NACHC). Due to time constraints of the meeting, only the first thirteen minutes were viewed. Plan is to show the rest of the webinar at a future meeting.

III CEO Update

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

- An inspection of our pharmacy by the PA Board of Pharmacy is scheduled for tomorrow. Also, the management team interviewed two candidates for the pharmacy director position last week. One of the candidates seemed like a very good fit with our organization. We anticipate opening the pharmacy around the middle or end of May.
- Cheri Rinehart, President & CEO of the PA Association of Community Health Centers (PACHC) had presented to the board on the evening of March 5 after speaking with the staff in the afternoon of the same day. Jim asked for feedback on the special Board presentation. All Board members agreed the presentation was very informative and very well presented.
- As mentioned last month, Health Resource Services Administration (HRSA) announced a round of funding for a New Access Point (NAP). This funding is the first time HRSA has made NAP funding available in several years. The funding opportunity represents the potential for us to move ahead with opening of a satellite facility in Clinton County. Additional discussion on this project was planned later on the agenda.
- An analysis of calendar year 2018 showed that, for the first time, our patient ED visits were below the previous year’s visits.
- Raise the Region fundraising efforts netted an estimated \$3,000 including match money and prizes earned. Over the last four years that we have participated in this community effort, an estimated \$15,000 has been raised to support families with unmet medical needs. The question was asked of how many unique donors there were. Jim explained we do not have that final list yet.

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b. Dashboard

- **Financial Indicators:** Max reported the highlights of the Financial Indicators as follows: Days in A/R was 21.53. Days in A/P was 40.43 due to the timing of invoices for the new administrative space. Max noted bills are being paid on time with nothing being paid late. Days Cash on Hand decreased to 21.46 and he also noted this will continue to decrease until the pharmacy is up and running. He indicated the Payor mix is holding steady.
- **Operational & Workforce Indicators:** Barb Wool reported on the Operational & Workforce Indicators as follows: Barb reported for the month of February 430 ED visits were reported with over 50% of the visits being after hours. She reported that, as expected, the goal for new patients was not met due to provider vacancies. Management feels this result will improve with the advent of the new doctor and nurse practitioner.
- **Clinical Quality Measures:** Barb reported that issues continue with the clinical software and are unable to have clinical quality measures for this month. Reporting from the UDS reports, Barb indicated that improvements were made with the cervical cancer, colon cancer, and child weight assessments. Barb reported the Wellness Coordinator has started. She will help close the care gaps and hopefully be able to continue to improve our quality measures.

IV Financial Report

Max reviewed the highlights of the Financial Report for February 2019 as were set forth on the summary provided to the Board, which is hereby incorporated for all purposes herein. He reported for the month of February there was an excess of revenue over expenses of \$231,756 due to the Cost Report Settlement (see below). This takes the YTD deficiency of revenue over expenses to \$310,472. Gross patient revenue was under budget by \$76,203. 340b drug program was under budget by \$150,000 due to the delay in the opening of the Pharmacy. Federal grant income was over budget by \$21,968 due the spending of the FY17 AIMS funding, that was approved in the carryover prior approval request, drawdowns associated with the FY18 SUD-MH funding, and drawdowns associated with the FY AZ/QI funds. The Expense Analysis shows expenses were under budget by \$49,499. The end of month accounts payable was \$275,865 due largely to pharmacy and new administration space costs coming in at the end of February. The Medicaid settlement payable decreased by \$34,976.52 leaving a balance due of \$89,252,48. The operating account unrestricted balance as of February 28 was \$116,475.52.

Max explained to the Board the interim rate estimated Cost Report for visits 10/16/16 – 02/28/19. The Cost Report was initiated due to the addition of reproductive health services. Once the audit is finalized it is estimated they will need to review approximately 78,000 encounters to process for repayment. Medical/BH/Chiropractic/Reproductive Health visits are now being paid at \$191.16 per visit. Dental and Pediatric Dental visits are now being paid at \$110.61 per visit. After settlement the net effect is estimated to be \$354,179.61 due to RVH&DC. The Center is subject to PPS rate changes over the next few years due to the addition of chiropractic care and pediatric dental.

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Motion #1 Lori Beucler made the motion to approve the February 2019 Financial Report. Rick Wyatt seconded the motion. The motion passed unanimously.

V Quality Assurance/Quality Improvement Report

Barb gave the Quality Assurance/Quality Improvement Report. Barb indicated there were two patient complaints for the month. The first was in medical and it was the patient did not care for the provider's style. The patient's PCP was changed. The second complaint was in dental where the patient did not feel the plan of care was appropriate. The chart was reviewed by the Dental Director and it was felt the plan of care was accurate. This issue was discussed with the patient and the provider.

a. Credentialing/Re-Credentialing

Barb indicated there was one provider in need of re-credentialing for the month of March. Dr. Robert Frederickson serves as a per diem dentist in the Dental Department. All due diligence was performed, and the Quality Assurance/Quality Improvement Committee recommended recredentialing and re-privileging of Dr. Robert Frederickson to the Dental Staff at River Valley Health & Dental Center.

Motion #2 Tom Zimmerman made the motion to approve re-credentialing and re-privileging of Dr. Robert Frederickson to the dental staff. Barbara Barbus seconded the motion. The motion passed unanimously.

VI Consent Agenda

Board of Directors Meeting Minutes, February 2019; Finance Committee Meeting Minutes, March 2019; Executive Committee Meeting Minutes, March 2019; Quality Assurance/Quality Improvement Meeting Minutes, March 2019; and PR/Marketing Meeting Minutes, March 2019

Motion #3 Lori Beucler made the motion to approve the Consent Agenda as presented. Pastor Velinda Smith seconded the motion. The motion passed unanimously.

VII Old Business

a. Conflict of Interest Statements/Standards of Conduct: Jim reported all Conflict of Interest Statements have been signed and returned by all the Board members.

VIII New Business

New Access Point (NAP) Application: Jim reported on the NAP application. The application is due to HRSA on or before April 12. The grant will be awarded to 75 organizations in September. If awarded the grant of \$650,000, it is management's intent to open a new facility in Clinton County. Management is currently looking at the STEP building in Lock Haven. However, those renovation costs could be close to \$1.5 million. Management is now looking at other facilities or the possibility of only renovating a portion of the STEP space currently and then build out as practical. He summarized the discussion that had taken place at the Executive Committee meeting

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which included avoiding using monies from the Williamsport site to pay for the Clinton County site and finding a location that meets the budget. Management will also be seeking other grant opportunities to help mitigate costs.

Motion #4 Lori Beucler made the motion to approve the New Access Points application with the following conditions: Find a location that minimizes the need for extensive renovation costs at the new location and do not use cash from Williamsport operations to fund Clinton County site. Ruby Gibson seconded the motion. The motion passed unanimously.

IX Announcements for the Next Meeting

- a. Abbey announced Ruby's family is having a celebration in honor of her birthday on Memorial Day weekend. A dinner will be held at the Genetti Hotel on Saturday May 25 which everyone is invited to. If anyone is interested, please let Trudy know.
- b. Abbey announced the email regarding LifeLock has been sent to all board members. If anyone has had any problems or if you have any questions, please let Trudy know.

X Adjournment

With no further business to be brought before the board, Abbey Eschbach adjourned the meeting at 6:53 pm.

Next Meeting: Monday, April 22, 2019 @ 5:30 PM, Community Room, 431 Hepburn Street

Signatures:

Abigail Eschbach, Board Vice-Chair

Barbara Barbus, Board Secretary

Date: