

**SUSQUEHANNA COMMUNITY HEALTH AND DENTAL CLINIC, INC.**  
**BOARD OF DIRECTORS MINUTES**  
**JULY 23, 2018 5:30 PM**

**ATTENDEES:** Dr. John Boll, Chair; Abigail Eschbach, Vice-Chair, Dorothy Hilliard, Treasurer; Barbara Barbus, Secretary; Jim Yoxtheimer, President & CEO (ex-officio); Max Houseknecht, Jr., CFO; Barbara Wool, Clinical Operations Manager; Kim Wetherhold; Tom Zimmerman; Adanma Akujiueze; Shantay Hall; and Jan Fisher

**EXCUSED:** Ruby Gibson; Pastor Velinda Webb Smith; and Rick Wyatt

**I Call to Order & Welcome**

Dr. Boll called the meeting to order at 5:30 PM. He indicated he would like to start each meeting with an invocation. Tonight, his invocation is the reading of the Center’s mission statement. “Our mission is to extend God’s healing by providing inclusive, quality primary medical and dental care to all those who need it.”

Dr. Boll shared with the Board members what drives him to be a Board Member for the Center. He first learned about the Community Health Center model while volunteering at Esperanza Health Center in Philadelphia where he was trained as a Medical Assistant. Prior to his present position, he worked for 10 years at Dayspring Family Health Center in Tennessee. While there he served as Medical Director of the Clearfolk Clinic. Dr. Boll feels River Valley Health & Dental Center provides excellent care to its patients with limited resources.

**II CEO Update**

**a. CEO Report**—Jim highlighted the following information:

- Provider recruitment continues to remain a very high priority. A temporary physician was interviewed recently, and the credentialing and privileging process is underway. The engagement would be for at least a 3-month commitment. The new Nurse Practitioner, Sarah Updegraff, started two weeks ago. Sue King, the LCSW started on July 17 and Dr. Leung, Pediatrician, started today. Just today management received a CV on a FP candidate.
- A tentative date for the start of the pediatric dental program has been set for September 24.
- Community events scheduled for August and September will be very important to the Center. A PM Exchange will be held at the Center on August 9, a Health Fair on August 13, and the Eat Around the World Fundraising event will be September 20. Board members were provided additional details in their Agenda packet.
- The Center received a notice of a grant opportunity from HRSA less than a month ago that offered funding for substance use disorder and/or mental health services. An application in the amount of \$291,000 in the first year and \$100,000 each year thereafter was submitted on July 16.
- An application for a mobile dental unit was completed and submitted this month in the amount of \$400,000 to the First Community Foundation Partnership.

**b. Dashboard**

- **Financial Indicators:** Max reviewed the Financial Indicators with the Board as follows: Days in A/R was 27 which is expected to hold true for year-end. Days in A/P is up a little, as well, but all bills are being paid on time. Days cash on hand is 44.3.

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- **Operational & Workforce Indicators:** Jim reported the following: New patients were under goal at 356 however, this result is not surprising due to the provider shortage. Overall, patients were below forecast by 9% for the fiscal year. However, total visits this year were 12% above last year. Barb reviewed the workforce indicators stating that the Chiropractor started a couple of weeks ago and is doing well. His schedule is full until August 2. All feedback from patients have been very good. Dr. Leung, the pediatrician, started today. The pediatric dentist will be seeing patients soon as well.
- **Clinical Quality Measures:** Barb reported on the Clinical Quality Measures as follows: The chronic care management company, H3C1 is doing very well. To date, we have 113 patients registered for their services which is up from 65 last month. Quality measures have been running about the same. Outreach is planned for pediatric immunizations and diabetic patients. Calls are being made to patients who are not in compliance with their diabetes as well as to parents of children who are behind on their immunizations.

### **III Financial Report June 2018**

Max reviewed the highlights of the Financial Report for June 2018 as set forth on the summary provided to the committee, which is hereby incorporated for all purposes herein. He reported that in June the deficiency of revenues over expenses was \$322,164; however, that amount is with the \$266,327 Medicaid Settlement payback. This amount was booked in in the event it is truly owed. The PA DHS is still researching to see if this amount is truly due. This adjustment takes the Center's YTD deficiency without the Medicaid payback to \$150,247. Provider visits were under budget by 1,088. Medical visits were under budget by 771 due to lack of providers as well as two providers with FMLA leave that has resulted in them not working their full day to day schedule. Dental visits were under budget by 335. Reproductive Health visits are over budget by 18. Gross patient revenue was under forecast by \$444,113 due to gross medical revenue being under forecast by \$134,770, gross dental revenue under forecast by \$43,364, and Reproductive Health over forecast by \$349. Also, as discussed, the Medicaid Settlement Payback which was recorded of \$266,327.12 with the recognition of the confirmation of the potential payable. Contractual allowances were under forecast by \$53,215 due to reduced revenue from visits. Miscellaneous revenue was over forecast by \$15,665 due to year-end reconciliation of HW/WW program income. The 340b drug program was over forecast by \$1,366. The Expense Analysis is showing the expenses to be over forecast by \$32,120. Salaries, wages & fringe benefits were under forecast by \$30,845 due to decreases in PTO/Med leave accrual and staff vacancies. Clinical supplies were under forecast by \$12,278. Recruitment retention was over forecast by \$14,483 due to timing of provider recruitment contract expenses. RHS contracted services were over forecast by \$4,452 due to timing of invoices from referral providers. IT software was over budget by \$23,543 due to costs associated with Greenway Community and a prepaid expense correction. Consulting fees were over forecast by \$27,791 due to Cardinal Health Pharmacy contract for the on-site pharmacy project. Temp staffing fees were over forecast by \$14,490 due to costs associated with the Locum Tenens physician.

Max then reviewed the Balance Sheet Highlights for Year-End. Grants receivable-State at year-end was \$16,666.66, totaling 2 months of FHCCP grant payments. Contribution receivable at

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year-end was \$41,666.63, totaling one month of UPMC Susquehanna contribution payment. Accounts payable at year-end was \$141,824. Accrued PTO payable decreased by \$9,707. Accrued Med Leave payable increased by \$7,473. Medicaid Settlement Payable booked at \$266,327.12. PA DHS is still confirming this amount; however, expense must be recorded in the FY18 since the organization was made aware of the potential reimbursement back to the state. ELECT program debit card account was closed out 06/29/18 due to no longer needing the account. The remaining balance was transferred into the Operating Account. Super Money Market Fund balance is \$501,236.47. Six Month CD investment balance is \$503,691.12.

**Motion #1 Shantay Hall made a motion to approve the June 2018 Financial Report. Abigail Eschbach seconded the motion. The motion passed unanimously.**

**IV Quality Assurance/Quality Improvement Report**

Barb reported there were several policies for review this month with no changes at all. However, one policy, No-Show policy, had significant changes. The Center will no longer dismiss patients for no-show appointments. The patient is referred to the Care Coordination Team to help the patients with whatever barriers they may have.

Barb reported the Center was awarded FTCA deeming that provides malpractice coverage for services in scope for the Calendar year 2019.

**V Consent Agenda**

**Board of Directors Meeting Minutes, June 2018; Finance Committee Meeting Minutes, July 2018; Executive Committee Meeting Minutes, July 2018; Quality Assurance Committee Meeting Minutes, July 2018; and PR, Marketing, and Fundraising Committee Meeting Minutes, July 2018**

**Motion #2 Adanma Akujiueze made a motion to approve the Consent Agenda as presented. Tom Zimmerman seconded the motion. The motion passed unanimously.**

Leonard Weber, PA-C was recommended for re-credentialing. Debora Yocum, PHDH was presented for initial credentialing. After all due diligence was performed the QA/QI Committee recommended both providers for credentialing and privileging.

**Motion #3 Adanma Akujiueze made a motion to approve Leonard Weber PA-C for re-credentialing and Debora Yocum, PHDH for credentialing with privileges as recommended by the QA/QI Committee. Dorothy Hilliard seconded the motion. The motion passed unanimously.**

**VI Old Business**

Kim Wetherhold, a consumer member, took this opportunity to let everyone know she and her daughter witnessed one of the translator machines “in action”. She was very impressed with the machine and the ease of communication with staff and patient. Kim also wanted to express how informative she found the the news items on the TV’s in each exam room.

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**VII New Business**

- a. **Carole Gilberti's Resignation:** Dr. Boll reviewed the resignation letter received from Carole Gilberti.

**Motion #4 Dorothy Hilliard made the motion to accept Carole Gilberti's resignation letter. Abigail Eschbach seconded the motion. The motion passed unanimously.**

**VIII Announcements for the next Meeting**

Shantay gave an update on the PR, Marketing, and Fundraising Committee with the upcoming events of the Health Fair and Eat Around the World Fundraiser. She informed the Board that invitations to the fundraiser are available for them to send out to family and friends who may be interested in attending.

**IX Adjournment**

With no further business to discuss Dr. Boll adjourned the meeting at 6:30 PM.

**Next Meeting: Monday, August 27, 2018 @ 5:30 PM, RVHDC Conference Room**

**Signatures:**

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John Boll, Jr., D.O., Board Chair

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Barbara Barbus, Board Secretary

Date: