

Susquehanna Community Health & Dental Clinic, Inc.
Board of Directors Minutes
June 25, 2018 5:30 PM

ATTENDEES: Carole Gilberti, Chair; Dr. John Boll, Vice-Chair; Dorothy Hilliard, Treasurer; Barbara Barbus, Secretary; Pastor Velinda Webb Smith; Ruby Gibson; Abigail Eschbach; Rick Wyatt; Kim Wetherhold; Adanma Akujiueze; Tom Zimmerman; Jim Yoxtheimer, President & CEO (ex-officio); Max Houseknecht, Jr., CFO; and Barbara Wool, Clinical Operations Manager

EXCUSED: Shantay Hall and Kim Adair

I Call to Order & Welcome

Carole welcomed everyone and called the meeting to order at 5:30 PM.

II Mini-Educational Session—Health Resource Center (HRC)

Jim introduced Sara Beckman to the Board. Sara works as the Center's Patient and Community Education Specialist and manages the Health Resource Center (HRC) within River Valley Health & Dental Center. Sara began her work with the Center in 2015 when she interned in our Health Education Department.

Sara presented information regarding the Health Resource Center in Lycoming County. The program was started in 1991 in Philadelphia, PA. It is administered through Access Matters with funding from the PA Dept. of Health. The Health Resource Center provides age appropriate sexual and reproductive health education and counseling to adolescents up to age 24. All services are confidential and free. Sara also helps provide links to care including community based sexual and reproductive health care, primary care services, relationship abuse services, social services, substance abuse, and mental health counseling.

As of May, of 2018, Sara has served 195 unduplicated youth with a total number of visits at 253 for the current fiscal year. Sara stated she is still working with different school districts to allow her and the program in to different schools to educate their adolescents.

III CEO Update

a. CEO Report—Jim highlighted the following information:

- Provider recruitment efforts and activities remain a very high priority. The Center has hired a pediatric dentist who will be starting in the middle of August, a pediatrician who will begin in August, a nurse practitioner who will start this week, a licensed clinical social worker who will begin early July, and a chiropractor who will begin this week.
- The pharmacy project is moving ahead according to the preliminary timeline. A pre-construction meeting was held last week with our architect and a construction expert from Cardinal Health. It is anticipated to have the preliminary drawings in the next three weeks for our review.
- The chronic care management program for Medicare patients began earlier in the month. To date, 65 of the 900 eligible patients have agreed to participate.

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- Planning for the “Eat Around the World” fundraising effort on September 20 by PR, Marketing, & Fundraising Committee continues. Kim Wetherhold reported on the progress to date and asked each board member to take the “Save the Date” cards and distribute them as they see fit.
- Jackie Oliva Strus, HR and Grants Manager recently graduated from Leadership Lycoming Class of 2018. Jackie has been with the Center for five years and continues to do outstanding work for us and the community.

b. Dashboard

- **Financial Indicators:** Max reviewed the Financial Indicators with the Board. Days in A/R was 26. Days Cash on Hand is 63.6. Days in A/P is 26.3. Staff has been working very hard on patient A/R both at the check-out time and with follow up calls from the billing department. The insurance A/R has a 2-week turnaround time.
- **Operational & Workforce Indicators:** Jim reported new patients for the month was above goal. This is partly due to a two-day event with Dental where they visited a local head start and were able to bill 105 new patient visits. ED visits for May were 485, which is lower than one year prior. The Center continues to work on keeping those numbers down.
- **Clinical Quality Measures:** Barb reviewed the Clinical Quality measures indicating colorectal and cervical cancer screening continue to increase. This is partly due to Emily undertaking the Medicare Annual Wellness visits. Barb reported AmeriHealth has scheduled paps to be done as a part of their incentive program in the Reproductive Health Department on June 27. AmeriHealth contacts and schedules the patients. To date, there are 24 patients scheduled.

IV Financial Report

- a. May 2018 Financial Report:** Max reviewed the highlights of the Financial Report for May 2018 as were set forth on the summary provided to the committee, which is hereby incorporated for all purposes herein. In May, the excess of revenues over expenses was \$21,097. This takes the Center’s YTD deficiency without the Medicaid settlement to \$108,397. Provider visits across the Center were under budget by 251 largely due to provider turnover. Gross patient revenue was under forecast by \$56,507 due to gross medical revenue being under forecast by \$72,420, gross dental revenue was over forecast by \$20,685, and gross reproductive health revenue was under forecast by \$4,772. Contractual allowances were under forecast by \$6,416, as expected. Miscellaneous revenue was over forecast by \$14,437 due to Healthy Women Program. Federal grant income was over forecast by \$57,068 due to a care-forward grant funds from the DSHII grant being drawn down to pre-pay for the Greenway Community product for approximately 9 months as well as the remaining implementation fees for the product. The Expense Analysis showed expenses to be over forecast by \$27,189. Salaries and wages were under forecast by \$40,563 due to decreases in PTO/Med Leave

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Accrual and staff vacancies. Fringe benefits were under forecast by \$5,325 primarily due to retirement expenses being under forecast from staff vacancies. Clinical supplies were under forecast by \$7,015. Recruitment retention was over forecast by \$6,837 due to timing of provider recruitment contract expenses. IT software was over budget by \$20,122 due primarily to Greenway Community remaining implementation costs. Consulting fees were over forecast by \$28,165 due to Cardinal Health Pharmacy contract for the on-site pharmacy project. Temp staffing fees were over forecast by \$24,500 due to costs associated with the Locum Tenens Physician. Grants for acquisition of PP&E were over forecast by \$8,080 due to the purchase of equipment utilizing grant funds. Accounts Payable at month-end was \$215,010 which is an increase of \$70,640 primarily due to the timing of the Cardinal Health Pharmacy contract invoice.

Motion #1 Pastor Velinda Webb Smith made a motion to approve the May 2018 Financial Report. Jan Fisher seconded the motion. The motion passed unanimously.

- b. DHS Letter/Audit Update:** Max reported the FY 18 audit officially started today with the Preliminary Field Work. Representatives from Baker Tilly are on-site for three days this week and will be back to complete audit work in September.

Max informed the Board of a letter the Center received in June from the Department of Human Services. According to the letter River Valley Health & Dental Center owes the state \$266,327.12 for overpayment on over 4000 claims. It is management's assumption this is from dates of service 2010-2011. Max has reached out to PACHC for their advice on how this should be handled. Max has also reached out to DHS and is waiting on a response from them. The due date on the letter has been extended, if necessary, to July 31, 2018. The Board will be informed of any new information.

V Quality Assurance/Quality Improvement Report

Two policies were up for review from the QA/QI Committee this month. The Credentialing policy was reviewed and no changes were recommended. The Active Shooter Response Policy was reviewed and recommended for approval by the Board.

VI Consent Agenda

Board of Director Meeting Minutes, May, 2018; Finance Committee Meeting Minutes, June, 2018; Executive Committee Meeting Minutes, June, 2018; Quality Assurance/Quality Improvement Committee Meeting Minutes, June, 2018; PR, Marketing, & Fundraising Committee Meeting Minutes, June, 2018; and Personnel and Nominating Committee Meeting Minutes, June 2018

Motion #2 Kim Wetherhold made a motion to approve the Consent Agenda as presented. Pastor Velinda Webb Smith seconded the motion. The motion passed unanimously.

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The following providers were reviewed at the QA/QI Committee: Sue King, LCSW, Steven J. Leung, M.D., William Piotrowski, DC, Sarah Updegraff, CRNP, and Laura Farr, PHDH. After all due diligence was performed on all of the above providers the QA/QI Committee recommended all providers for approval by full Board.

Motion #3 Jan Fisher made a motion to approve all five providers for privileging and credentialing as recommended by the Quality Assurance/Quality Improvement Committee. Barbara Barbus seconded the motion. The motion passed unanimously.

VII Old Business

There was no Old Business to review.

VIII New Business

- **Chiropractic Fee Schedule/Sliding Fee Scale:** At the June Finance and Audit Committee Meeting Max presented the need for a fee schedule for the Chiropractor coming on aboard as the CPT codes are not currently in the Center's fee schedule. This will also cause the need for a sliding fee schedule for Chiropractic services. The Finance Committee recommended approval of the Chiropractic Fee Schedule as well as the Sliding Fee Schedule.

Motion #4 John Boll made the motion to approve the Chiropractic Fee Schedule and the Chiropractic Sliding Fee Scale as recommended by the Finance and Audit Committee. Barbara Barbus seconded the motion. The motion passed unanimously.

- **Architectural Services Contract:** Max discussed an invoice received from Anthony Visco for the design documents, electrical engineering documents, and structural engineering for the new Administrative space in Hepburn Plaza in the amount of \$29,100. The construction fees and build out will be in our monthly lease, however this invoice will need to be paid. The Finance and Audit Committee recommended approval for the invoice to be paid.

Motion #5 Jan Fisher made the motion to approve payment as recommended by the Finance and Audit Committee for Anthony Visco in the amount of \$29,100. Kim Wetherhold seconded the motion. The motion passed unanimously.

- **Re-nomination of Board Members:** The Personnel and Nominating Committee met in June and recommended the re-nomination of 3 Board Members. Kim Adair's term ends 06/30/2018 and it was recommended to not renew her term.

Abbey Eschbach
Dorothy Hilliard
Barbara Barbus

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- **Election of Officers:** Jim also indicated the Personnel and Nomination Committee discussed the election of officers in the June meeting and recommend the following for FY 2019:

Dr. John Boll--Chair
Abbey Eschbach—Vice Chair
Dorothy Hilliard—Treasurer
Barbara Barbus—Secretary

Ballots were casted and reviewed by Trudy. The count was unanimous for the above officers as well as re-election of Board Members, Dorothy Hilliard, Barbara Barbus, and Abigail Eschbach.

IX Announcements for next meeting

None at this time.

X Adjournment

With no further business for discussion Carole adjourned the meeting at 6:20 PM.

Next meeting Monday July 23, 2018 @ 5:30 PM, RVH&DC Conference Room

Signatures:

Carole Gilberti, Board Chair

Jim Yoxtheimer, President & CEO