

AVHC Board Minutes  
April 4, 2024

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	<b>Excused</b>	Clay Eubank	<b>Excused</b>	Chloë Guazzone, ED	<b>x</b>
Kathy Cox, Vice-Chairperson	<b>x</b>	Lucy Plancarte	<b>x</b>	Cynthia Novella FNP, Medical Director	<b>Excused</b>
Eric Labowitz, Treasurer	<b>x</b>	Yuridia Cruz-Arrelo	<b>x</b>	Fabiola Cornejo, Operations Director	<b>x</b>
Heidi Knott, Secretary	<b>Excused</b>	Mike Zaugg	<b>Excused</b>	Donna Sherwood	<b>x</b>
Autumn Ehnou	<b>x</b>	Ron Gester	<b>x</b>		
Tricia Anguiano Rubin	<b>x</b>				

Call to Order & Quorum / Agenda / Minutes Approval	Action
The Vice-Chairperson called the meeting to order at 5:05 pm. Meeting was held in person at the clinic and via GoTo meeting.	Meeting called to order; quorum established. The draft April 4, 2024 meeting agenda was amended –Clinic outreach staff postpone; New Business :Physical Therapy Feasibility and IRS 990 deferred; then approved Motion: Labowitz, Second: Gester, All ayes.
Conflict of Interest	The Board and Staff were polled and were not aware of any potential or actual conflicts of interest at this time.
The draft March 7, 2024 Board minutes were reviewed and approved as presented.	The draft March 7, 2024 minutes were approved. Motion: Labowitz, Second: Gester. All others ayes.
Clinic Outreach Staff <b>POSTPONE</b>	Estephany (Steph) Arias and Blanca Mendoza, to discuss their work regarding outreach for the clinic
<b>Board Compliance Training</b>	Second 2024 quarterly training meeting May 2024 by the Write Choice Network <b>(WCN) Quarterly Meetings Feb, May, Aug, Nov, tentative</b>

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Staff and Committee Reports	Reports/Discussion	Action
<p><b>Executive Team / Staff Report Summary</b></p>	<p><b>Medical Director-Cindy Novella</b></p> <ul style="list-style-type: none"> <li>• Discussion on vaccines. 50 Covid boosters have been order, looking at internal analysis regarding costs. Recommend that patients receive Covid booster if they are in Ukiah. Signage for clinic regarding vaccines for patients to see.</li> </ul> <p>For complete detail, please refer to the Staff report.</p> <p><b>Operations Director- Fabiola Cornejo:</b></p> <ul style="list-style-type: none"> <li>• Dr. Tryon is locum dentist.</li> <li>• Plan to have dental hygiene position filled by June 1<sup>st</sup>.</li> <li>• The temp dental assistant is registered and would be at the clinic through December.</li> <li>• Continue to outreach using Partnership reports. Reports had stopped a few months back.</li> </ul> <p>For complete detail, please refer to the Staff report.</p> <p><b>Executive Director-Chloe Guazzone</b></p> <ul style="list-style-type: none"> <li>• Chloe will be talking with HUD representative, will email all regarding status.</li> </ul> <p>For complete detail, please refer to the Staff report.</p>	<p>Executive Team / Staff Report Summary</p>
<p><b>Finance</b></p>		

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<b>Committee.</b>	<ul style="list-style-type: none"> <li>• Review and discuss the financial reports February and March, 2024 at the May 4<sup>th</sup> Board meeting.</li> </ul>	Review May 4 <sup>th</sup> board meeting.
<b>Performance Improvement Committee.</b>	<ul style="list-style-type: none"> <li>• Two Incidents:               <ol style="list-style-type: none"> <li>1. Patient was very rude to staff, not report by staff for 2 months. Opportunity for training staff on how to deal with patient along with when and how to report the incident.</li> <li>2. Patient fainted having blood drawn, no injures. Train staff regarding questions to ask patient before blood draw and best way to physically handle patient that may faint.</li> </ol> </li> <li>• The PI/QI work plan is being reviewed, finalized in May, then bring up for vote.</li> </ul>	
<b>Outreach and Marketing</b>	<ul style="list-style-type: none"> <li>• Kathy Cox report, Next meeting will be held Thursday, April 11 at 3:30pm</li> </ul>	
<b>Board Development and Governance</b>	<ul style="list-style-type: none"> <li>• No activity</li> </ul>	
<b>Executive Committee</b>	<ul style="list-style-type: none"> <li>• No activity</li> </ul>	
<b>New Business</b>	<ul style="list-style-type: none"> <li>• Physical Therapy Feasibility Issues report and <b>Review and approve</b> submittal of the IRS Form 990 for 2024. Deferred to 5/4 board meeting.</li> <li>• UDS Summary report discussion: correction, top should be 2023 not 2021 Clarification 000/000 : number of visits/number of patients</li> </ul>	Deferred to May board meeting

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	<p style="text-align: center;">Chloe discussed the information on UDS summary report with those in attendance, which is included in your board packet</p> <p style="text-align: center;">Autumn offered this informative website during the UDS discussion:  <a href="https://www.nachc.org/wp-content/uploads/2023/07/Community-Health-Center-Chartbook-2023-2021UDS.pdf">https://www.nachc.org/wp-content/uploads/2023/07/Community-Health-Center-Chartbook-2023-2021UDS.pdf</a></p>	
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>• None present</li> </ul>	
<b>Items of Interest /Concern to Board Members</b>	<ul style="list-style-type: none"> <li>• Yuridia asked if the clinic would like to have a booth on Tuesday, April 30<sup>th</sup>, at elementary school for Day of the Child. Kathy will bring up at the next outreach meeting, Thursday, April 11</li> </ul>	
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>• A motion to adjourn was approved at 5:57 p.m.</li> </ul>	<p>Meeting Adjourned            Motion: Labowitz,            Second: Plancarte, All            ayes</p>

Date Minutes Accepted: \_\_\_\_\_

Committee Chairman: \_\_\_\_\_

Minutes: Sherwood      The next AVHC Board meeting will be on Thursday, May 2, 2024 at 5:00 p.m. via in person or open meeting.