

AVHC Board Meeting Minutes
November 30, 2017

Board Members			Board Members		Staff	
Ric Bonner, Chairperson	X		Clay Eubank	X	Chloë Guazzone, ED	X
Kathy Cox, Vice-Chair	X		Maureen Hochberg	X	Mark Apfel MD, Medical Director	X
Heidi Knott Gundling, Secretary	X		Ivan Jimenez	X	Fabiola Cornejo, Operations Director	X
J.R. Collins, Treasurer	X		Eric Labowitz	X by phone		
Drew Colfax	Excused		Robert Jason Pinoli	Excused		
Deborah Covey	X		Luci Plancarte	X		
			Ximena Flores	X		

Time	DISCUSSION/REPORTS	ACTION
5:00 pm	Ric Bonner called the meeting to order.	Meeting called to order, quorum established.
	The November meeting agenda was approved.	November 2017 Board Agenda approved. Motion: Cox Second: Hochberg, All ayes
	Ximena Flores was elected to be the student representative of the AVHC Board	Motion: Cox Second: Collins , all ayes
	The minutes of the October 26, 2017, AVHC Board meeting were approved with the addition of the approval of the RN standing orders in the Performance Improvement committee report.	Revised October 26, 2017 Minutes approved Motion: Collins Second: knott, All ayes Abstain: Bonner and Eubank

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STAFF REPORTS	DISCUSSION/REPORTS	ACTION
Executive Team / Staff Report Summary	<p>See written report.</p> <p>Relias system of on-line education for Board Members is in operation. Board members are asked to sign in an review modules pertinent to Board activity.</p> <p>Outreach was very successful for flu shots for winery workers. The managers were helpful and interested in expanding the outreach program,so far 8 wineries are participating.</p> <p>Our QI coordinator resigned and we are seeking a replacement</p> <p>The Substance Abuse Support Group has been initiated by Stephanie Shreve, the new psychologist. So far, 5 people are enrolled and it looks like the program will serve a need in the community.</p> <p>There have been no letters of intent to sue filed with the AVHC.</p>	
BOARD COMMITTEE REPORTS	DISCUSSION/REPORTS	ACTION
Finance Committee.	<p>The September and October financial reports were reviewed and approved. It was noted that our cash reserve went down as we had to repay approximately \$145,000 to HRSA based on the 2016 FFR.</p> <p>The committee recommends that the Board approve submittal of the FY 2016/2017 Federal Financial Report (FFR).</p>	<p>The September 2017 financial report was approved. Motion: Covey Second: Cox, all ayes.</p> <p>The October 2017 financial report was approved. Motion: Jimenez Second: Knott, all ayes</p> <p>The Board approved submittal of the FY 2016/2017 FFR Motion:Cox</p>

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	<p>The Finance committee recommends that the Board approve an unbudgeted contract with the Write Choice Network in the amount of \$35,000 for support through 2018 including:</p> <ul style="list-style-type: none"> • Preparation for our 2018 HRSA site visit • Our 2018 Budget Period Renewal narrative • Our 2018 FTCA redeeming application 	<p>Second: Knott, all ayes The Board approved a \$35,000 unbudgeted contract with the Write Choice Network. Motion: Labowitz Second: Covey, all ayes</p>
<p>Performance Improvement Committee.</p>	<p>There were no new Policies to review this month.</p> <p>The committee addressed 3 complaints:</p> <ol style="list-style-type: none"> 1. A mother wondered why her child’s immunization was given in her arm when she was later told best practices advised using the thigh. The child suffered no ill effects. 2. A pt. complained regarding treatment plan for a dental cleaning. The dentist was unwilling to perform a routine cleaning when the pt needed deep cleaning. 3. A pt. stated that she had received the wrong dosage of a medication. After researching the medical records it was determined there was an error in the EMR regarding the proper dosage that was not completely resolved prior to her med refill. 	<p>The practitioner was advised to review pediatric immunizations best practices.</p> <p>Chloe will discuss with dentist. The majority of the Board felt it was up to the dentist to decide what treatment plan is</p> <p>Dr. Apfel is working on resolving discrepancies.</p>

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Outreach Committee	See above, outreach program to vineyard workers was successful and will work to expand.	
Marketing Committee	The outreach effort with the vineyard workers went well and good contacts have been established with the vineyard managers for future outreach events.	
Fundraising Committee	Nothing to report.	
Board Development and Governance	There was no meeting.	
Executive Committee	The Executive committee discussed: <ul style="list-style-type: none"> • Board officers and subcommittee chairs for 2018. • Exploring options to set up an endowment fund for the AVHC • Establishing an oversight committee for the 403B retirement plan. The committee will consist of Guazzone, Waterman and Lbowitz. 	
New Business	Notice of intent was given to amend the AVHC Bylaws at the December meeting to allow no more than 5 consecutive terms for Board officers. The current bylaws allow no more than 4 consecutive terms.	
Public Comment	No public was present	
Closed Session	A closed session was started at 6:26	The Board reaffirmed the need to comply with existing policies.
Adjournment	The meeting was adjourned at 6:40 p.m.	Motion to adjourn approved. Motion: Knott Second: Cox, all ayes

Minutes: Hochberg

Next Meeting: 5pm, December 28, 2017, at the AV Health Center