

AVHC Board Meeting Minutes
December 28, 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	Excused	Fabiola Cornejo, Operations Director	Excused
J.R. Collins, Treasurer	x	Eric Labowitz	x		
Drew Colfax	x	Robert Jason Pinoli	x		
Deborah Covey	x	Luci Plancarte	x		
		Ximena Flores	x		

Time	DISCUSSION/REPORTS	ACTION
5:00 pm	The chairperson called the meeting to order.	Meeting called to order, quorum established.
	The December agenda was approved.	December Board meeting agenda approved. Motion: Labowitz Second: Knott All ayes
	The minutes of the November 30, 2017 Board meeting were discussed. A request was made to delete the specifics of the 3 complaints reported from the minutes due to patient confidentiality concerns.	Revised minutes of November 2017 Board meeting approved. Motion: Labowitz Second: Collins All ayes

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STAFF REPORTS	DISCUSSION/REPORTS	ACTION
Executive Team / Staff Report Summary	<p>See written report.</p> <p>Ultrasound training has been completed by Mark, Cindy and Luiza.</p> <p>Alliance for Rural Communities (ARCH) has hired a part-time quality control coordinator to help with regional training projects.</p> <p>Outreach efforts for preventative medicine coaching continue. Many people sign up but don't show for the sessions.</p> <p>Continuing to look for a Quality Improvement coordinator, no applications. Changes have been made to the patient check out workflow and results are being tracked.</p> <p>Paula Radell has the first batch of HR policies and is implementing a naming convention and checking for completeness.</p> <p>David Gold met with employees on December 12th and 13 employees signed up to participate in the new 403(b) program.</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 November 2017 financial reports were reviewed and approved. In the future, the financial reports will be sent to all Board members in advance of the Board meeting.</p> <p>Approval of AVHC Financial Policies and Procedures as recommended by finance committee. There were minor edits made to the current package.</p> <p>Approve submission of the FY2018/2019 Federal budget NCC for the 2018 Budget Period Renewal as recommended by finance committee.</p>	<p>The Nov. 2017 financial reports were approved. Motion: Labowitz Second: Pinoli All ayes</p> <p>Motion: Eubank Second: Colfax All ayes</p> <p>Motion: Labowitz Second: Eubank All ayes</p>

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Performance Improvement Committee.	There were no new Policies to review this month. We had the biennial Vaccines for Children audit and have some follow up items to address.	
Outreach Committee	More vineyard site visits are planned for February.	
Marketing Committee	Meeting January 19 th to finalize fliers and schedule for vineyard visits.	
Fundraising Committee	No meeting this month	
Board Development and Governance	Discussion of strategic plan review. Will set up a Board member training program, using Relias and other tools.	
Executive Committee	The Executive committee discussed: <ul style="list-style-type: none"> • board officers and committee chairs for 2018 • establishing an oversight committee for the 403 plan.(Guazzone, Labowitz and Waterman. • 	
New Business	Motion to amend the by-laws to allow Board officers to serve no more than 5 consecutive terms. AVHC Time and Place policy review. Motion to approve policy for 2018 was approved. A revision to the AVHC Employee handbook to include the new 403(b) plan was approved.	Motion: Labowitz Second: Cox All ayes Motion: Labowitz Second: Hochberg All ayes Motion: Pinoli Second: Collins All Ayes
Public Comment	No members of the public present	
Closed Session	6:20 to 6:38 discuss personnel matter	
Adjournment	The meeting was adjourned at 6:40 p.m.	Motion to adjourn approved. Motion: Knott Second: Labowitz, all ayes

Minutes: Hochberg

Next Meeting: Thursday, January 25, 5p.m. at the AV Health Center