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| Board Members |  | Board Members |  | Staff |  |
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| Ric Bonner, Chairperson | **Excused** | Clay Eubank | **X** | Chloë Guazzone, ED | **x** |
| Kathy Cox, Vice-Chairperson | **x** | Lucy Plancarte | **x** | Cynthia Novella FNP, Medical Director | **x** |
| Eric Labowitz, Treasurer | **x** | Yuridia Cruz-Arrelo | **X** | Fabiola Cornejo, Operations Director | **x** |
| Heidi Knott, Secretary | **X** | Mike Zaugg | **Excused** | Donna Sherwood | **x** |
| Autumn Ehnow | **Excused** |  |  | Randi Ganousis(**WCN**) | **x** |
| Tricia Anguiano Rubin | **Excused** |  |  | Holly Kida (**WCN**) | **x** |

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| Call to Order & Quorum / Agenda / Minutes Approval | Action |
| The Vice Chairperson called the meeting to order at  5:08 pm. Meeting was held in person at the clinic and via GoTo meeting. | Meeting called to order; quorum established.  The draft November 2, 2023 meeting agenda was approved.  Motion: Labowitz, Second: Plancarte, 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 October 5, 2023 Board minutes were reviewed and approved as presented. | The draft October 5, 2023 minutes were amended (New Business-Action, addition of Waterman removal as signer) then approved. Motion: Knott, Second: Labowitz. All others ayes. |
| **Board Compliance Training** | Fourth quarterly training meeting by the Write Choice Network **(WCN)**  Forms 5A, 5B, & 5C Scope of Service and Comparison Map.    Randi shared each form and gave a detailed explanation.  Form 5A-Required services directly or written referral.  Form 5B-Site status, reported separately from services.  Form 5C- any other services offered to the community outside the clinic i.e. home visits, education, vaccine clinics  Comparison Map- HRSA defined service area, zip codes. 75% of the total patient population needs to come from our service area. In 2022 total patients served 2,350; 1926 patients were in our service area, 81.9% |
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| Staff and Committee Reports | Reports/Discussion | Action |
| **Executive Team / Staff Report Summary** | **Medical Director-Cindy Novella**  AVHC patients given Covid and flu vaccines on Tuesday and Thursdays, enter through lobby, insurances are being billed.  AVHC patients can still see providers that are not their assigned providers.  Cayo Alba is being shared with other clinics, working remotely on Thursdays at AVHC.  Mendocino County masking mandate starting 11/24/23 through 4/30/24 in patient areas.  For complete detail, please refer to the Staff report.  **Operations Director- Fabiola Cornejo:**   * End of the year party for staff and board will Friday, December 8, 2023 from 4:00p.m. to 7:00p.m. The event will be catered. An invite will be sent out.   For complete detail, please refer to the Staff report.  **Executive Director-Chloe Guazzone**   * Chloe will be talking to Christie MacVitie, CFO**,** regarding the visits for Crist Perez and Cyd Bernstein. The visits are billable and are not being captured on the report.   For complete detail, please refer to the Staff report. | Executive Team / Staff Report Summary |
| **Finance Committee.** | * Upon the recommendation of the Finance Committee, review and approve the financial reports September 2023, please review board attachments for details. * September 2023 – profit from operations of $47,090 for the month September 2023, Year to date results a profit $48,893 * Discussed recommendation from the Finance Committee to hire David Gold to manage AVHC investments. The approval of a motion to have Chloe execute a contract with David Gold * Approval to submit grant application by California Primary Care Association (CPCA) called the Navigator Project for $100,000 and the Equity and Practice Transformation Grant one Direct Payment request in the amount of $375,000. | The September, 2023 financial reports were approved. Motion: Knott, Second: Eubank, All ayes  Approval of motion to have Chloe Guazzone, Executive Director execute contract with David Gold.  Motion: Eubank, Second: Labowitz, All ayes  Approval Grant application for $100K; one direct payment request of $375K.  Motion: Knott, Second: Labowitz, All ayes |
| **Performance Improvement Committee.** | * Three compliments for the Dental Department * Two Violations:   1st HIPAA Violation: Patient was handed another pt’s bag with medications – bag never left the building and was handed right back.  Marcelle spoke to staff again about our double checking process and self-reported.  2nd HIPAA Violation: Patient wanted his dental x-rays sent to his new dental provider. Instead, medical records send 77 pages of medical records to the office. The dental office called the patient and shredded the records.   * **Discuss and approve** the credentialing of Blanca Mendoza, CHW. | Approved credentialing  of Blanca Mendoza, CHW. Motion:  Labowitz, Second:  Cox, All others ayes. |
| **Outreach and Marketing** | * Kathy Cox report   Members of the Committee met with Lori had a productive meeting.  3 target groups for expand services and conduct outreach  Group 1 - MediCal for farmworkers and their families  Group 2 – Seniors  Group 3 - Substance use Disorder(SUD) |  |
| **Board Development and Governance** | * Small group discussion on board recruitment, board staff relationship and enlivening board meetings | Moved to the next board meeting in December |
| **Executive Committee** | * No activity |  |
| **New Business** | * **Discuss and approve** the submitting of the Service Area Competition (SAC) grant to HRSA (3 year renewal of HRSA grant) Chloe presented information with reference to the budget and SAC. | Approval of submitting the (SAC) grant to HRSA Motion: Labowitz, Second: Knott, All others ayes. |
| **Public Comments** | * None present |  |
| **Items of Interest /Concern to Board Members** | * Loan update with the Anderson Valley Housing. Chloe working with HUD officer, need environmental write off from county to complete process to obtain funds. |  |
| **Adjournment** | * A motion to adjourn was approved at 6:37 p.m. | Meeting Adjourned  Motion: Eubank,  Second:: Labowitz , All ayes |

Date Minutes Accepted:

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

Minutes: Sherwood The next AVHC Board meeting will be on Thursday, December 21, 2023 at 5:00 p.m. via in person or open meeting.