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| Board Members |  | Board Members |  | Staff |  |
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| Ric Bonner, Chairperson | **x** | Clay Eubank | **Excused** | 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** |  |  |  |  |
| Tricia Anguiano Rubin | **Excused** |  |  |  |  |

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| Call to Order & Quorum / Agenda / Minutes Approval | Action |
| The 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 September 7, 2023 meeting agenda was amended, add to **New Business**: formation of an Audit Committee, then approved.  Motion: Knott, Second: Labowitz, 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 August 3, 2023 Board minutes were reviewed and approved as presented. | The draft August 3, 2023 minutes were approved. Motion: Knott, Second: Cox. All others ayes. |
| **Board Compliance Training** | Fourth quarterly training meeting will be November 2023  Form 5A, 5B, & 5C Scope of Service and Comparison Map. |
| **Strategic Plan Preparation** | Chloe Guazzone- UDS Summary Report Discussion   * Discuss and review Quality Improvements and Quality Assessment (QI/QA) Jan through June 2023 UDS and clinical dashboards Jan through June 2023   Chloe presented and discussed using charts; comparison with other clinics with the percentages such as age, payor groups, poverty levels, minorities, virtual visits, just to name a few. AVHC is one of the smallest clinics and the only clinic in Mendocino County with migrant funding. 15 of the QI and UDS clinical measures were reviewed and discussed. AVHC continues to work with the electronic health systems to extract needed data from the patient electronic charts. Please review the handouts given for this board meeting. |

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| Staff and Committee Reports | Reports/Discussion | Action |
| **Executive Team / Staff Report Summary** | **Medical Director-Cindy Novella**  Dr. Cary Smeltzer, DO presently has a six month contract with AVHC; is also working on Masters program in Palliative care. Dr. Smeltzer works Mon, Tues 9-5 and Wed 9-2.  For complete detail, please refer to the Staff report.  **Operations Director- Fabiola Cornejo**  Dr. Colby informed AVHC today that she could not start until June 2024 rather than Jan 2024.  Harvest Fest is a Tuesday, October 17, 2023  For complete detail, please refer to the Staff report.  **Executive Director-Chloe Guazzone**  The Kaiser PHMI grant, fourth part is empanelment, looks different from other clinics for AVHC, each provider does not work a five day work week. Chloe and Fabi working on the financial model, very extensive spread sheet.  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 July 2023, please review board attachments for details. * July 2023 – profit from operations of $93,795 for the month July 2023 July is the first month of this fiscal year. * Acupuncture has been broken out and is now separate from Medical | The July 2023 financial reports were approved. Motion: Labowitz, Second: Knott, All ayes |
| **Performance Improvement Committee.** | * **Discuss and approve** the credentialing of Cary Smeltzer, MD Cayo Alba, NP CPR, Cyd Bernstein, ASW. * Incident reports   1st employee injury: No claim was filed, no medical treatment was needed. *We will be buying museum wax to stabilize display items.*  2nd employee injury: Exposure was not treated/known about right away. *We will be doing corrective action training in regards to exposure and correct response. We will also make sure it’s part of supervisor onboarding.*  Patient incident: Provider reviewed a positive patient lab, patient did not come in for follow up appointment, discovered, a year later. Cindy Novell contacted patient. Patient completed new test, test negative. *Process for reviewing lab results and contacting patient has been corrected. Patient must be notified after provide reviews results.*   * 2 staff complements | Approved credentialing  of Cary Smeltzer, MD, Cayo Alba, NP CPR and Cyd Bernstein, ASW. Motion:  Labowitz, Second:  Cox, All ayes |
| **Outreach and Marketing** | * No report |  |
| **Board Development and Governance** | * Strategic Plan update – Discussion and organization on the number of attendees and refreshments | Strategic Planning retreat will be **Sunday, October 1, 2023 from 9:00 am to 4:40 pm at Rivers Bend in Philo.** |
| **Executive Committee** | * No activity |  |
| **New Business** | * Review and Accept the Financial Statements and Independent Auditor’s Reports and the Single Audit Report and Independent Auditor’s Report for Fiscal Years ending June 30, 2022 and 2021. * Review and Approve the Corrective Action Plan * Formation of an Audit Committee was discussed as to who can serve on the committee and what would be involved as a member. Ric to talk directly with board members before forming the committee | Accepted the Financial Statements as reviewed. Motion: Labowitz, Second: Cox, All ayes  Approved the Correction Action Plan. Motion: Labowitz, Second: Cox, All ayes |
| **Public Comments** | * None present |  |
| **Items of Interest /Concern to Board Members** |  |  |
| **Adjournment** | * A motion to adjourn was approved at 7:02 p.m. | Meeting Adjourned  Motion: Eubank,  Second: Knott, All ayes |

Date Minutes Accepted:

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

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