

**AVHC Board Meeting Minutes**  
**March 30, 2017**

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	<b>X</b>	Clay Eubank	<b>X</b>	Chloë Guazzone, ED	<b>Excused</b>
Kathy Cox, Vice-Chair	<b>X</b>	Maureen Hochberg	<b>X</b>	Mark Apfel MD, Medical Director	<b>X</b>
Heidi Knott Gundling, Secretary	<b>X</b>	Ivan Jimenez	<b>X</b>	Fabiola Cornejo, Operations Director	<b>X</b>
J.R. Collins, Treasurer	<b>X</b>	Eric Labowitz	<b>X</b>		
Drew Colfax	<b>X</b>	Teresa Malfavon	<b>LOA-Excused</b>		
Deborah Covey	<b>X</b>	Hugo Chavez	<b>X</b>		

Topic	Time	DISCUSSION/REPORTS	ACTION
Call to order	5:04 pm	Ric Bonner called the meeting to order.	Meeting called to order, quorum established.
Agenda approval		The agenda was approved.	Agenda approved. Motion: Labowitz Second: Colfax, All ayes
Approval of Feb. 23, 2016, Board Meeting Minutes		The minutes of the February 23, 2017, AVHC Board meeting were approved as drafted. Regarding the patient complaint about vaccination policy last month and the new AVHC endorsement of mandatory Rotavirus and Hep A vaccinations, Knott suggested that the board have an educational session to inform itself and staff about the conflicting science behind the growing public discussion of mandatory vaccinations, particularly for very young children. The minutes were approved with the amendment to follow up with a discussion on this subject.	Minutes approved Motion: Labowitz Second: Colfax, All ayes

STAFF REPORTS	TIME	DISCUSSION/REPORTS	ACTION
Executive Team / Staff Report Summary		<p>See attached Executive Team Summary – with reports by Medical Director Dr. Mark Apfel, Operations Director Fabi Cornejo, and ED Chloe Guazzone</p> <p>Fabi reported that the federal government has a budget proposal to cut 18% of funding from the US Department of Health and Human Services, the organization under which HRSA is funded, some of which cuts may be passed on to organizations like the AVHC.</p> <p>Fabi discussed the 2016 UDS Reporting Summary - see attached.</p> <p>Dr. Apfel talked about the Coalition for Compassionate Care meeting he attended and that Palliative Care cuts costs but doesn't bring in money. Funding for community-based Palliative Care has been discussed but no action yet.</p> <p>There have been no incidents, complaints or pending lawsuits filed.</p>	
BOARD COMMITTEE REPORTS	TIME	DISCUSSION/REPORTS	ACTION
Finance Committee.		<p>Collins reported on and asked for</p> <ol style="list-style-type: none"> <li>1) Approval of the January 2017 financial report.</li> <li>2) Approval of the February 2017 financial report.</li> </ol> <p>The price for a new fiber optic cable from the service entrance to the server room is \$5,500, which is \$ 500 over the limit for purchases that Chloe can authorize alone. A motion was made to authorize Chloe to spend this amount for this purpose.</p>	<p>Motion to approve: Labowitz  Second: Eubank, All ayes.</p> <p>Motion to approve: Labowitz  Second: Cox, All ayes.</p> <p>Motion: Cox,  Second: Labowitz, All ayes.</p>

<b>Outreach Committee</b>		??	
<b>Performance Improvement Committee.</b>		<p>Drew Colfax reported that there are some 650 policies and procedures that he, Chloe and Fabi will be reviewing over the next months.</p> <p>Motion to pass 3 policies: Referral Tracking Policy, Dispensary Pricing, Pediatric Vaccine</p> <p>Motion to accept the 2017 Performance &amp; Quality Improvement Plan</p> <p>Motion to approve the Place and Time of Service Policy with the revised dental practice hours</p>	<p>Motion: Labowitz          Second: Chavez - all ayes except for 1 abstention by Knott</p> <p>Motion: Labowitz,          Second: Hochberg, All ayes.</p> <p>Motion: Labowitz          Second: Collins all ayes</p>
<b>Marketing Committee</b>		A meeting will be held next week expecting 20-30 Spanish speakers to come to be interviewed about their senior needs.	
<b>Fundraising Committee</b>		<p>A donor list is being consolidated and a widened fund-raising committee to include other well-connected community members is being pursued. The goal is to create a "rainy day" fund to help cover eventual shortfalls due to curtailed public funding. If this money is not needed for HC operations, then it will be used to set up an endowment fund to secure financial viability in the future.</p> <p>Events to attract potential donors include a donor-targeted AVHC open house and/or summer barbeque.</p> <p>The last Saturday in April is the Beer festival. The AVHC volunteers manpower to sell AVBC merchandise in exchange for a significant donation from the Wee Boont foundation.</p> <p>The 3rd week of May the Pinot Festival and the silent auction organized by Deanna Apfel will take place.</p>	
<b>Board Development and Governance</b>		<p>Personnel policies will be run through the executive committee.</p> <p>A Board training program will be discussed with Chloe and aim for 1 - 2 days per year of education/training. We will check with other HCs</p>	

		to see what their board training goals and methods are. The annual self-assessment time has come. The form will be sent by email to all board members to be returned by the April board meeting. All board committee chairs should review and report on strategic plan progress.	
<b>Executive Committee</b>		The 2017 AVHC Board Goals and Priorities has been adopted by the Exec Committee and distributed to the board members. The Exec Committee has authorized the Exec Director to sign a contract with a medically focused recruiting agency. The candidates will be vetted by the AV Search Committee and the top 3 introduced to the board for a decision.	
<b>NEW BUSINESS</b>			
<b>2016 UDS Report</b>		Fabi Cornejo presented a compilation of the data from the 2016 UDS report from the AVHC	
<b>2017 Place and Time Policy</b>		The 2017 Place and time of service policy, which includes a revision of the dental practice hours, was discussed and approved.	2017 Place and Time Policy Approved Motion- Labowitz, Second- Collins, all ayes
<b>PUBLIC COMMENT</b>		There were no members of the public present	
<b>Closed Session</b>		A discussion was held regarding a potential legal liability for the AVHC	
<b>ADJOURNMENT</b>	7:23	The meeting was adjourned	Motion: Labowitz Second: Hochberg, All ayes

**Minutes: Knott Gundling**

**Next Meeting: 5pm, April 27, 2017, at the AV Health Center**