

April 27, 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	absent	Fabiola Cornejo, Operations Director	X
J.R. Collins, Treasurer	X	Eric Labowitz	X		
Drew Colfax	X	Teresa Malfavon	Excused		
Deborah Covey	absent	Hugo Chavez	Excused		

Topic	Time	DISCUSSION/REPORTS	ACTION
Call to order	5:10 pm	Ric Bonner called the meeting to order.	Meeting called to order, quorum established.
Agenda approval		The agenda was approved.	Agenda approved. Motion: Knott Gundling Second: Cox, All ayes
Approval of March 30, 2017, Board Meeting Minutes		The minutes of the March 30, 2017, AVHC Board meeting were approved as drafted.	Minutes approved Motion: Colfax Second: Collins, 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>The Partnership Health Care Plan site visit went well. There were issues noted in medical records, expired medications and the procedure for measuring infants.</p> <p>Senior Needs Survey: This is still not complete as there has been too little Latino participation. However, Kathy Cox is working with the Clinic to reach more Latino seniors by having high school kids make calls to targeted people.</p>	

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		<p>There will be a staff training day on August 16. Board members are invited to attend the breakfast.</p> <p>There have been no incidents, complaints or pending lawsuits filed. There was a verbal complaint received regarding the dental practice that was investigated and corrective actions implemented to improve patient satisfaction.</p>	
BOARD COMMITTEE REPORTS	TIME	DISCUSSION/REPORTS	ACTION
Finance Committee.		<p>Collins reported on and asked for</p> <ol style="list-style-type: none"> 1) The approval of the March 2017 financial report. 2) Recommended to authorizing the Executive Director to sign contracts worth up to \$37,000 to hire 4 recruiting firms to help the AVHC find medical and behavioral health providers. 3) Approve a recommendation to sign a contract with a compliance officer (Paula Ridella) to manage our Policies and Procedures to be compliant with regulations and HRSA requirements. The contract will be through the end of the fiscal year and have a maximum value of \$5000. Her contract will be budgeted in the FY 2017/2018 budget. 	<p>Motion to approve: Hochberg Second: Cox, All ayes.</p> <p>Motion to approve: Collins Second: Colfax, All ayes.</p> <p>Motion: Colfax, Second: Eubank, All ayes.</p>
Outreach Committee		<p>Fabi reported that the two Diabetes Education and Empowerment Program (DEEP) groups are transitioning into the health coaching phase, with 6 patients in the English group and 4 in the Spanish group. A new DEEP group will start in May and interest is growing.</p>	

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<p>Performance Improvement Committee.</p>	<p>Drew Colfax reported that the PI committee recommends the board adopt 3 policies:</p> <ol style="list-style-type: none"> 1) Public & Private Space Policy 2) Clinical Care of Staff Members 3) Controlled Substance Distribution <p>Drew Colfax has finished the preliminary cataloguing and sorting of the AVHC Policies and Procedures. He destroyed about 2/3 of the policies and procedures that were outdated or redundant. The rest are now inventoried and valid. However, they need to be put into an electronic format to allow indexing, standardization and referencing. Staff will explore using a summer intern could do this. The PI committee will pull out relevant policies for each committee to review.</p>	<p>Motion: Knott Gundling Second: Cox - all ayes Motion: Knott Gundling Second: Collins, All ayes. Motion: Colfax Second: Hochberg, all ayes</p>
<p>Marketing Committee</p>	<p>Kathy reported that there will be a meeting next Monday that includes Ivan, Chloe, Ferris and Mitzi.</p>	
<p>Fundraising Committee</p>	<p>Heidi reported that a donor list is being consolidated and a widened fund-raising committee to include other well-connected community members is being pursued.</p> <p>All Board members were reminded that they should make a financial contribution to the AVHC every year in an amount that is comfortable for their circumstances.</p>	
<p>Board Development and Governance</p>	<ol style="list-style-type: none"> 1) Clay will send out the MCHC self-evaluation to all Board members and will deduce from the responses what topics would be good for a board retreat to improve how the board works together. Possibly schedule a Board retreat in September or October. 2) Employee Handbook. Clay, Chloe, staff, Ric and Heidi will review the draft and forward comments to Chloe. It will come to the Board for approval in May. 3) A Board application has been received from Lucy Plancarte. 	

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		<p>Clay, Ric and Heidi will interview her in the coming weeks.</p> <p>4) Jarred Huffman is holding a town hall meeting in Ft Bragg the week after Easter. The Board might him or Jim Wood to speak to the Board or to a fund-raising kick-off meeting. Clay would contact Jim Wood.</p> <p>Clay will send out a survey to find a date for the retreat and he will send out electronic self-evaluations to be returned by May 8. He will correlate the results and bring them to the next board meeting May 25th</p>	
Executive Committee		Ric reported that the Executive Committee had approved a motion to allow Chloe to engage provider recruiting services to help with our finding medical and behavioral health providers.	
New Business		Ric recommended that we approve our IRS income tax form 990 for 2016. (56 pages).	Submission approved Motion: Cox, second: Hochberg, all ayes
Public Comment		No public was present	
ADJOURNMENT	7:23	The meeting was adjourned	Motion: Cox Second: Collins, All ayes

Minutes: Knott Gundling

Next Meeting: 5pm, May 25, 2017, at the AV Health Center