

AVHC Board Meeting Minutes
May 26, 2016

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	X	Maureen Hochberg	X	Chloë Guazzone, ED	X
Kathy Cox, Vice-Chair	X	Walter Hopkins	X	Mark Apfel MD, Medical Director	X
Heidi Knott Gundling, Secretary	X	Ivan Jimenez	X	Fabiola Cornejo, Operations Director	X
J.R. Collins, Treasurer	X	Eric Labowitz	X		
Drew Colfax	X	Teresa Malfavon	Excused		
Deborah Covey	X	Izak Parra	Excused		
Clay Eubank	X	Erin Perez	Excused		

Topic	Time	DISCUSSION/REPORTS	ACTION
Call to order	6:05 pm	Ric Bonner called the meeting to order.	Meeting called to order, quorum established.
Presentation		<p>Corinna Avila, representing the Disability Services & Legal Center, announced a 2 year grant from the SCAN Foundation to fund the creation of the Aging and Disability Coalition of Lake and Mendocino counties. They are reaching out to rural communities in a pilot project to improve the long-term support for aging individuals.</p> <p>Their vision: A society where older adults can access health and supportive services of their choosing to meet their needs. Their Mission: To advance a coordinated and easily navigated system of high-quality services for older adults that preserve dignity and independence.</p> <p>This coalition will be training providers to go beyond managing medical care and will help set up a more holistic approach to managing needs of the aging population.</p>	
Agenda approval	6:30		Agenda approved. Motion: Labowitz Second: Hopkins, All ayes
Approval of April 28, 2016 Board Meeting Minutes			April minutes approved Motion : Cox Second: Jimenez, All ayes.

STAFF REPORTS	TIME	DISCUSSION/REPORTS	ACTION
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Executive Team / Staff Report Summary		<p>See attached Executive Team Summary - May 24, 2016 with reports by Medical Director Dr. Mark Apfel and ED Chloe Guazzone</p> <p>The fund-raising committee was advised that thanks to an anonymous donation for \$10,000 procured by Dr. Apfel, there is now adequate funding to employ Faris Gheith and another AmeriCorps worker for another year.</p> <p>There have been no incidents, complaints or pending lawsuits filed.</p>	
BOARD CMTE. REPORTS	TIME	DISCUSSION/REPORTS	ACTION
Finance Cmte.		<p>See Finance Cmte. minutes which reflect an improved and positive financial situation at the AVHC. Billing collections continue to improve. A motion was made to approve the April Financial report.</p> <p>A proposed annual budget was distributed to Board members which is to be voted on at the June 30 Board meeting. It will be discussed at the next Finance meeting on Friday, June 24 and board members are welcome to attend or discuss with Bonner any queries.</p>	<p>April 2016 financial report approved. Motion: Labowitz, Second: Hopkins, All ayes</p>
Governance Cmte.		There was no governance cmte. meeting in May.	
Building and Grounds Cmte.		Wally reported that it had been a quiet month with only a few repairs and maintenance jobs.	

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Performance Improvement Cmte.		See PI report A chaperone policy was submitted to the board for approval. Covey and Hochberg will produce a spreadsheet for oversight on which policies have been reviewed and which need to be reviewed and when.	Chaperone Policy approved. Motion : Labowitz Second: Covey, All ayes
Fundraising Cmte.		There was no fund-raising cmte. meeting in May as we just received the draft Strategic Plan.	
OLD BUSINESS	TIME	DISCUSSION/REPORTS	ACTION
Strategic Plan		The board reviewed membership on sub-committees, determining that every member is on at least 2 sub-committees. Each s-c was asked to draw up an action plan and timeline for their work to be guided by the results of the strategic plan. At every board meeting they will be asked about their progress towards the goals as defined in the strategic plan.	
NEW BUSINESS			
Employee Handbook		A resolution was proposed to produce an Employee Handbook to standardize work guidelines and compensation. The ED would be responsible for the implementation of these standards.	Board resolution adopted to revise and implement an employee handbook. Motion to adopt: Cox Second: Hopkins, All ayes
Public Comment		No public was present.	
ADJOURNMENT	7:25 pm	A motion was made to adjourn.	Motion: Cox Seconded: Hopkins, all ayes

Minutes: Heidi Knott Gundling

Next Meeting: 6pm, June 30, 2016, at the AV Health Center