

**AVHC Board Meeting Minutes**  
June 29, 2017

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	<b>X</b>	Clay Eubank	<b>Absent</b>	Chloë Guazzone, ED	<b>X</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>Excused</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>Excused</b>		
Deborah Covey	<b>X</b>	Hugo Chavez	<b>Excused</b>		

Time	DISCUSSION/REPORTS	ACTION
5:00 pm	Ric Bonner called the meeting to order.	Meeting called to order, quorum established.
	The June meeting agenda was approved.	June 2017 Board Agenda approved. Motion: Labowitz Second: Jimenez, All ayes
	The minutes of the May 25, 2017, AVHC Board meeting were approved as drafted.	May 2017 Minutes approved Motion: Labowitz Second: Collins, All ayes

STAFF REPORTS	DISCUSSION/REPORTS	ACTION
Executive Team / Staff Report Summary	<p>There was no written staff report for May.</p> <p>Chloe, Fabi and Stephanie attended two days of LEEN training and two days of LEEN user conferences. They learned a lot about the continuous improvement process and will include training for the staff at the retreat scheduled for August 9<sup>th</sup>.</p> <p>ARCH members have all joined Health Alliance of Northern California for governmental representation. CHRN will continue on to support the Quality Improvement program and to provide services to all of the members. The first project is contracting with Relias to provide on-line, required training to staff and Board members of all of the member clinics.</p>	

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	<p>Mark reported that the key issues for m the HRSA Region 9 conference were:</p> <ul style="list-style-type: none"> <li>• HRSA funding renewal vote is due in September of this year. Efforts are being made to get this funding on an every 5 year basis versus the current 2 year cycle</li> <li>• Lots of discussion about social determinants of health and what can be done to address these needs</li> <li>• Telemedicine issues and advances</li> </ul> <p>He may have a line on a locums provider from a southern California residency program and will have a phone conversation with the person tomorrow.</p> <p>There is an FNP intern working with Mark and Cindy.</p> <p>There have been no incidents, complaints or pending lawsuits filed.</p>	
<b>BOARD COMMITTEE REPORTS</b>	<b>DISCUSSION/REPORTS</b>	<b>ACTION</b>
<b>Finance Committee.</b>	<p>Collins reported on the June 16 Finance Committee meeting, saying that the health center continues to operate in the black. The May profit from operations of \$70,000 takes the current fiscal year to date profit to \$609,000, providing reserves for 190 days of operation. It was pointed out that this profit is largely due to billing improvements, larger number of patients with insurance and vacancies in medical and behavioral health providers.</p> <p>The draft operating budget for fiscal year 2017/2018 was recommended for Board approval by the Finance Committee. It is based on continuing to operate as now with the exception of adding a new medical provider and a new behavioral health provider and shows a projected profit from operations of \$166,000 for the year.</p> <p>The reformatted and revised 2017 Sliding Fee schedule was presented for approval. It was noted that the revisions were suggested by HRSA when they notified us of our 3 year grant renewal.</p>	<p>The May 2017 financial reports were approved.          Motion: Colfax          Second: Labowitz - All ayes.</p> <p>The draft FY 2017/2018 operating budget was approved.          Motion – Labowitz          Second – Collins, all ayes</p> <p>Revised 2017 Sliding Fee schedule was approved.          Motion – Labowitz</p>

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		Second – Covey, all ayes
<b>Outreach Committee</b>	The health coaching program is moving forward. The new Tomando introductory class has one more session. The DEEP diabetes education program had the third session for English speakers but all four of the Spanish speaking group were no-shows.	
<b>Performance Improvement Committee.</b>	<p>Drew Colfax reported that there are no new policies to be presented for Board approval this month. The Policy and Procedure inventory project is progressing and is being worked by our Compliance contract person.</p> <p>Chart reviews are moving forward.</p> <p>No progress was made on selecting new dispensary software due to staff unavailability.</p> <p>The training for the new ultrasound machine is also on hold due to lack of medical providers to all Mark and Cindy to take time for the training.</p> <p>A discussion was held regarding a possible grant for telemedicine equipment and how it would fit our services. Chloe will follow up and make a recommendation.</p>	
<b>Marketing Committee</b>	<p>The group met twice this month and developed goals and objectives for the Spanish speaking patient education and services program. They are in the process of contacting vineyards services companies regarding the demographics of the agricultural workers to better understand the service needs.</p> <p>There have been a total of 15 Spanish speaking senior surveys completed with the help from the high school students. We will begin the analysis with the information we have as it is unlikely that we will be able to complete more.</p>	
<b>Fundraising Committee</b>	There was no activity.	

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<b>Board Development and Governance</b>	There was no meeting or report.	
<b>Executive Committee</b>	The Executive committee reviewed and approved the annual performance review for Chloe Guazzino and an accompanying salary increase.	
<b>New Business</b>	None	
<b>Public Comment</b>	No public was present	
<b>Adjournment</b>	The meeting was adjourned at 6:16 p.m.	Motion: Labowitz Second: Collins, All ayes

**Minutes: Bonner**

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