

AVHC Board Minutes
April 26.2018

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	x	Clay Eubank	Excused	Chloë Guazzone, ED	X
Drew Colfax Vice-Chair	Excused	Heidi Knott	x	Mark Apfel MD, Medical Director	x
Maureen Hochberg, Secretary	x	Ivan Jimenez	x	Fabiola Cornejo, Operations Director	x
J.R. Collins, Treasurer	x	Eric Labowitz	x		
Kathy Cox	x	Robert Jason Pinoli	x		
Deborah Covey	x	Luci Plancarte	x		
		Ximena Flores	x		

Call to Order & Quorum / Agenda / Minutes Approval	Action
The chairperson called the meeting to order at 5 p.m..	Meeting called to order, quorum established.
The March 2018 meeting agenda was revised to delete the discussion and approval of the HRSA Forms 5a, 5b and 5c as they are not ready and the Board approval calendar for Policies and Procedures as it is still being worked. The revised agenda was approved.	Revised March 2018 Board meeting agenda approved. Motion: Labowitz Second: Hochberg All ayes
The March 2018 Board minutes were reviewed and approved.	Motion: Collins Second: Knott All ayes

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Staff and Committee Reports	Reports/Discussion	Action
Executive Team / Staff Report Summary	<p>See written report for details.</p> <p>Michelle Ambrois has accepted the nurse manager position. Interviews are in progress to fill the vacant RN position.</p> <p>Dr. Apfel is following up on references for the Cerner dispensary software. Should have a recommendation in May.</p> <p>Dr. Hani Jamah has submitted his resignation for June 17th. His loan repayment program is ending at that time.</p> <p>Interviewed an MD but decided to not make an offer.</p> <p>Marcelle continues to volunteer her time for QI. She has created dashboards for our partnership data. She should be available full time in October.</p> <p>Telepsychiatry being set up. The equipment is on-site. Interpreter will be available by phone as needed. Will begin on May 11th</p> <p>Discussion of new septic system continues. Ric Bonner will talk to school board and present a proposal for use of school property across from clinic once the preliminary design is done. We will be included in the Boonville sewer system project when it comes to fruition.</p> <p>Results of the scope change audit by the state resulted in our PPS rate per visit</p>	Executive Team / Staff Report Summary

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	<p>increasing to \$188.98. This will be retroactive to 2012 in increments. This change increased our patient revenue \$100k above budget with the budgeted number of visits in March.</p> <p>All recruitment contracts were cancelled with the exception of two that are geared to direct marketing to MDs.</p> <p>There have been no complaints or letters of intent to sue filed with the AVHC.</p>	
<p>Finance Committee.</p>	<p>Upon recommendations of the Finance committee:</p> <p>The January 2018 Financial report was reviewed and approved.</p> <p>February 2018 Financial report was reviewed and approved.</p> <p>March 2018 Financial report was reviewed and approved. We had a \$123k profit for May due to the higher PPS rate. Cash increased \$21k to \$1,409,000.</p>	<p>The January 2018 financial report was approved. Motion: Labowitz Second: Cox All ayes</p> <p>February 2018 financial report was approved Motion: Labowitz Second: Cox All ayes</p> <p>March 2018 financial report was approved Motion: Labowitz</p>

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	<p>The Single Audit report for fiscal year 2016/2017 by the outside auditors, the Pun group, was discussed. It was noted that there were no findings and an unmodified opinion of compliance was given.</p>	<p>Second: Covey All ayes</p> <p>The Fiscal Year 2016/2017 Single Audit Report was approved. Motion: Cox Second: Jimenez All ayes</p>
<p>Performance Improvement Committee.</p>	<p>The Policy and Procedure inventory and organization project was discussed. Paula Radell is working on the needs assessment and clinical policies.</p> <p>A package of draft policies were distributed to the committee for review and potential approval next month. See written report.</p> <p>Potential for physical therapy services were discussed again. Space and reimbursement for services are two big issues to be worked.</p>	
<p>Outreach and Marketing</p>	<p>A discussion of some new marketing ideas involving sports and fitness occurred.</p>	
<p>Fundraising Committee</p>	<p>Boonville Beer Festival will be on Saturday. Volunteers will sell AVBC merchandise.</p> <p>Pinoli has an idea for a possible partnership with wineries for a sparkling wine festival. He is exploring support for it.</p>	

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	<p>Bonner proposed a “Legacy Giving Campaign” for the community, will discuss at future board meeting.</p>	
<p>Board Development and Governance</p>	<p>The revised Bylaws of the AVHC were reviewed and a recommendation from the Board Development and Governance committee to approve them.</p> <p>Board strategic plan update meeting will be held on May 12th. Draft agenda was presented.</p>	<p>The revised Bylaws were approved Motion: Labowitz Second: Covey All ayes</p>
<p>Executive Committee</p>	<p>Board members discussed approval of the following policies which have recommended for Board approval by the Executive Committee:</p> <ul style="list-style-type: none"> a. Code of Conduct b. Personnel Policies c. E-mail, internet access and other systems personal use d. Employee Education Records e. Employee Handbook Acknowledgement f. Layoff Policy g. Responding to Reference Requests h. Safety Training i. Compensation Policy j. Tuition Reimbursement k. Volunteers l. Employee Bonus Program m. Loan Repayment n. Family Friendly Workplace 	

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	<p>o. Conflict of Interest These policies were sent out to the Board members before the meeting for review and edits. The Board voted to approve this package of policies as presented.</p> <p>Board members signed and submitted acknowledgement of the Conflict of Interest policy. Chloe reminded the Board that we need a monthly review of conflict of interests. No conflicts reported.</p> <p>Discussion of the submittal of 2016 Exempt Organization tax return documents(2016RS form990, Cal. form 199 and Cal form RRF1)</p> <p>Discussion of annual report of 2017 of Uniform Data Set report (UDS) was led by the Executive Director. The number of patients declined due to having only two providers for most of the year. The data from the EMR is much higher quality than previous years due to cleanup and staff training in putting the data in the correct fields.</p> <p>Discussion of Employee Satisfaction Survey. It was noted that most employees expressed satisfaction. One employee expressed some feelings of not being heard, Chloe will reach out at the next staff meeting, encouraging employees to talk to her</p>	<p>The policies were approved. Motion: Cox Second: Covey All ayes</p> <p>Submittal of the Tax return documents and payment of associated fees was approved. Motion: Labowitz Second: Collins All ayes</p>
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	<p>or Jessica if they encounter problems in the workplace. Bonner and Cox will present the results and discuss with staff at their May 8 meeting.</p> <p>Chloe asked approval for an application to the county Cal Fresh program for outreach/enrollment services which will fund an employee. The Executive committee recommends approval.</p>	<p>The Cal Fresh grant application was approved. Motion: Knott Second: Labowitz All ayes</p>
<p>New Business</p>	<p>Four more Policies were reviewed and approved:</p> <ul style="list-style-type: none"> a. Diagnostic Imaging b. Lab Tracking c. Risk Management d. Credentials and Privileges <p>Discussed a resolution authorizing the Executive Director to make a pre-payment of up to \$200,000 on USDA mortgage.</p>	<p>All four policies were approved. Motion: Labowitz Second: Collins All ayes</p> <p>Prepayment of USDA mortgage of up to \$200,000 was approved. Motion: Labowitz Second: Knott All ayes</p>

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	Chloe asked approval to buy a new sterilizing dishwasher. After discussion Board voted to approve up to \$15,000 budget for dishwasher and installation.	Approved the purchase and installation of a dishwasher. Motion: Cox Second: Knott All ayes
Board Training	The Board participated in a training session that covered the material in the first 22 pages of the HRSA Governing Board Handbook. Kathy Cox presented a “quiz” as a discussion starter. The Board broke into small groups to discuss which parts of our duties that we do well and to give ideas and share knowledge about areas that we can improve upon.	
Public Comment	No members of the community were present.	

Minutes: Hochberg

The next meeting of the AVHC Board will be on Thursday, May 31, 2018 at 5 p.m. in the Conference room