

AVHC Board Meeting Minutes
October 29, 2015

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	X	Clay Eubank	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	excused		
Deborah Covey	absent				

Topic	Time	DISCUSSION/REPORTS	ACTION
Call to order	6 pm		Meeting called to order, quorum established.
Agenda approval		No amendments were suggested.	Motion to approve: Hopkins Seconded: Eubank, All ayes
Review & approval of Sept. 24, 2015 minutes		Correction, The Spanish language portal is theoretically available, but not yet functioning for users. This is being worked on by the software vendor, eClinical Works.	Motion to approve: Cox Seconded: Hopkins, All ayes except Bonner who abstained

STAFF REPORTS	TIME	DISCUSSION/REPORTS	ACTION
Executive Team Summary		<p>See attached document with reports by Dr. Mark Apfel, Operations Officer Fabi Cornejo and ED Chloe Guazzone</p> <p>Meaningful Use grants are for IT utilization by providers and staff. Problems often arise with transferring data between different organizations and systems that don't talk to each other.</p> <p>Fabi & Chloe attended a Human Resources (HR) seminar about improving security for non-salaried employee HR files. A discussion followed about how to improve work time accountability and our current compliance. Providers should sign for paid time off. We will</p>	

		<p>check with Price-Waterman for input.</p> <p>The Harvest Health Fair with participation from county agencies was visited by some 70 valley residents. Next year, we will try to improve publicity. Thanks to Wally Hopkins and staff for making the event a success.</p> <p>As of today, thanks to Dr. Apfel and our consulting pharmacist Gary Wakeman and the completion of licensing paperwork, the dispensary has reopened for urgent medicines. Starting in the new year, refills will also be available.</p>	
BOARD CMTE. REPORTS	TIME	DISCUSSION/REPORTS	ACTION
Finance Cmte.	6:40	See reports. Both the August and September financial committee reports were presented and approved.	<p>Motion for approval of Aug. report: Hopkins, 2nd: Collins All ayes.</p> <p>Motion for approval of Sept. report: Collins, 2nd:Hopkins All ayes.</p>
Governance Cmte.		<p>Teresa Guerrero has been interviewed by the gov. cmte. and was introduced. The gov. cmte recommended to the ex. cmte. that she be approved and invited to join the board at the next board meeting. Three students have applied for Board membership and will also be interviewed, recommended to the ex. cmte and invited to the next board meeting.</p> <p>The cmte. suggests that in order to become more familiar with HRSA requirements and practices (they are our major funder), that a short discussion about different sections begin every board mtg. This will be a regular agenda item.</p> <p>Board self-evaluation forms are being prepared and will be distributed at the November meeting. They will be compiled and reviewed in January. A 'retreat' meeting was suggested to go over</p>	

		<p>the "self-evaluations".</p> <p>As preparation for the Strategic Planning session, Clay requested support from the executive cmte in formulating a Request for Proposals to be sent to various facilitators for help in designing and organizing a 2 day workshop.</p>	
Building and Grounds Cmte.		See attachment	
Performance Improvement Cmte.		<p>The performance improvement policy and plan needs to be updated every year to ensure that the AVHC programs are running well together. The PI plan needs to be uploaded for FTCA Deeming. This plan was started by former ED Dr. Susan Smith and staff. Current ED Chloë has finished organizing it and it is being monitored.</p> <p>There was a formal recommendation to approve the PI / QI plan.</p> <p>Approval was requested for two policies on hospitalization tracking and diagnostic imaging tracking which have already been approved by the QI (quality improvement) cmte.</p> <p>There have been no incidents, complaints or pending lawsuits filed.</p>	<p>Motion: Cox, 2nd: Hopkins. All ayes.</p> <p>Motion: Cox, 2nd: Knott. All ayes.</p>
Fundraising Cmte.		<p>Recommendation to pay off the second mortgage loan using generous anonymous donations for the greater part of the \$350,000 debt. The fund-raising cmte suggests appealing to the community to raise the needed \$60,000 to complete this payment this year. Ric will check the loan terms to verify that we may pay this debt off first.</p>	Bonner to contact USDA to start loan prepayment process
OLD BUSINESS	TIME	DISCUSSION/REPORTS	ACTION
Website		<p>Heidi requested that the HC determine a staff person to be responsible for managing the website under the supervision of Chloe who agreed to bring the website management 'in house.'.</p>	

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NEW BUSINESS			
Newsletter		The AVHC will bring out a newsletter in English and Spanish at the end of Nov./beginning of Dec. to report on the status of the AVHC progress and launch the fund-raising effort.	Knott Gundling will coordinate articles and layout with Chloe.
Presentation: "The Social Determinants of Health"		Chloe recently attended a presentation on "The Social Determinants of Health" which is of relevance to our situation in AV. She has the materials and will present them one hour before the next board meeting, at 5pm on Nov. 19th. The board meeting has been moved forward one week due to the Thanksgiving holiday. The public is welcome to attend.	Presentation scheduled for Nov. 19 at 5pm.
New equipment		The health center is purchasing an Eye Pacs camera at a discount that can be used for early warning screening for diabetes. It will be particularly helpful for our vineyard outreach program.	
Closed Session		A discussion was held to update the Board on staff recognition, the billing project status and the HRSA patient count issues.	
ADJOURNMENT	8:17 pm	A motion was made to adjourn.	Motion: Cox, seconded: Collins, all ayes

Minutes: Heidi Knott Gundling

Next Meeting: 6pm, November 19, 2015, at the AV Health Center