

**AVHC Board Meeting Minutes**  
December 17, 2015

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	<b>X</b>	Clay Eubank	<b>excused</b>	Chloë Guazzone, ED	<b>X</b>
Kathy Cox, Vice-Chair	<b>excused</b>	Walter Hopkins	<b>X</b>	Mark Apfel MD, Medical Director	<b>X</b>
Heidi Knott Gundling, Secretary	<b>X</b>	Ivan Jimenez	<b>X</b>	Fabiola Cornejo, Operations Director	<b>excused</b>
J.R. Collins, Treasurer	<b>excused</b>	Eric Labowitz	<b>via phone</b>		
Deborah Covey	<b>X</b>	Teresa Malfavon	<b>absent</b>		

Topic	Time	DISCUSSION/REPORTS	ACTION
Call to order	6:05 pm		Meeting called to order, quorum established.
Agenda approval		Item added under new business to approve the Social Determinants of Health grant application.	Motion to approve: Jimenez Second: Hopkins, All ayes
Review & approval of Oct. 29, 2015 minutes		No changes were suggested.	Motion to approve: Hopkins Seconded: Jimenez All ayes.
Motion to elect 2 students as new board members		The governance committee had reviewed and interviewed AVHS students Izak Parra and Erin Perez and endorses their election to the board to serve one year terms.	Motion to elect: Labowitz, Second: Gundling. All ayes.

STAFF REPORTS	TIME	DISCUSSION/REPORTS	ACTION
Executive Team / Staff Report Summary		<p>See attached document with reports by Medical Director Dr. Mark Apfel and ED Chloe Guazzone</p> <p>A new Chronic Opioid Therapy Policy and Procedure has been approved by the Performance Improvement committee and was submitted for approval by the board.</p> <p>A response to the Vaccines for Children audit has been sent and followup staff training will be conducted in January. The temperature in the refrigerator holding vaccines temporarily sank below the</p>	Motion to approve: Hopkins, Second Jimenez. All ayes

		<p>allowed minimum, possibly affecting the effectiveness. 17 patients are being asked to consider being revaccinated at no cost.</p> <p>A letter detailing the terms for using the dispensary is now on the website. Patients are asked to take note of the conditions under which they may receive medication and to be aware that they may be able to pay less elsewhere.</p> <p>Medicare will start paying for Advanced Care Conversations and patients are urged to formalize instructions to correspond with their advanced care or end of life wishes.</p> <p>AVHC needs a new server as the present one that is 6 years old has reached capacity. A new one will cost approx. \$20,000 and be expandable with additional modules. This will improve the reliability of our systems and for improvements to be made. This expenditure is included in the approved budget for this fiscal year.</p> <p>A new program to get policies and procedures into both electronic and paper formats reviewed and approved in 2016 has been implemented.</p> <p>The HRSA "non-competing continuation renewal grant application" is due by Jan 22, 2016. This is the major source of funding for AVHC and we expect approval to go smoothly. The target number of patients population has been formally re-established by HRSA as 3020 patients. We are required to be within a 10% variance of this target to continue at full funding.</p> <p>There have been no incidents, complaints or pending lawsuits filed.</p>	
Grant - Social Determinants of Health		This grant will enable us to target diabetes and obesity by training providers and staff to give wellness coaching and follow up for affected patients. Board approval is needed to apply for this \$217,000 grant.	Motion to approve applying for the SDH Grant: Hopkins, Second Labowitz. All ayes
<b>BOARD CMTE.</b>	<b>TIME</b>	<b>DISCUSSION/REPORTS</b>	<b>ACTION</b>

REPORTS			
<b>Finance Cmte.</b>		<p>See report. As there was no quorum at the last finance committee meeting, the November report will be again submitted to the board with the December report in January for approval.</p> <p>There is no annual third party audit-report draft yet on finances, but AVHC is coming out financially ahead due to HRSA supplemental grants, the Affordable Care Act and improved billing practices. The reports we receive from Price Waterman are very reliable.</p>	
<b>Governance Cmte.</b>		<p>Board self-assessment forms that have been reviewed by the gov. cmte. were passed out to those board members present. They will be sent electronically to other board members and are to be filled out and brought to the January meeting.</p> <p>A Request for Proposal was approved by the gov. cmte and is being sent to facilitators to apply for help in creating an AVHC Strategic Plan in the first part of 2016.</p>	
<b>Building and Grounds Cmte.</b>		See report.	
<b>Performance Improvement Cmte.</b>		<p>See above. New Chronic Opioid Therapy Policy and Procedure was approved by the Performance Improvement committee and recommended to the board for approval. This policy was approved by the Board earlier in this meeting.</p> <p>See PI minutes on the website.</p>	
<b>Fundraising Cmte.</b>		<p>The AVHC Newsletter is in the post boxes this week. It includes a call for donations to pay down the ABHC second mortgage.</p> <p>The Fund-raising cmte. decided that it is too late in the year to launch a major fundraising campaign for 2015 and so it is being postponed until next Spring when it will take into consideration the focus that results from the new Strategic Plan..</p>	
<b>OLD BUSINESS</b>	<b>TIME</b>	<b>DISCUSSION/REPORTS</b>	<b>ACTION</b>
none			

<b>NEW BUSINESS</b>			
<b>Board Elections</b>		The terms of 2 board members (Labowitz and Covey) expire at the end of 2015 and they will be up for reelection. Another 2 candidates (Maureen Hochberg and Drew Colfax) have announced their willingness to serve. Further interested candidates should notify the AVHC if they would like to become members so they can be interviewed beforehand. The board is limited to 15 members. At present there are 12, including the student representatives. The election will be held at the January board meeting. Board Officers will also be elected at this meeting.	
<b>Board Priority List</b>		A draft of a Board Priority List is attached to these minutes. The Board invites the public to comment on it. We appreciate suggestions and thoughts that will help us focus in the coming year.	
<b>Space for Physical Therapy</b>		There have been requests from the community to provide space where patients can work with Physical Therapists. As more space is also needed for other purposes, a discussion was started to resolve this issue.	
Public Comment		Brad Wiley expressed his thanks to the Board for the work that has been done in the areas of governance and management since October of 2014.	
<b>ADJOURNMENT</b>	7:35 pm	A motion was made to adjourn.	Motion: Labowitz Seconded: Hopkins, all ayes

Minutes: Heidi Knott Gundling

Next Meeting: 6pm, January 28, 2016, at the AV Health Center