

AVHC Board Meeting Minutes
December 29, 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	absent	Fabiola Cornejo, Operations Director	X
J.R. Collins, Treasurer	excused	Eric Labowitz	X		
Drew Colfax	X	Teresa Malfavon	excused		
Deborah Covey	absent	Hugo Chavez	absent		
Clay Eubank	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.
Agenda approval			Agenda approved. Motion: Labowitz Second: Hopkins, All ayes
Approval of Nov. 17, 2016 Board Meeting Minutes		The minutes were corrected to be specific about Dr. McGhan's comments towards the ED. The sentence now reads, "Dr McGhan repeatedly interrupted the ED and said she was lying."	Minutes approved Motion: Cox Second: Hopkins, All ayes

STAFF REPORTS	TIME	DISCUSSION/REPORTS	ACTION
Executive Team / Staff Report Summary		See attached Executive Team Summary – Dec. 30, 2016, with reports by Medical Director Dr. Mark Apfel, Operations Director Fabi Cornejo, and ED Chloe Guazzone. In order for the board members to become more familiar with AVHC staff and current issues, one board member after another will attend the monthly staff meetings which take place on the second Tuesday of each month at 12 noon. A sign-up sheet will be circulated at the next board meeting.	

		There have been no incidents, complaints or pending lawsuits filed. The executive committee will meet on Jan 9th to approve the HRSA SAC grant application covering 3 years.	
BOARD CMTE. REPORTS	TIME	DISCUSSION/REPORTS	ACTION
Finance Cmte.		<p>Because of Thanksgiving, there were 2 finance committee reports to be approved.</p> <p>October saw a profit of \$67,729 largely due to reclassifications on prior accounts.</p> <p>November saw a profit of \$130,000, which brings the year to date profit to \$198,000. As of the end of November, we have the equivalent of 4 months of operating costs in cash reserves.</p> <p>The PUN group annual audit for the fiscal year ending June 30, 2016 was presented which found no irregularities.</p> <p>There were some questions about 3 positions in the Federal SAC Budget Justification that will accompany our application that need to be answered. Provided these are cleared satisfactorily, a motion was made to approve applying for this grant.</p>	<p>Motion to approve the October 2016 financial report: Labowitz Second: Hopkins. All ayes.</p> <p>Motion to approve the November 2016 financial report: Labowitz Second: Hopkins. All ayes</p> <p>Motion: Hopkins Second: Labowitz, all ayes.</p>
Building and Grounds Committee.		Wally reported that with the help of Roger, he built a wooden storage rack for crutches and a new shelf in the entry way.	
Outreach Committee		No update.	

<p>Performance Improvement Cmte.</p>	<p>Drew Colfax reported that there is a need for someone to oversee compliance issues. He proposed that a position be created, possibly a part-time job, to help ensure that requirements focused on running the HC, such as that licenses are up to date, that lab audits, policies reviews, dispensary regulations etc. are regularly updated. Alternatively, a full-time position might be suitable if it could address Human Relations tasks, while ensuring that the AVHC is in compliance with all regulations.</p> <p>Chloe was asked to develop a job description for such a position and deliver an analysis of the costs involved and how responsibilities within the staff would shift. Once we have an idea of the impact of such a job, including the time need for the work, we would be in a better position to evaluate how to round out the position. The starting date ideally would be July 1, at the beginning of the new fiscal year.</p> <p>In January we will discuss and receive recommendation to approve;</p> <ol style="list-style-type: none"> 1) Communicable Disease Reporting policies 2) Clinical Chart review policies 3) Pediatric Vaccine Policy 4) Pain Management Policy 5) Loan Repayment Policy 	
<p>Marketing Committee</p>	<p>no news</p>	
<p>Fundraising Committee</p>	<p>no news.</p>	
<p>Board Development and Governance</p>	<p>Official Notice is herewith given that there will be elections held for new board members at the January Board meeting. Applications to join the board may be picked up at the front desk or will available online on our website. Wally Hopkins will be stepping down after many years of service. Bonner presented a recommendation from the Governance committee that the existing slate of officers continue in their present capacity for another term of one year.</p> <p>A Community Service Announcement will be made on local KZYX radio, encouraging community members to come forward and volunteer to join the board.</p>	

New Business			
Approve the FY 2015/2016 Audit		The annual outside audit by the Pun Group concluded that there were no issues with the financial statements, the control over financial reporting, the control over major federal program reporting and therefore no findings.	The fiscal year 2015/2016 audit by the Pun Group was approved by the Board. Motion: Labowitz Second: Hopkins, all ayes
Approve the budget for the 2017 HRSA SAC Grant		There was a discussion of the draft budget for the 2017 HRSA Sac grant application and a couple of questions raised about some of the detailed spending budgets. Chloe will resolve with Price Waterman before submittal.	The 2017 HRSA SAC grant budget was approved with the provision that the questions raised would be resolved before submittal. Motion: Hopkins Second: Labowitz, all ayes
Community 4th of July celebration Board Service Award		The board declined to take on the organization of this community event. Wally Hopkins, who is leaving the Board, was awarded a plaque in recognition of and thanks for his many years of dedicated service to maintaining and improving the AVHC Buildings and Grounds. The Board deeply appreciates all that he has contributed.	
ADJOURNMENT	7:45 pm	The meeting was adjourned and the Board went into a closed session.	Motion: Hopkins Second: Labowitz All ayes

Minutes: Knott Gundling

Next Meeting: 6pm, January 26, 2017, at the AV Health Center