

**AVHC Board Meeting Minutes**  
**March 24, 2016**

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	<b>X</b>	Maureen Hochberg	<b>X</b>	Chloe Guazzone, ED	<b>X</b>
Kathy Cox, Vice-Chair	<b>X</b>	Walter Hopkins	<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>excused</b>
J.R. Collins, Treasurer	<b>X</b>	Eric Labowitz	<b>excused</b>		
Drew Colfax	<b>X</b>	Teresa Malfavon	<b>X</b>	Jason Liljengren-EMR consultant	
Deborah Covey	<b>excused</b>	Izak Parra	<b>excused</b>	Fred Martin - public	
Clay Eubank	<b>X</b>	Erin Perez	<b>excused</b>		

Topic	Time	DISCUSSION/REPORTS	ACTION
Call to order	6:02 pm	Ric Bonner called the meeting to order, a quorum was present.	Meeting called to order, quorum established.
Agenda approval		The agenda was approved as drafted.	Motion to approve Agenda: Collins Second: Hopkins, All ayes
Report on EMR status and improvements		Jason Liljengren has been working for the AVHC to help improve the utilization and data accuracy of our EMR system, eClincialWorks. The issues go back to the original installation and many workarounds have been developed, many of which do not support efficient workflows. He also reported on reprogramming the phone system to allow calls to be directed without going through the front desk and setting up an internal e-mail system for the staff.	The Board thanked Jason for the many improvements he has made and the thorough report of issues to be addressed.
Review & approval of February 25, 2016 minutes		The draft minutes for the February 25 Board meeting were reviewed and no changes or additions were suggested.	Motion to approve: Collins Seconded: Cox, All ayes. Abstain-Bonner (not present)

STAFF REPORTS	TIME	DISCUSSION/REPORTS	ACTION
Executive Team / Staff Report Summary		<p>See attached Executive Team Summary – March 24, 2016 with reports by Medical Director Dr. Mark Apfel and ED Chloe Guazzone.</p> <p>There was a discussion of short staffing in the RN and MA positions due to a number of staff absences, but it was noted that many of those out on leave will be back soon and others have added hours to help out.</p> <p>Many workflow issues are being addressed in the front desk and billing areas.</p> <p>There have been no incidents, complaints or pending lawsuits filed.</p>	

<b>BOARD CMTE. REPORTS</b>	<b>TIME</b>	<b>DISCUSSION/REPORTS</b>	<b>ACTION</b>
Finance Cmte.		<p>Total patient visits were down due to provider absences but net patient revenue was much higher than both budget and last February. 4 or 5 HRSA indicators were positive; the medical cost per medical visit is above our target but continues to trend down. Having paid off the 2nd building loan decreases our liabilities and increases our assets. The older debt is being serviced adequately.</p> <p>A recommendation from the Finance Committee was discussed and approved to formally adopt the 2016 sliding fee schedule.</p>	<p>The February 2016 financial report was approved.            Motion: Cox            Second: Collins, All ayes</p> <p>Approved 2016 Sliding Fee Schedule            Motion-Collins, Second-Hopkins, all ayes.</p>
<b>Governance Cmte.</b>		<p>Strategic Plan facilitator Lori Lewis has been working with staff and Board to finalize the details for the Community meeting on March 31 and the Planning Sessions on April 2 and 3. The Board discussed the details.</p> <p>Board self-evaluations have been received. They will be compiled and presented at a future Board meeting.</p> <p>The executive committee met to discuss what information should be posted on the web-site: Board Agendas, Minutes, but not individual committee reports and a financial summary rather than the "Snapshots". These committee reports will be made available to anyone who makes an appointment to see them with the HC.</p>	
<b>Building and Grounds Cmte.</b>		<p>Wally reported on a number of repairs and maintenance jobs he attended to during the last month.</p> <p>He also noted that Kendall-Jackson had contacted the AVHC to provide a day's labor from their crews for a spring clean-up of the grounds, which will probably take place in April.</p>	
<b>Performance Improvement Cmte.</b>		<p>The PI committee met on March 22.</p>	

<b>Fundraising Cmte.</b>		We are awaiting direction for fund-raising from the soon-to-be-created Strategic Plan.	
<b>OLD BUSINESS</b>	<b>TIME</b>	<b>DISCUSSION/REPORTS</b>	<b>ACTION</b>
none			
<b>NEW BUSINESS</b>			
Approve EMR consulting Contract		The recommendation from the Finance Committee to approve an unbudgeted contract for EMR technical support and software upgrades was discussed and approved by the Board. The contract period will be through the end of the Fiscal year (June 30, 2016)	Authorization for the ED to enter into a contract with the EMR consultant approved. Motion-Collins, Second-Hopkins, all ayes.
<b>Public Comment</b>		No public comments were made.	
<b>Closed Session</b>		There were no issues that required a closed session	
<b>ADJOURNMENT</b>	7:50 pm	A motion was made to adjourn.	Motion: Collins Seconded: Hopkins, all ayes

Minutes: Ric Bonner

Next Meeting: 6pm, April 29, 2016, at the AV Health Center