

AVHC Board Meeting Minutes
April 28, 2016

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	X	Maureen Hochberg	X	Chloe Guazzone, ED	X
Kathy Cox, Vice-Chair	X	Walter Hopkins	X	Mark Apfel MD, Medical Director	X
Heidi Knott Gundling, Secretary	excused	Ivan Jimenez	X	Fabiola Cornejo, Operations Director	excused
J.R. Collins, Treasurer	excused	Eric Labowitz	Phone		
Drew Colfax	X	Teresa Malfavon	X		
Deborah Covey	X	Izak Parra	excused	Fred Martin - public	
Clay Eubank	X	Erin Perez	excused		

Topic	Time	DISCUSSION/REPORTS	ACTION
Call to order	6:07 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: Cox Second: Hopkins, All ayes
Review & approval of February 25, 2016 minutes		The draft minutes for the March 24, 2016 Board meeting were reviewed and no changes or additions were suggested.	Motion to approve: Hopkins Seconded: Cox, All ayes.

STAFF REPORTS	TIME	DISCUSSION/REPORTS	ACTION
Executive Team / Staff Report Summary		<p>See attached Executive Team Summary –April 28, 2016 with reports by Medical Director Dr. Mark Apfel and ED Chloe Guazzone.</p> <p>Dr. Apfel gave updates on PCMH status. He also discussed meetings with key MCHC staff regarding PCMH and collaboration around AVHC and the Care for Her program for pre-natal care. MediCal will start covering undocumented children under 18 starting May 1, so we are determining how to implement.</p> <p>ED Guazzone reported that staffing continues to be a challenge due to staff unavailability, but other staff members are picking up extra time to cover. The EMR improvement effort continues with workflow</p>	

		<p>documentation. Fabi is back to work. A proposal was discussed to “continue the AmeriCorps” health education program in the schools in spite of the redirection of AmeriCorps funding to other areas. A specific proposal will be made to the Finance Committee.</p> <p>There was a formal complaint received which was investigated and resulted in performance improvement measures but no substantiation of any wrongdoing. There have been no letters of intent to sue received.</p>	
BOARD CMTE. REPORTS	TIME	DISCUSSION/REPORTS	ACTION
<p>Finance Committee.</p>		<p>The March financial report was reviewed. The trend of being profitable took a big uptick this month with the help of Kelly Maldonado training Vanessa on how to do Code 18 MediCal billings for Medicare/ MediCal patients. 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 and we are continuing to make the same monthly total payment which results in prepaying the first loan.</p> <p>A recommendation from the Finance Committee was discussed and approved to Approve the Billing Policies and Procedures manual.</p> <p>A recommendation from the Finance Committee to revise the financial policies to show that bad debt will go to outside collections after 180 days, not 90 days. This action aligns the Financial Policies with the Billing Policies.</p>	<p>The March 2016 financial report was approved. Motion: Colfax Second: Eubank, All ayes</p> <p>Approved the Billing Policies and Procedures manual Motion-Hopkins, Second-Cox, all ayes.</p> <p>Approved the revision of the Bad debt collections Financial policy to 180 days Motion-Covey, Second-Hochberg, all ayes</p>

Governance Committee.		Strategic Plan facilitator Lori Lewis has drafted reports of the Community meeting and the Board and Staff Retreat meeting for review. She expects to have the Strategic Plan and Summary draft to us soon. Board self-evaluations have been received. They will be compiled and presented at a future Board meeting.	
Building and Grounds Committee.		Wally reported on the Jackson Family Vineyards crew effort that resulted in a spring clean-up of the grounds, Painting of the pump house, spreading gravel donated by Steve Mize and pruning the roses and trees. The supervisor of the 19 person crew, Shaun, will consider making this same donation in 2017.	
Performance Improvement Committee.		The PI committee met. They worked on a draft Chaperone policy for exams and Maureen Hochberg and Debbie Covey volunteered to review infectious disease policies for the staff.	
Fundraising Committee.		We are awaiting direction for fund-raising from the soon-to-be-created Strategic Plan.	
OLD BUSINESS	TIME	DISCUSSION/REPORTS	ACTION
		None	
NEW BUSINESS			
		A Board resolution regarding employee benefits and an employee handbook will be drafted by the Executive Committee for Board adoption at the May meeting.	
Public Comment		No public comments were made.	
Closed Session		There were no issues that required a closed session	
ADJOURNMENT	7:45 pm	A motion was made to adjourn.	Motion: Collins Seconded: Hopkins, all ayes