

AVHC Board Meeting Minutes

April 30, 2015

Board Members			Board Members			Staff	
Ric Bonner, Chairperson	X	Walter Hopkins	X	Susan Smith MD, Interim ED	X		
Kathy Cox, Vice-Chair	X	Ivan Jimenez	X	Mark Apfel MD, Medical Director	X		
Heidi Knott Gundling, Secretary	X	Eric Labowitz	X	Fabiola Cornejo Operations Director	X		
J.R. Collins, Treasurer	X	Mayte Guerrero	Excused				
Deborah Covey	X	Maxence Weyrich	Excused				
Clay Eubank	X						

Topic	Time	DISCUSSION/REPORTS	ACTION
Call to order establish quorum	6:05p m	Ric Bonner called the meeting to order	Quorum established
Agenda Approval		The agenda was approved with the additions: New Business - Date for Board Tour of AVHC, Set up a Strategic Planing Cmte and a Fundraising Cmte.	Agenda approved
Review and approval of March 26, 2015 minutes		A motion was made to approve the Minutes.	Moved. W. Hopkins Second: E. Labowitz Vote: All ayes
Executive Director's Staff report		<p>See attached Staff Report</p> <p>ED: The new RN Stephanie Long will work 4 days per week or 32 hours/week. Nurse Michelle Ambrois will return on June 15th and work MWF for 30 hours/week.</p> <p>Patient co-pays continue to increase as can be seen on a chart behind the reception desk. Billing is also improving.</p> <p>The medical staff participated in a Process Improvement workshop and chose two processes to improve their work: 1) instituting a daily huddle to coordinate patient care among the front desk personnel, MAs, RNs and providers, and 2) set up a streamlining process for follow-up on referrals.</p> <p>Medical Director: There is no FTCA Deeming deadline as it is our first application for deeming. With this designation and the resulting federal insurance coverage,</p>	

AVHC Board Meeting Minutes

April 30, 2015

		<p>we would be insured for pre-natal and post-partum care and could provide these services in AV.</p> <p>Operations Director: With help from the Americorp volunteer Brook, we will get the Patient Portal set up after school recesses for the summer break.</p>	
		Board Committee Reports	

TOPIC	TIME	DISCUSSION/REPORTS	ACTION
<p>Finance Cmte.</p> <hr/> <p>Board Develop. & Governance</p> <hr/> <p>Building & Grounds</p>		<p>The March 2015 Financial Report was reviewed. March Patient Revenue was about \$11,000 less than budget because of write-offs. Expenses were about \$12,000 greater than budget. The bottom line for March was a loss from operations of about \$17,000.</p> <p>A motion to approve the March Financial report was brought forward.</p> <p>The coming annual budget will be presented at the May board meeting to be approved by June 30. Our financial year is July 1 - June 30.</p> <p>The next meeting of the Finance Committee will be Friday, May 22, at noon at the AVHC.</p> <hr/> <p>Knott Gundling gave a report of the Governance Cmte mtg held on April 22, 2015. See attached minutes.</p> <hr/> <p>Wally Hopkins submitted a report. See attached.</p>	<p>Motion: E. Labowitz, Second: Kathy Cox Vote: All Ayes</p> <hr/> <hr/>
<p>Performance Improvement</p>		<p>K. Cox submitted a first draft of a Performance Improvement Policy for Board approval. Attached. She thanked Dr. George Lee for his valuable insight and help.</p> <p>A revised HIPPA plan will be brought to the Board for approval at the May meeting.</p>	<p>Adopt the PI Policy Motion: W. Hopkins, Second: E. Labowitz Vote: All ayes</p>

AVHC Board Meeting Minutes

April 30, 2015

		Mitzi Wagner keeps the file of all policies and will be asked whether she can send them upon request out electronically. All policies should be available to the public with a good Table of Contents. Copies will be given to interested parties, but not posted on the website.	
New Business			
Tour of the AVHC		The Board tour will start at 12 noon on May 12th to meet staff and view the premises.	
Strategic Planning Cmte.		We are committed to having a strategic plan by the end of 2015. The plan should be drawn up with the Board, Staff, and other stakeholders. Board members who volunteered to work together with others are K. Cox (after school is out), R. Bonner, C, Eubank, K. Knott Gundling, E. Labowitz, D. Covey.	R. Bonner will email to set up a time and date to meet.
Fund-raising Cmte.		H. Knott Gundling, R. Bonner, JR Collins & I. Jimenez volunteered to move forward on fund-raising & recruit non-Board support.	
TOPIC	TIME	DISCUSSION/REPORTS	ACTION
Public Comment		<p>1. Is there an Emergency Response Plan? Yes, we are coordinating with the Fire Dept., Ambulance Service, County ARCH and Public Health plus ham radio operators. The AVHC will give our plan to the Fire Dept. and Ambulance Service and give a briefing of our ERP to the CSD.</p> <p>2. Articles of Incorporation, Art. 2, Section B, Item 3 - states the AVHC is to provide training and education to paramedics. Does the county pay for training? Yes, through a grant. Dr. Apfel has a license to teach EMT (Emergency Medical Training) and can help the Ambulance service train responders.</p> <p>3. Is the Board aware of a take-over attempt by outside forces of the ambulance service? Yes. However, the AVAS has just received a \$60,000 grant to improve service and would love to cooperate on Advanced Life Support cases, particularly with Coastal Valley. How will this affect AVHC personnel? To be determined.</p>	Clay will discuss our plan with the Fire Chief.

AVHC Board Meeting Minutes

April 30, 2015

Meeting adjourned to Closed Session	7:35		
Closed Session			
Billing Issues	7:40	Our Financial Director Judy Waterman and Larry Garcia, legal counsel to the AVHC Board, joined the Board in a closed and privileged session. Billing issues were discussed and a plan described to move forward.	The Board concurred with the recommended plan and will be briefed on the status periodically.
Adjournment	8:35		Motion: Labowitz Second: Hopkins Vote: All ayes
		Note taker: Heidi Knott Gundling	Next Meeting: May 28, 2015