

AVHC Board Meeting Minutes
May 28, 2015

Board Members			Board Members		Staff	
Ric Bonner, Chairperson	X	Walter Hopkins	X	Susan Smith MD, Interim ED	X	
Kathy Cox, Vice-Chair	excused	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	X			
Deborah Covey	X	Maxence Weyrich	X			
Clay Eubank	X					

Topic	Time	DISCUSSION/REPORTS	ACTION
Call to order	6:05	Ric Bonner called the meeting to order	Quorum established
Agenda approval			Agenda approved Motion: JR Collins, Second: Wally Hopkins, All ayes
Review & approval of April 30, 2015 minutes		A motion was made to approve the minutes	Minutes approved. Motion: Ivan Jimenez, Second: Wally Hopkins, All ayes

<p>Staff Reports</p>	<p>See attached report</p> <p>Med. Director: 1) The application for the dispensary will be submitted within a day or two..</p> <p>2) Mark attended an ARCH Medical Directors meeting about the new ICD-10 diagnostic coding system starting on October 1, a major change from the existing system. Further staff trainings will follow.</p> <p>3) We are included in a HRSA grant for Redwood Community Health Coalition members which will provide funding for improved technical aid and training for electronic health record systems. RCHC members use the same system, eClinical Works, as we do.</p> <p>Operations Director: 1) a complaint form is available for patients in the lobby.</p> <p>2) A Health Coach Program for diabetic patients who need extra support is being created.</p> <p>3) A HAM radio exercise for emergency use and Incident Command System training have been completed. All staff have been trained and certified to respond in case of a natural disaster.</p> <p>ED: 1) Dentist Dr. Tath requests a change of hours to 4 ten hour days, Mon - Thurs, offering evening appts. that could benefit our clientele.</p> <p>2) The budget is in the final states of review with a few outstanding issues to resolve. (see report)</p> <p>3) Use of the patient portal is scheduled to go live on 6/15/2015 when we begin signing up patients for this confidential online service.</p> <p>4) There have been improvements in our referral process and MA checklists and team huddles to prepare for patient care are in place.</p> <p>5) We will attempt to meet "Meaningful Use" criteria for 2015 for the physicians' use of electronic medical records as this would provide an added source of income for the HC.</p>	
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Finance Cmte		<p>Our cash position increased by \$95,000 in April due to older bills being reviewed, corrected, resubmitted and collected. This work is being led by our billing consultant, Kelly Maldonado.</p> <p>Motion was made to approved the finance committee report.</p> <p>The budget is near completion and will be presented at the June board meeting.</p>	<p>April 2015 financial reports approved.</p> <p>Motion: Eric Labowitz Second: Wally Hopkins. All ayes.</p>
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TOPIC	TIME	DISCUSSION/REPORTS	ACTION
Governance Cmte		There was no governance meeting in May.	
Building & Grounds		see attached report	
Performance Improvement		There was no PI meeting in May.	
Public Comments		<p>Ques: This morning neither Dr. Apfel nor Dr. McGhan were at the HC. Was this an exception?</p> <p>Ans: Dr. Susan Smith is an MD & was present. Staff is working on better scheduling of the MDs..</p>	
TOPIC	TIME	DISCUSSION/REPORTS	ACTION
Emergency Operations Planning		<p>Mitzi Wagner and Paula Radell, RN, gave a thorough review of the AVHC Emergency Operations Plan (EOP). We are contracting with ARCH to bring our clinic into compliance with HRSA regulations and the National Incident Management System (NIMSP).</p> <p>See attached power point review.</p> <p>AVHC is the first in this area to have an approved EOP as part of the</p>	<p>Approve the AVHC Emergency Operations Plan.</p> <p>Motion: JR Collins, Second: Wally Hopkins All ayes</p>

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		NIMSP which is mandatory for receiving any FEMA reimbursement money. Staff needs to have regular training to remain up-to-date. At present, 16 of 19 staff are current in their training. The other 3 will get training along with the new CEO. Who on the board will be the EOP contact or responsible person? Contact mwagner@avhc.org for copies of the power point presentation.	
TOPIC	TIME	DISCUSSION/REPORTS	ACTION
Closed Session	7:40		
		The minutes of the April 13 and April 20 closed, confidential Board meetings were reviewed and approved. An update was given regarding billing issues.	April 13 minutes approved, Motion Eubank, Second Hopkins, all ayes. April 20 minutes approved, Motion Collins, Second Eubank, all ayes
Adjournment	8:15	Meeting adjourned	Motion: Heidi Knott Gundling Second: JR Collins

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Note taker: Heidi Knott Gundling

**Next Meeting: June 26, 2015, at the
Veteran's / Senior Center at 6 pm.**