

**AVHC Board Meeting Minutes**  
July 30, 2015

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	<b>X</b>	Clay Eubank	<b>X</b>	Chloe Guazzone, ED	<b>X</b>
Kathy Cox, Vice-Chair	<b>X</b>	Walter Hopkins	<b>X</b>	Susan Smith MD, Transition Consultant	<b>X</b>
Heidi Knott Gundling, Secretary	<b>X</b>	Ivan Jimenez	<b>excused</b>	Mark Apfel MD, Medical Director	<b>X</b>
J.R. Collins, Treasurer	<b>X</b>	Eric Labowitz	<b>excused</b>	Fabiola Cornejo, Operations Director	<b>excused</b>
Deborah Covey	<b>absent</b>	Maxence Weyrich	<b>X</b>		

Topic	Time	DISCUSSION/REPORTS	ACTION
Call to order	6:05pm	Ric Bonner called the meeting to order.	Quorum established
Agenda approval		Agenda amended by the chair to add approval of the minutes for the July 16, 2015 special Board meeting. Agenda approved as amended.	JR Collins moved to accept the agenda, Wally Hopkins seconded. All ayes.
Review & approval of June 25, 2015 minutes		Minutes reviewed and approved.	JR Collins moved to accept the minutes, Wally Hopkins seconded. All ayes
Special Board Meeting of July 16, 2015		The special meeting of the AVHC Board on July 16, 2015 was held to review and approved the HRSA Extended Services grant application. Minutes reviewed and approved.	Kathy Cox moved to accept the minutes, JR Collins seconded. All ayes except for Ric Bonner who abstained.

STAFF REPORTS	TIME	DISCUSSION/REPORTS	ACTION
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<p>Executive Director          Medical Director          Operations Officer</p>		<p>See detailed staff report, attached.</p> <p>Our application to reopen the dispensary is on hold with the Board of Pharmacy as Diane Agee is still listed as the Executive Director and Dave Turner is still listed as CFO with the Secretary of State. Chloe will follow up on this immediately.</p> <p>New Vineyard Outreach Program- the AVHC Health Coach Team (Fabi Mitzi, Vanessa, Stephanie, Maria, plus Phan and one MA) has been redirected to conduct a vineyard workers outreach program during the peak season, starting with Roederer which was the first to respond positively. See attached project description.          Question: Do our medical records reflect likely med. needs of farmworkers, i.e. migrant worker illnesses? We don't have the expertise to extract this info. from the data base, but could ask HITcare to do it for us. It was requested to ask vineyard workers about their "felt needs" when in the field.</p> <p>High school volunteers are working on clearing out old x-ray files.</p> <p>Submitted an Letter of Interest for a Blue Shield Foundation grant tp do more LEAN process improvement training for the AVHC Staff.</p>	<p>Chloe to see that this information is corrected.</p>
<p><b>BOARD CMTE. REPORTS</b></p>	<p><b>TIME</b></p>	<p><b>DISCUSSION/REPORTS</b></p>	<p><b>ACTION</b></p>
<p><b>Finance Cmte.</b></p>		<p>Ric Bonner reported on the June financials.</p> <p>This cmte. recommends approval of the 2nd revision to the Financial Policy &amp; Procedures.</p>	<p>Board approval of the June financial reports recommended by the Finance committee. Wally Hopkins seconded the motion, All ayes. Recommended by Fin. cmte, seconded by Kathy Cox. All ayes</p>

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<b>Governance Cmte.</b>		See attachment from July 13 mtg. Clay Eubank reported that an application to join the board has been received from Teresa Guerrero who will be interviewed by the gov. cmte. The gov. cmte meets regularly at 4:30 pm on the 2nd Monday of each month. Next meeting Aug. 10. By a show of hands it was determined that RB, KC, JR, HKG,,WH, IJ, EL and MW are all clients of the clinic.	
<b>Building and Grounds</b>		See attached report from Wally Hopkins.	
<b>Performance Improvement Cmte.</b>		See attachment. Kathy Cox reported that the PI cmte will be concentrating on the main focus for the future and draw up a formal PI plan with guidance from LEAN Work. Next mtg. Aug 21, 4pm.	
<b>Fundraising Cmte.</b>		Heidi Knott asked the board to be clear about and firmly back the focus for a fund-raising campaign to pay down the mortgage. Discussion is necessary to find agreement on this priority which will take place during the development of our strategic plan this year.	
<b>OLD BUSINESS</b>	<b>TIME</b>	<b>DISCUSSION/REPORTS</b>	<b>ACTION</b>
<b>NEW BUSINESS</b>			
<b>Vineyard Worker Outreach Program</b>		Presentation by Chloe Guazzone regarding the outline of the outreach program to conduct health screening for vineyard workers and make them aware of the services provided by the AVHC.	See attached program outline.
<b>Potluck dinner with AVHC staff</b>		All board members and staff personnel are invited to a potluck dinner at the AVHC on Aug. 4th. The board will provide food & drinks.	
<b>Conflict of Interest forms</b>		Conflict of Interest forms were distributed, filled out, and signed by board members.	
<b>ADJOURNMENT</b>	7:37 pm		Motion to adjourn made by Wally Hopkins, seconded by Clay Eubank. All ayes.
Closed Session	7:40-8:00		Discussion of confidential information.

**Minutes: Heidi Knott Gundling**

**Next Meeting: August 27, 2015, 6pm, at the Senior  
Center/Veteran's Bldg.**