

**AVHC Board Meeting Minutes**  
August 31, 2017

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	<b>X</b>	Clay Eubank	<b>excused</b>	Chloë Guazzone, ED	<b>X</b>
Kathy Cox, Vice-Chair	<b>excused</b>	Maureen Hochberg	<b>X</b>	Mark Apfel MD, Medical Director	<b>X</b>
Heidi Knott Gundling, Secretary	<b>X</b>	Ivan Jimenez	<b>X</b>	Fabiola Cornejo, Operations Director	<b>X</b>
J.R. Collins, Treasurer	<b>X</b>	Eric Labowitz	<b>X</b>		
Drew Colfax	<b>X</b>	Teresa Malfavon	<b>resigned</b>		
Deborah Covey	<b>X</b>	Hugo Chavez	<b>X</b>		
		Luci Plancarte	<b>excused</b>		

TTime	DISCUSSION/REPORTS	ACTION
Time5:02 pm	Ric Bonner called the meeting to order.	Meeting called to order, quorum established.
	The August meeting agenda was approved.	August 2017 Board Agenda approved. Motion: Colfax Second: Labowitz, All ayes
	The minutes of the July 27, 2017, AVHC Board meeting were approved as drafted.	July 2017 Minutes approved Motion: Labowitz Second: Covey, All ayes Abstain: Bonner and Colfax

STAFF REPORTS	DISCUSSION/REPORTS	ACTION
Executive Team / Staff Report Summary	See written report.  Two potential new doctors and a nurse practitioner are being interviewed for positions at AVHC. Also there are behavioral health candidates being interviewed.  There have been no incidents, complaints or letters of intent to sue filed at AVHC.	
<b>BOARD COMMITTEE</b>	<b>DISCUSSION/REPORTS</b>	<b>ACTION</b>

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<b>REPORTS</b>		
<b>Finance Committee.</b>	See written report. The July, 2017 financial report was given by Collins. The health center continues to operate in the black, generating a profit of \$20,000 for the month. There was a meeting with the Director of the Community Foundation of Mendocino County about setting up an Endowment Fund for Legacy Giving and possibly to manage surplus funds for future use at AVHC.	The July 2017 financial reports were approved. Motion: Labowitz Second: Knott. All ayes.
<b>Outreach Committee</b>	There was no meeting last month. 5 patients are using the health coaching services.	
<b>Performance Improvement Committee.</b>	<ul style="list-style-type: none"> <li>• The new contract FNP, Luiza, will be given a 3 month initial contract and we are waiting for the rest of her papers to arrive. Also waiting for the new locum, Dr. Brass's paperwork to finish credentialing both providers.</li> <li>• Training for the new ultrasound machine will be done when Bernie and Luiza are here.</li> <li>• All chart reviews are up to date.</li> <li>• The dispensary software is still not functioning properly. In October Jason will see if he can improve it or make a recommendation. With the present software it is not possible to track drugs and their expiration dates. New procedures need to be developed for this.</li> <li>• Chloe will send out the 15 reviewed dispensary policies to all board members for review and approval at the September Board meeting.</li> <li>• A new dental policy will be sent out for review that states that the AVHC is not responsible for work done outside the AVHC. This policy will be ready for approval at the Sept. Board meeting.</li> <li>• Funding for a Compliance Officer will be needed soon. The scope of work has yet to be determined. Quality Improvement task may be included.</li> </ul>	
<b>Marketing Committee</b>	This committee will meet in 2 weeks with the Outreach committee.	
<b>Fundraising Committee</b>	Knott resigned from the chair of this committee. We are looking for new board members willing to take on this task.	

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<b>Board Development and Governance</b>	There was no meeting.	
<b>Executive Committee</b>	The Executive committee is considering 403B retirement plans for the staff. They are also looking at possible new recruits as Board members.	
<b>New Business</b>	There was no new business presented.	
<b>Public Comment</b>	No public was present	
<b>Closed Session</b>	6:26 There was a closed session discussion.	
<b>Adjournment</b>	The meeting was adjourned at 6:40 p.m.	Motion: Labowitz Second: Knott, All ayes

**Minutes: Knott Gundling / Hochberg**

**Next Meeting: 5pm, Sept. 28, 2017, at the AV Health Center**