

**AVHC Board Meeting Minutes**  
September 29, 2016

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

Topic	Time	DISCUSSION/REPORTS	ACTION
Call to order	6:00 pm	Ric Bonner called the meeting to order.	Meeting called to order, quorum established.
Agenda approval		1 item was added to the Agenda under New Business Stephen Wood, architect for new building plans, was invited to explain his remodeling and building plans	Agenda approved. Motion: Labowitz Second: Hopkins, All ayes
Discussion of new building plans	6:10 - 6:30	Stephen Wood showed the board amended plans for a 1720/ft2 new 2 story building costing approximately \$300/ft2 and for a remodel of existing space at \$200/ft2. A necessary additional septic tank would cost approx. \$50,000 besides the costs for permits etc. Design and engineering would be 10% of the total which it seems would be at least \$800,000. Timeline: 6 months for permitting, then construction could be put out to bid. Construction would take approx. 6 months. The building design was discussed. Drawing up plans to the OSHPOD standard has already been agreed upon and with these ready, the board will now begin a search for financing via grants and fund-raising opportunities.	
Approval of Aug. 25, 2016 Board Meeting Minutes	6:30		Minutes approved Motion: Labowitz Second: Collins, All ayes

STAFF REPORTS	TIME	DISCUSSION/REPORTS	ACTION
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		<p>A discussion followed on how to pay for the building addition which is oriented on the needs assessment drawn up by ED Chloe Guazzone.</p> <p>This past year has seen a vast improvement in the health center's financial situation. However, we are facing coming changes such as the approaching need for a new medical director as Dr. Apfel reduces his hours and we may possibly seek to hire a new doctor. Also, as new services (Seniors, pre-natal, Telemedicine) are being planned and the Center is looking for a behavioral or marriage and family therapist, we need to keep a sizeable financial reserve ready. A discussion with Dr. Apfel about his future plans needs to take place soon to help with the needs and financial assessment.</p>	
Executive Team / Staff Report Summary		<p>See attached Executive Team Summary – Sept. 29, 2016 with reports by Medical Director Dr. Mark Apfel, Operations Director Fabi Cornejo, and ED Chloe Guazzone</p> <p>Attention was drawn to the approaching End of Harvest Fair on October 22 at the fairgrounds, which will also celebrate the health center's 40th anniversary.</p> <p>The board expressed its thanks to Vanessa Perez for the great improvement in billing and the resulting increased income for the AVHC.</p> <p>There have been no incidents, complaints or pending lawsuits filed</p>	
<b>BOARD CMTE. REPORTS</b>	<b>TIME</b> 6:45 7:15	<b>DISCUSSION/REPORTS</b>	<b>ACTION</b>
<b>Finance Cmte.</b>		<p>Financially the AVHC is doing well. In August there was a revenue excess of over \$18,600, bringing the fiscal year to date (starting July 1) 'profit' to \$22,900. We have also been successful in obtaining grants. The HRSA performance measures show 4 out of 5 being achieved, leaving one more indicator to be met.</p> <p>A motion was made to approve the August Financial report.</p>	<p>August 2016 financial report approved. Motion: Cox Second: Labowitz All ayes</p>

<b>Building and Grounds Committee.</b>		Wally reported that he vacuumed the lights, measured new blinds for exam rooms.	
<b>Performance Improvement Cmte.</b>		See report. A senior survey is ready for rollout on survey monkey and via other methods to assess the needs for "Aging in Place" in AV. With a high response rate, the AVHC will be in a better position to determine which services are needed and request funding for them. Health coach training is continuing with a focus on Living with Chronic Illness and Diabetes for Spanish speaking patients. This will be an important part of our outreach.	
<b>Marketing Committee</b>		Teresa Malfavon helped produce a poster for the Harvest Fair, engage a popular band and spread publicity for this event.	
<b>Fundraising Committee</b>		It was decided to limit the focus of fund-raising this year to a general appeal in the annual newsletter, as new services and possibly a new building in the coming year will be demanding. Articles for the 2016 annual were discussed.	
<b>Board Development and Governance</b>		Reviewed applications from students who would like to represent their peers. Ric Bonner, Wally Hopkins, Kathy Cox and Drew Colfax's terms are ending at the end of 2016. Bonner, Colfax and Cox expressed a willingness to continue serving as board members for another term, but Ric Bonner will only remain as board chairman for one more year. The bylaws will have to be amended to allow this. Wally Hopkins would like to quit the board, but remains available to supervise Bldg. and Grounds work.	
<b>Public Comment</b>		No public comment was presented.	
<b>ADJOURNMENT</b>	7:30 pm	A motion was made to adjourn.	Motion: Cox Second: Labowitz, All ayes

**Minutes: Knott Gundling**

**Next Meeting: 6pm, October 27, 2016, at the AV Health Center**