

AVHC Board Meeting Minutes
January 28, 2015

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

Topic	Time	DISCUSSION/REPORTS	ACTION
Call to order and introductions	5.30 pm		The meeting was called to order by Chairman, Ric Bonner at 5:40 pm.
Establish Quorum			Quorum established
Review and Approval of Agenda		Agenda reviewed and approved	Motion: Kathy Cox Second: Eric Labowitz Vote: All ayes
Review & Approval of Dec. 17, 2014 Minutes		Minutes reviewed and approved	Motion: J.R Collins Second: Walter Hopkins Vote: All ayes
Executive Director Search Committee		Bill Sterling announced that to date eleven applications for the position of Executive Director had been received and were being reviewed by the search committee. Board members are also welcome to read the applications which are being kept in a folder in Fabi's office. Four candidates have been selected to move forward with the interview process.	

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Election of new board members		JR Collins and Heidi Knott Gundling were unanimously re-elected to 3 year terms. Ivan Jimenez was newly elected also unanimously to a 3 year term. Written ballots were submitted to re-elect board officers. Again by unanimous vote Ric Bonner was re-elected as Board Chairman, Kathy Cox as Vice-Chair, JR Collins as Treasurer and Heidi Knott Gundling as Secretary. These terms are for one year and there is a 2 year term maximum for the same board officer position.	
Concerned Citizens Committee Report		Fred Martin presented a report from the CCC. (See attached report) In addition, he requested a detailed report on the state of the Health Center mortgage, the terms, and current progress in paying down the debt. Clear information would be helpful for future fund-raising efforts to retire this debt. The board will attempt to post all meeting materials on the website one week before board meetings. We will try to post minutes of the previous meeting on the website by 2 weeks after the meeting.	
Management Report		The health center software eCW Version 10 (electronic Clinical Works) will be updated starting Jan 29 through next week and the staff will be in training for the new somewhat complicated coding system. Dispensary update: JR and Ivan Jimenez still need to have their fingerprints taken to be able to submit the dispensary license application.	See attached report presented by CEO, CMO, and COO

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Financial Report		<p>A motion to approve the November and December financial reports was passed unanimously. AVHC wrote off \$35,000 accumulated bad debt, but in the future Price-Waterman will write "bad debt" off on a month to month basis.</p> <p>A discussion ensued about "bad debt" and "uncollectables", as well as asking patients for their co-pays when visiting the office. Susan Smith is developing a protocol for making sure we receive co-pays at the time of treatment. A billing consultant is being hired to study our billing process, recommend improvements and train personnel. Fabi supervises the two billers, Maria and Vanessa.</p> <p>Ric will send out a Draft Collections Policy from Price-Waterman to describe how we will write off "bad debt". This procedure will be discussed at the February board meeting.</p> <p>The annual financial report will be made available in a folder kept in the AVHC waiting room.</p> <p>Ric will redo the Price-Waterman chart for the website, to be posted on Friday, Jan. 30. We are currently paying \$11,000 per month = \$125,000 per year on the mortgage debt which is owed to the USDA. The debt information should be structured so that the community can see what we have to pay back - which might help inspire fund-raising steps to retire the mortgage debt.</p>	<p>Motion to approve final audit summary performed by Pun & McGeady for the fiscal year 2013-2014</p> <p>Motion: J.R Collins Second: Walter Hopkins Vote: All ayes</p>

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Human Resources		<p>Jessica McIninch has agreed to serve as the staff ombudsperson and the liaison between staff and the board.</p> <p>Ric Bonner will ask ED Susan Smith to check our existing HR policies and draft a policy, if needed, for addressing staff issues in confidence. The policy should include the role of an ombudsperson and provide for a staff appeal process. The draft policy will be brought to the Board for approval.</p>	
Performance Improvement		<p>This committee met on Jan. 26th and announced that we need to develop a HIPPA Plan, as this is a new requirement. At present we have a policy but no plan. George Lee will help develop one. A revised Board PI policy will be brought to the board for approval at the next meeting.</p>	<p>Any changes/additions to be sent to Fabi Cornejo</p> <p>The PI Committee representatives to include Kathy Cox, George Lee, and Deborah Covey</p>
Board Calendar		<p>From now on, Monthly board meetings will be held on the last Thursday of every month at 6 pm to accommodate ED Susan Smith's schedule.</p> <p>Finance committee meetings will be held on the 3rd Friday of every month at 12 noon at the AVHC.</p> <p>All board members are welcome to attend.</p>	
Building and Grounds Committee		<p>Wally Hopkins listed a number of repairs and changes he had undertaken in the past month to improve the health center building, for which he was heartily thanked. These included the relocation of our HAM radio, cleaning the roof of our ambulance barn,</p>	<p>Report was given orally by Wally Hopkins.</p>

		filling the pot hole in our parking lot.	
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Board Committee Memberships		The board will make a prioritized list of things to be done by the next meeting and consider when to hold a strategic planning session (July?). Speaking for the board, Kathy Cox asked Fabi to relay to the staff how appreciative the board has been to see that the quality of care at the AVHC has not suffered during the recent turmoil.	See distributed list.
Board Training		The date for a day of board training will be set between Feb. 22 - March 8. The trainer Catherine Marshall will send out a doodle poll to board members to determine which day is best for the majority of members. Ric Bonner, Kathy Cox, Clay Eubank (as Chairperson of the Governance committee) will join Heidi in preparing the board training day with C. Marshall.	Heidi will take the lead in organizing this.
HRSA Discussion		AVHC has been assigned a new interim Project Officer. Her name is Nahleen Heard, she will be our appointed Project Officer for at least until April 2015.	
Adjournment	7:30		Motion to Adjourn the meeting Motion: Eric Labowitz, Second: Kathy Cox Vote: All Ayes

Note taker: Fabiola Cornejo and Heidi Knott