

AVHC Board Meeting Minutes
March 26, 2015

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

Topic	Time	DISCUSSION/REPORTS	ACTION
Call to order and introductions	6.00 pm		The meeting was called to order by Chairman, Ric Bonner at 6:00 pm.
Establish Quorum			Quorum established
Review and Approval of Agenda		Agenda reviewed and approved	Motion: Eric Labowitz Second: Wally Hopkins Vote: All ayes
Review & Approval of Feb. 26, 2014 Minutes		Minutes reviewed and approved	Motion: JR Collins Second: Eric Labowitz Vote: All ayes
Executive Director Search Committee		Two candidates have been interviewed; the third is scheduled for April 10-11. The board will meet with candidate #3 on Friday, April 10 for dinner at the AVHC conference room. On Monday, April 13, at 4pm the board will meet with the search committee to compare documents amongst the interview committee, staff and search committee. It is intended that a decision will be made as to which candidate to hire, if agreement can be reached.	

<p>AVHS Student presentation:</p>		<p>A good presentation "Rethink Your Drink" was given by two high school students, Citlaly Correa and Kim Cornejo, about the health values of avoiding sugary drinks and the benefits of drinking water. They asked the board of AVHC to support their campaign which was gladly agreed to by taking the following steps:</p> <ol style="list-style-type: none"> 1) In meetings don't serve sodas, but adopt standards for meetings and other events 2) Emphasize the importance of drinking water 3) Put up posters by students throughout the HC about the harm from consuming sugar 4) When people come for a physical, ask them how much water they drink 5) Put a notice on the website about the benefits of drinking water vs. sugary sodas (Kathy agreed to work with the students to draft wording) 6) Work with students on this campaign 7) Improve health in AV by getting rid of vending machines in Anderson Valley. 	
<p>Website</p>		<p>It was requested to upgrade the website to include the Articles of Incorporation and the Annual Audit. Regular maintenance of the website to keep it up to date is also necessary. Ric and Heidi will draw up a time plan and list of pages that should be regularly updated.</p>	

Upcoming Meetings		<p>April 10, Friday, 6:30pm dinner with ED candidate Cindy Goodale at the AVHC conference room</p> <p>April 13, Monday at 4pm Board meeting with Search Committee and Staff to decide upon Executive Director</p> <p>April 17, Friday, time TBD Board invited to attend a report from the staff training and work session on improving the value stream of selected processes.</p> <p>April 21, Tuesday, 4pm Performance Improvement Committee meeting.</p> <p>April 24, Friday, 12 noon, Finance committee meeting to discuss the Fiscal Year 201502016 budget in detail</p> <p>April 30, Thursday, next board meeting 6pm at the Veterans Building</p>	
TOPIC	TIME	DISCUSSION/REPORTS	ACTION

<p>Management Report</p>		<p>CMO: All board members have now completed having their fingerprints scanned for the dispensary permit.</p> <p>FTCA - Federal Tort Claims Act Deeming - If our application is accepted, we would qualify for federally subsidized malpractice insurance which will save us about \$12,000 per year of expense and would allow us to offer pre-natal & pediatric care. This would provide an extremely important service to the Valley as well as be a good source of income for the HC. Thanks to a bipartisan vote (392-37) the federal legislature just voted to continue to fund HRSA and so a financial cliff that would have threatened AVHC along with many other rural health centers has been avoided for another couple of years.</p> <p>COO: Kelly Maldonado is helping make great changes in the billing processes and effectiveness. We are seeing increases in revenues and a drop in long-term accounts receivable. She will be conducting billing and coding training for the staff on April 1 and 2.</p>	<p>See attached report presented by CMO, and COO</p>
<p>Financial Report</p>		<p>Acceptance of the February 2015 AVHC Financial report. 6 of the 9 board members had attended the Finance Committee meeting where the finances were discussed in detail.</p>	<p>Motion to accept January financials Motion: Ric Bonner, Second: Eric Labowitz Vote: All Ayes</p>
<p>TOPIC</p>	<p>TIME</p>	<p>DISCUSSION/REPORTS</p>	<p>ACTION</p>

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Board Development and Governance:		Clay Eubank gave a brief review of the Board Training session, development of a work plan for this year, culminating in the intent to have a strategic plan by the end of the year. The training was much appreciated by all. Heidi will forward the summary of the board training to all participants	
Building and Grounds:		See report from Wally Hopkins. Additionally, Wally reprogrammed the parking lot lights to be timed to darkness rather than the clock	Written report was given by Wally Hopkins.
Performance Improvement		Kathy Cox met with George Lee and staff. Emergency training will take place for all staff within the next 2 weeks. Susan is working on revising the Performance Improvement Policy and will present the draft at the next board meeting for Board approval. The next PI meeting is April 21st at 4 pm. A recommendation from the PI committee to approve the draft Dispensary Management Policy and Procedure was forwarded by Kathy Cox, seconded by Eric Labowitz and approved unanimously.	Motion to accept Dispensary Management Policy and Procedure Motion: Kathy Cox, Second: Eric Labowitz Vote: All Ayes
Old Business		The Sliding Fee Discount Program Policy proposal was recommended for approval by the finance committee, seconded by Wally Hopkins and passed unanimously by the Board.	
New Business		Our HRSA representative Nahleen Heard has been replaced by Charles Brucklier who is back again from his temporary assignment. Mark Apfel had been designated the permanent Chief Medical Officer by Susan Smith, Interim Executive Director in January of 2015.	
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Public Comments:		<p>Several comments from the public had been discussed earlier during the meeting. There are at present 9 full members of the board plus 2 student delegates. If anyone else would like to apply to join the board, they should send their applications to Clay Eubank.</p> <p>Heidi & Fabi will set up a tour of the Health Center for new members so that they all can become more familiar with the facility and staff.</p>	
Closed Session			
Adjournment	8:00		<p>Motion to Adjourn the meeting Motion: JR Collins, Second: Kathy Cox Vote: All Ayes</p>

Note taker: Fabiola Cornejo and Heidi Knott Gundling

Next Meeting: April 30, 2015