

AVHC Board Meeting Minutes
September 30, 2014

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	X	Yadira Mendoza	Excused	Shannon Spiller CEO	X
Lynne Sawyer, Vice Chairperson	X	Maxence Weyrich	X	Fabiola Cornejo COO	X
Sandy Parker	Excused	Mayte Guerrero	X	David Gorchoff MD, Medical Director	Excused
Gaile Wakeman, Secretary	Excused	J.R. Collins, Treasurer	X	Guests	X
Eric Labowitz	X	Walter Hopkins	X	Claudia Jimenez	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 5.30 pm.
Establish Quorum			Quorum established
Review and Approval of Agenda		Agenda reviewed and approved as amended to remove Mark Apfel session to mediation.	Motion: J.R. Collins Second: Walter Hopkins Vote: All ayes
Review & Approval of Minutes of Aug. 25, 2014 Minutes		Minutes reviewed and approved	Minutes of the Aug. 25, 2014 meeting approved. Motion: J.R. Collins Second: Eric Labowitz Vote: All ayes
Medical Directors Report		New physician started Aug 25th. Logan is doing well and has requested a different set up for his rooms. Equipment has been ordered. Met with a pharmacist and have had a number of conversations about the dispensary. See attached report.	Report given
Executive Directors report		HitCare has been on site for training on workflow. Jessica was given one on one training. We incorporated the alternative work week with all MA's and is working well. See attached report.	Report given See attached report

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COO Report		We are in the process of implementing e-eligibility through our EMR system. Also implementing Claim Remedy for Patient Statements. This will be imported to our EMR after e-eligibility process is completed	
Concerns of the Directors and Public		Meeting opened for comments and questions from community members.	See attached list of guests and summary of issues and comments.
Community Needs Assessment		Assessment will be discontinued at the end of August.	Compile results. Need to find a cutoff date to finalize the distribution of the assessment.
Financial Reports		Approval of August Financial statements to be perform at October pending review of Judy Waterman. eCW reports are inaccurate and revision is needed. 5 Financial Indicators required by HRSA reviewed. Financial Audit performed by Pun & McGeady should be completed in the next few weeks.	
Building and Grounds Committee		Walter Hopkins reported that he fixed a broken lock in the lab, sprayed foam for mice, and made a bridge for the slippery puddle by the back door.	
Board Calendar		The Board calendar was reviewed and updated. Clinic Open House scheduled for 10/9/14	Any changes/additions to be sent to Fabi Cornejo

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Performance Improvement		No report PI will meet after QI has their Sept. meeting	
Strategic Planning HRSA request		Submitted 9/30/14 This should clear all of our findings.	
Community Needs Assessment		Assessment completed. Need for focus groups for the Hispanic population found.	
Closed Session			
New Board Member		Approval to welcome Claudia Jimenez as a permanent board member	Motion to accept Claudia Jimenez as a permanent board member Motion: J.R. Collins, Second: Lynne Sawyer Vote: All Ayes
Adjournment	7.00		Motion to Adjourn the meeting Motion: Lynne Sawyer, Second: Eric Labowitz Vote: All Ayes

Note taker: Fabiola Cornejo

Next Meeting: Oct. 28, 2014