

AVHC Board Meeting Minutes
June 23, 2014

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	X	Yadira Mendoza	excused	Diane Agee, Executive Director	X
Lynne Sawyer, Vice Chairperson	X	Maxence Weyrich	excused	Dave Turner, CFO	excused
Sandy Parker	X	Mayte Guerrero	excused	Mark Apfel MD, Medical Director	X
Gaile Wakeman, Secretary	Via Phone	J.R. Collins, Treasurer	X	Lucresha Renteria	X
Eric Labowitz	Via phone	Walter Hopkins	X	Fabiola Cornejo	X
		Shannon Spiller	X	Guests	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 revised to move Executive Director and Performance Improvement committee reports to closed session at the end of the meeting. Approved as amended	Motion: Walter Hopkins Second: Sandy Parker Vote: All ayes
Review & Approval of Minutes of May 19, 2014 Minutes		Minutes reviewed and approved	Minutes of the May 19, 2014 meeting approved. Motion: Gaile Wakeman Second: Eric Labowitz Vote: All ayes

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<p>Medical Directors Report</p>		<p>Dispensary: Dr. Apfel apologized to Board and guests for inconvenience due to Dispensary closure. Policy and Procedures developed for chronic pain management and psychotropic drug dispensing. Mark gave overview of AVHC history, funding, dispensary issues and the EHR system. Letter to Board is attached.</p>	<p>Report given</p>
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COO Report		Staffing: 2 new hires: 1 Medical Asst. and 1 Dental Asst. Offer being prepared for second RN position. Four school interns scheduled and are coming in to help with small projects, funded by AVEF. Just returned from CLI seminar reviewing possible ideas for CLI Project.	Report given.
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 form is complete and available on the website and at the clinic. Assessment will be mailed out by the end of the week.	Mail out survey and conduct field sessions among vineyard workers. Compile results.
Financial Reports		Approval of May Financial statements Approval of Financial Policies and Procedures	Motion to accept the May 2014 financial statements Motion Sandy Parker, Second, Gaile Wakeman Vote: All Ayes Motion to adopt financial policies and procedures Motion JR Collins, Second, Lynne Sawyer Vote: All Ayes

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<p>Building and Grounds Committee</p>	<p>Walter Hopkins reported that he is reconstructing the nurse's offices to accommodate new nursing staff. Worked with Terminix to remove pests.</p>	
<p>Board Calendar</p>	<p>The Board calendar was reviewed and updated.</p>	<p>Updated calendar will be emailed to all board members Any changes/additions to be sent to Fabi Cornejo</p>

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Strategic Planning		Ric Bonner reported on the plan and agenda for the meeting to be held on July 9, 2014.	
Performance Improvement		Closed Session	Dispensary compliance issues discussed.
Executive Directors Report		Moved to closed session due to personnel discussion.	Report given
Adoption of HIPAA Policies and Procedures		Review and approval for HIPAA policies and procedures Note-Financial policies and procedures to be reviewed and approved at July meeting	Motion to adopt HIPAA policies and procedures Motion Sandy Parker, Second, Wally Hopkins Vote: All Ayes
		CLOSED SESSION	
Performance Improvement committee report		Report given by chair of the Board PI committee, Sandy Parker regarding dispensary issues	Report received and discussed
Executive Directors report		Report given by Diane Agee and Shannon Spiller regarding personnel issues	Report received and discussed
Adjournment	8.30		Motion to Adjourn the meeting Motion: Lynne Sawyer, Second: Walter Hopkins Vote: All Ayes

Note taker: Fabiola Cornejo

Next Meeting: July 28, 2014