

**AVHC Board Meeting Minutes
April 28, 2014**

Board Members		Board Members/Staff		Guests	
Ric Bonner, Chairperson	X	Yadira Mendoza	Exc.	Geraldine Rose	
Lynne Sawyer, Vice Chairperson	Exc.	Maxence Weyrich	X	Maryann Wilcox	
Sandy Parker	X	Mayte Guerrero	X	Gwyn Smith	
Gaile Wakeman, Secretary	X	Diane Agee, ED	Exc.	Jan Pallazola	
Eric Labowitz	X	Dave Turner, CFO	X	Maureen Hochberg	
Walter Hopkins	X	Mark Apfel MD, Medical Director	X	Deanna Apfel Eugenia Herr	
J.R. Collins, Treasurer	X	Phan Tath, DDS	X	Cynthia Arbanovella, FNP	
Fabiola Cornejo	X			Sheila Leighton	

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		Addition to agenda May meeting to be re-scheduled so it does not fall under holiday.	Agenda adopted with the recommended additions Motion: Sandy Parker Second: Gaile Wakeman Vote: All ayes
Review & Approval of Minutes of March 24, 2014		Minutes reviewed and spelling correction noted	Minutes of the March 24, 2014 meeting approved. Motion: Eric Labowitz Second: Wally Hopkins Vote: All ayes

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<p>Concerns of the Directors and Public</p>		<p>Eugenia Herr would like to have BOD meeting dates and times posted in lobby or website. Also, publish bylaws and meeting minutes. Change on website from every 3rd Monday to every 4th Monday of the month. Cindy Arbanovella read a statement with her concerns about insufficient trainings and no administrative time.</p> <p>Phan Tath would not like to see endodontic procedures be eliminated from our scope of practice.</p>	<p>Fabi will contact Torrey to display the minutes and supporting documents on the website, along with the correction to the meeting date</p>

Executive Directors Report		<p>Diane Agee presented a written report and noted that in Dr. Apfel's absence 2 locums were hired to help with patient visits. New RN Stephanie Long started on 4/14/14. Offered a second interview to another RN for possible hire. Working interview for possible MD hire in process will part in RCMS and AVHC. Mark will drop to part-time if necessary to give Dr. McGhan a full-time position. Shannon is back with the school program. Dr. Gorchoff attended PI meeting and will help with FTCA deeming. Blue Shield grant application will be submitted by May 5th.</p>	
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Medical Directors Report		<p>Mark has now returned to work full time. 1 locum still contracted until April 30th.</p> <p>Dispensary software has now been purchased and downloaded. Training will be scheduled. Target to cut back about 80% on amount of scheduled drugs dispensed.</p> <p>Vanessa is no longer working as an MA and took the PFS/Billing position. Another MA is needed. HitCare contracted to do a work flow assessment and training.</p>	
Finance Committee		<p>March financial reports</p> <p>Dental fee schedule</p> <p>Telecom and internet contract</p>	<p>Approved March financial reports.</p> <p>Approved proposed dental fee schedule with provision that they be discussed with Dr. Tath first.</p> <p>Approved telecom and internet contract with Aire Spring</p>
Performance Improvement		Moved to Closed Session	
Fund Raising Committee		<p>Gaile Wakeman reported on various activities related to the Pinot Fest and the Beerfest and encouraged all present to assist.</p>	<p>Sign up list for Beerfest and Pinot Fest circulated. Most of items donated have been received.</p> <p>Gaile Wakeman will send out a final sign-up list for the Pinot Fest, which is on May 17, 2014</p>
Board Development Committee			<p>Sandy Parker will contact Yadira for further contact suggestions</p>
Building and Grounds Committee		<p>Walter Hopkins reported that he had mowed the lawns and cut some branches.</p>	

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Public Relations			No report
OLD BUSINESS			
Discussion of revised AVHC Board bylaws and committees		Final draft of amended Bylaws reviewed and discussed.	Motion to adopt amended bylaws Motion: Sandy Parker Second: Gaile Wakeman. All ayes.
Community Needs Assessment		Sandy Parker presented a final of the AVHC community Needs Assessment	Possible distribution using Survey Monkey AmeriCorps go out to the community and help community members take survey. Sheila Leighton informed the Board of literacy issues with a Housing Assoc survey conducted among farmworkers, so need helpers to write out responses.
NEW BUSINESS			
Board Calendar		Next BOD meeting rescheduled for May 19, 2014.	May meeting moved due to conflict with Memorial Day.
Strategic Planning		Mr. Bonner suggested that the Board choose a date in June for a facilitated retreat. Two possible dates are June 30th or July 1st.	Ric Bonner will check with Bobbie Wunsch about her availability for those selected dates and report back at the next Board meeting
CLOSED SESSION			
Performance Improvement		Sandy Parker presented the report from the Performance Improvement committee	Report made and discussed
Letter from Eric Arbanovella		Ric Bonner	Reviewed and discussed letter and directed Ric Bonner to meet with Eric.

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Adjournment	8.4 5		Motion to Adjourn the meeting Motion: Sandy Parker, Second: Eric Labowitz Vote: All Ayes
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Note taker: Fabiola Cornejo

Next Meeting: May 19, 2014