

AVHC Board Meeting
Minutes

February 22, 2018

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	x	Clay Eubank	x	Chloë Guazzone, ED	x
Kathy Cox, Vice-Chair	x	Heidi Knott Gundling	x	Mark Apfel MD, Medical Director	x
Maureen Hochberg, Secretary	x	Ivan Jimenez	x	Fabiola Cornejo, Operations Director	x
J.R. Collins, Treasurer	excused	Eric Labowitz	x by phone		
Drew Colfax	x	Robert Jason Pinoli	x		
Deborah Covey	x	Luci Plancarte	x		
		Ximena Flores	x		

Time	DISCUSSION/REPORTS	ACTION
5:05 pm	The chairperson called the meeting to order.	Meeting called to order, quorum established.
	The February 22, 2018 meeting agenda was approved.	January Board meeting agenda approved. Motion: Labowitz Second: Jimenez All ayes
	The Pun Group (independent Auditors) representative, Heidy Chow, made a PowerPoint presentation by phone, describing the process and findings of the FY 2016/2017 Single Audit report from PUN group. The overview of the audit compared 2016 financials to 2017. The audit found no issues with the fiscal year end statements from June 2016 and June 2017. , no deficiencies in internal controls over financial reporting and that the AVHC complied with federal statutes, regulations and the terms and conditions of the federal awards for the Health Center program. The auditors will send a final report by mail, which will be presented to the Board in March.	
	The minutes of the January, 2017 AVHC Board meeting were approved.	January 2017 Board meeting minutes approved Motion: Knott Second: Colfax All ayes except Abstaining: Cox & Pinoli
Executive Team / Staff Report Summary	<p>See written report.</p> <p>Dr. Bernie Brass, our locums MD, is leaving next Wednesday. We are looking for candidates, but as it seems we are more successful finding candidates through word of mouth and personal contacts, we will not be renewing contracts with head hunter agencies.</p> <p>Eye-Pac training was discussed and Cindy is scheduled for a training in Willits.</p> <p>We are still reviewing different software for medicine dispensing and have not found one that meets all of our needs. The PI committee will keep working on this issue.</p> <p>QI coordinator candidate dealing with medical issues so her starting date is delayed for about a month.</p> <p>The UDS report was submitted on time on February 15 and will be presented to the Board at the April meeting.</p> <p>Paula Radell, our Compliance coordinator, is working on Policy and Procedure issues.</p> <p>Chloe reported looking into offering shared office space to a chiropractor and/or acupuncturist.</p>	

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	<p>AVHC received its "Patient Centered Medical Home" designation from NCQA at Level 2 of 3. Lots of hard work has paid off.</p> <p>HRSA grant funding approved for two years!</p> <p>A meeting with the Medi-Cal office about our Scope Change audit is scheduled for March 3.</p> <p>There have been no letters of intent to sue filed with the AVHC.</p>	
Finance Committee.	<p>The finance committee is scheduled to meet tomorrow, February 23, to review the January Financial reports</p> <p>A follow up discussion was held regarding the \$25 nominal fee for service under our Sliding Fee Schedule. It was noted that it is the same as other Mendocino FQHCs and was not raised in the last several years. A discussion was held regarding whether or not any Board or Staff member felt that the \$25 amount presented a barrier to service for anyone. There was no opinion that it did and it was noted that we see patients regardless of their ability to pay. We will do a patient survey of this issue to get more input.</p>	
Performance Improvement Committee.	<p>The PI committee recruited a new member, Ann Christian, who has extensive background in clinical management. We are still searching for another member.</p> <p>Quality data trends have to be reviewed by the Board monthly. Board reviewed current metrics.</p>	
Outreach Committee	<p>Jackson-Keyes cancelled a vineyard site visit for medical screenings scheduled earlier this month. We will schedule other local vineyard contractors in the next couple of months.</p>	
Marketing Committee	<p>Marketing and Outreach are merging. The new meeting dates are the 2nd Wednesday of the month. The Boonville Beer Festival is coming up on Saturday, April 28th. Sign-ups for Board and staff volunteers will begin in March.</p>	
Fundraising Committee	<p>Board members are encouraged to volunteer for Beer festival, as it is always results in a big donation to the clinic.</p>	
Board Development and Governance	<p>A call for new committee members was made by Knott.</p> <p>We are looking to schedule a Board retreat day in May to review where we are relative to our 2016-2021 Strategic Plan. More to follow about the date and location.</p> <p>Board members turned in their Board self-evaluation forms to Heidi. She will present a compilation and it will be discussed during the March meeting.</p> <p>The Board training program will kick off at the March Board meeting starting with a review of the HRSA Health Center Program Requirements and Board training for the Operational Site Visit. Each future Board meeting will have a 15 minute Board training topic.</p> <p>The Board handbook is being updated, adding additional information.</p>	

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Executive Committee	<p>The Executive committee discussed:</p> <ul style="list-style-type: none"> • The mock HRSA site visit that was conducted by the Write Choice Network. A Board member Training session was set for March 14 at 3 p.m. at the AVHC and all were encouraged to attend. • Federal HRSA funding approval for 2 years and we will discontinue our contingency planning for now. • Achieving PCMH Level 2 and congratulations to staff! 	
New Business	<p>A presentation and discussion of the results of the Mock HRSA Site Visit was conducted that reviewed the findings of the contractor, Write Choice Network, and the subsequent work plan that has been developed to identify and track needed work.</p>	
Public Comment	<p>No members of the public were present.</p>	
Closed Session	<p>No closed session</p>	
Adjournment	<p>The meeting was adjourned at 6:50 p.m.</p>	<p>Motion to adjourn approved. Motion: Labowitz Second: Knott All ayes</p>

Minutes: Hochberg

**Next Board Meeting: 5pm, March 22, 2018, at the AV Health Center.
NOTE THAT THIS MEETING HAS BEEN MOVED FROM MARCH 29TH**