

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

Topic	Time	DISCUSSION/REPORTS	ACTION
Call to order, establish quorum and introductions	6.00 pm		The meeting was called to order by Chairman, Ric Bonner at 6:00 pm. Quorum was established, no introductions.
Review and Approval of Agenda		Agenda reviewed and approved	Motion: Kathy Cox Second: Eric Labowitz Vote: All ayes
Review & Approval of Jan. 28, 2014 Minutes		Minutes reviewed and approved Correction: the correct spelling of our HRSA liaison is Nahleen Heard.	Motion: Walter Hopkins Second: Ivan Jimenez Vote: All ayes
Executive Director Search Committee		The ED Search Committee has narrowed the applicant field from 12 to 4 and scheduled interviews with each of them over two days. One candidate declined the interview offer. A draft interview schedule was suggested. 5 Board members volunteered to conduct the interviews: Ric Bonner, JR Collins, Kathy Cox, Clay Eubank and Eric Labowitz. Others will join them in Friday evening for dinner which will be catered and served at the AVHC. See attached Search Committee report.	

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Staff Reports		<p>Medical Director: Mark Apfel reported that the outlook for the dispensary re-opening looks positive. However, JR, Ivan and Mayte need to have their Live Scan fingerprints taken before anything can be finalized.</p> <p>In addition to the peer review of charts that are addressed in the staff report, Danny Mandelbaum has agreed to do the peer review for Jessica McIninch.</p> <p>Mark mentioned that the AVHC has fulfilled the quality measures for subsidies.</p> <p>A discussion was held about the potential for a health center “fiscal cliff” in September of 2015 where HRSA FQHC 330 grant funding may be cut by as much as 75% by congress as more patients are now on insurance programs. However, a significant number of AVHC patients are not eligible for insurance coverage due to their immigration status We will follow this issue through ARCH and may solicit help in contacting legislators.</p> <p>RN Michelle is now on maternity leave and the HC is looking for a replacement RN. The Clinical Manager RN position will be posted and advertised in the next week.</p> <p>Fabi talked about the progress being made in collecting service fees at the time of visit by an improved effort at the front desk, helped partly by an increased awareness by staff of the financial situation at the AVHC.</p> <p>The AVHC has contracted for HR services</p>	See attached Management Staff report presented by CEO, CMO, and COO

		<p>with Vigilant for a one year term in order to update the employee handbook, review and update personnel policies and provide counsel.</p> <p>The AVHC probably qualifies for "Essential Community Provider" status which means we would get a wraparound from private providers (which are federal money) as a result of the ACA (Affordable Care Act). More research is to be done on this.</p>	
Financial Report		<p>Approval of January financials.</p> <p>5 Financial Indicators required by HRSA were reviewed.</p>	<p>Motion to accept January financials Motion: Eric Labowitz, Second: JR Collins Vote: All Ayes</p>
TOPIC	TIME	DISCUSSION/REPORTS	ACTION
Board Development and Governance:		<p>Clay Eubank reminded the board that there is board training session taking place on March 4th, 9am - 4pm at the Senior Center in downtown Boonville. All board members are requested to attend. Excused are the two student board members as they have to attend school.</p>	<p>Motion to approve final audit summary performed by Pun & McGeady for the fiscal year 2013-2014</p> <p>Motion: J.R Collins Second: Walter Hopkins Vote: All ayes</p>
Building and Grounds:		<p>Wally Hopkins reported on a number of repairs he had made in the past month. Wally is also working on trying to acquire an emergency generator for the clinic.</p>	<p>Report was given orally by Wally Hopkins.</p>
Performance Improvement		<p>Kathy Cox reported that the PI committee had met on February 19th and is making good progress. Discussion topics included dispensary protocols, peer chart review program and progress and staff training. Next meeting is March 19.</p>	<p>The PI Committee representatives include Kathy Cox, George Lee, and Deborah Covey along with the staff directors.</p>

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New Business		<p>1) It was requested that all staff reports to the board and the minutes from the last meeting be attached to the Agenda when it is sent out to board members several days in advance of the monthly meeting.</p> <p>2) HRSA has approved our Prior Approval for hiring Dr. Susan Smith as our interim Executive Director.</p> <p>3) Development of a Strategic Plan: There has been no work on the strategic plan by the board of the AVHC since July 25, 2014. The board will be discussing restarting this process and timing at the training session on March 4th. Part of this process needs to include assessing the Health Center services and defining what should contribute to such an assessment as well as gathering community input.</p>	
Old Business		<p>A draft Accounts Receivable, Collections and Bad Debt Write-Offs Policy and Procedure document was adopted unanimously to ensure consistent treatment of patient accounts receivable and to maximize the collection of patient revenue.</p>	<p>Motion: J.R Collins Second: Walter Hopkins Vote: All ayes</p>
Public Comments:		<p>Gene Herr again requested a monthly financial summary be posted on the website. Such a summary would also be useful information for the staff.</p> <p>Ric Bonner, Clay Eubank, and Heidi Gundling agreed to work together to design and implement a financial document for the website by the March meeting. It was</p>	

		pointed out that the budget development for next year will be initiated now. Our HRSA grant covers two more years but the funding may be cut by Congress. There is no capital reserve for improvements and repairs are minimal and paid as needed. Gene also suggested a fund-raising plan be developed.	
Closed Session		A closed session discussion was held.	
Adjournment	8:00		Motion to Adjourn the meeting Motion: Clay Eubanks, Second: JR Collins Vote: All Ayes

Note taker: Fabiola Cornejo and Heidi Knott Gundling

Next Meeting: March. 26, 2015