

**AVHC Board Meeting Minutes  
January 25, 2018**

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

Time	DISCUSSION/REPORTS	ACTION
5:00 pm	The chairperson called the meeting to order.	Meeting called to order, quorum established.
	The January 25, 2018 meeting agenda was approved. This is the annual meeting of the AVHC Board.	January Board meeting agenda approved. Motion: Labowitz Second:, Colfax All ayes
	The minutes of the December, 2017 AVHC Board meeting were approved as presented.	December Minutes approved Motion: Jimenez Second:, Labowitz All ayes
	Election of Board members Collins, Eubank, Knott and Jimenez to new three year terms ending at the end of 2020.	Motion: Labowitz Second: Colfax All ayes
	Election of Board officers for 2018. Chairman-Ric Bonner, Vice-chair- Drew Colfax, Secretary-Maureen Hochberg, Treasurer- JR Collins	Election by written ballot All affirmative

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<b>STAFF REPORTS</b>	<b>DISCUSSION/REPORTS</b>	<b>ACTION</b>
<p>Executive Team / Staff Report Summary</p>	<p>See written Staff report to the Board</p> <p>.</p> <p>The Write Choice will be here next Monday for mock HRSA site survey. Board members are encouraged to attend. There will be a Board training session on March 14<sup>th</sup> at 3 p.m. about HRSA site visits, what to expect, how to be prepared.</p> <p>The 2018 Budget Period Renewal grant application was submitted on January 20<sup>th</sup>.</p> <p>The 2018 Uniform Data System report is due on February 15<sup>th</sup>.</p> <p>Steve Wood informed us that any remodeling or expansion of our facility requires addressing the septic system as we are at capacity. Carl Ritteman needs to evaluate our needs and the possibilities for expanding the septic system.</p> <p>There is a new shingles vaccine containing an inactivated virus now available.</p> <p>There have been no letters of intent to sue filed with the AVHC.</p>	

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<b>BOARD COMMITTEE REPORTS</b>	<b>DISCUSSION/REPORTS</b>	<b>ACTION</b>
<b>Finance Committee.</b>	<p>The December 2017 financial reports were reviewed and approved.</p> <p>The 2018 Sliding Fee Schedule was discussed and approved. There was discussion regarding the nominal fee amount, which is unchanged from last year, regarding comparisons to other ARCH health centers and patient feedback. More information will be provided at the February Board meeting</p>	<p>The December 2017 financial report was approved. Motion: Labowitz Second: Knott      all ayes.</p> <p>The 2018 Sliding Fee Schedule was approved. Motion: Labowitz Second: Knott      All Ayes</p>
<b>Performance Improvement Committee.</b>	<p>There were no new Policies to approve this month. Policies for pre-natal care will come to the Board next month.</p> <p>Meeting times of PI meetings were changed to the Tuesday before monthly Board meeting at 2 p.m.</p>	
<b>Outreach Committee</b>	<p>Denise and Jennifer are now certified Health Coaches per the UCSF program and are available for individual coaching. Discussion was held around how best to serve the needs of those who have chronic conditions.</p> <p>There's plans to set up a waiting room TV for health education.</p>	
<b>Marketing Committee</b>	<p>Marketing and Outreach committees are merging. The new meeting dates are the 2nd Wednesday of the month at 1 p.m.</p> <p>The next vineyard outreach will be with Jaxson Keys.</p>	
<b>Fundraising Committee</b>	<p>Next meeting the beginning of February</p>	

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<b>Board Development and Governance</b>	<p>A call for new members to serve on the committee.</p> <p>Relias training program was discussed. Many of the lessons are inappropriate for Board members as they address clinical issues. Fabi will send out Board evaluation forms to be completed by every Board member by the end of February and returned to Heidi. They will be compiled and discussed at the March Board meeting.</p> <p>Also copies of the strategic plan document will be sent out for Board member review.</p>	
<b>Executive Committee</b>	<p>Committee discussed:</p> <ul style="list-style-type: none"> <li>• Board priorities for coming year.</li> <li>• Contingency financial plan if we should lose funding</li> <li>• Approved submittal of 2018 BPR Budget renewal.</li> </ul>	
<b>New Business</b>	<p>The final revision of the 2018 Board Priorities document was distributed and discussed.</p>	<p>2018 AVHC Board Priorities issued.</p>
<b>Public Comment</b>	<p>No members of the public were present.</p>	
<b>Adjournment</b>	<p>The meeting was adjourned at 6:40 p.m.</p>	<p>Motion to adjourn approved. Motion: Labowitz Second: Collins      All ayes</p>

**Minutes: Hochberg**

**Next Meeting: 5pm, February 22, 2018, at the AV Health Center**