

AVHC Board Minutes
June 28.2018

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

Call to Order & Quorum / Agenda / Minutes Approval	Action
The chairperson called the meeting to order at 5 p.m.	Meeting called to order, quorum established.
The April 2018 meeting agenda was revised to remove the discussion and approval of the HRSA Forms 5a, 5b and 5c as they are not ready and the Board approval calendar for Policies and Procedures as it is still being worked. The revised agenda was approved.	Revised May 2018 Board meeting agenda approved. Motion: Labowitz Second: Pinoli All ayes
The May 2018 Board minutes were reviewed and approved.	Motion: Collins Second: Jimenez Abstained: Pinoli All ayes

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Staff and Committee Reports	Reports/Discussion	Action
Executive Team / Staff Report Summary	<p>See written report for details.</p> <p>Linda Murphy is our new RN.</p> <p>Jasmine is our new and full time MA.</p> <p>Jasmine’s husband has been considered as a possible maintenance/handy person for the clinic. He is a licensed contractor, and he would like to take on any small projects that the clinic may have.</p> <p>Melanie Fuller is our new acupuncturist.</p> <p>We received a surprise audit at the clinic from Veronica regarding vaccines for children.</p> <p>Annabel Amador is our new locum dentist that will be working twice a week.</p> <p>The clinic signed a contract with Stratus, which is an online translation platform. It already has been put to use and so far we have received great feedback.</p> <p>Site visit preparations are still continuing.</p> <p>Still working on HRSA requirements and proper credentialing. There will be lunch served for the board on August 1st at noon, followed by an emergency board</p>	Executive Team / Staff Report Summary

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	<p>meeting at 5:00 p.m. In addition, the following board meeting will be held July 26th.</p> <p>Chloe will be submitting a grant that will allow the clinic to expand the 4th exam room and will also help the expansion of mental health reduction.</p> <p>A federal title X domestic gag rule for the clinic was discussed. Health centers will need to pay for their employee's health insurance with non-330 money if the health insurance plan covers abortion. So far our health center does not plan to pass a policy (see written report for more details).</p> <p>Tele psychiatry is also running smoothly.</p> <p>Stephanie, our psychologist, has been thinking of starting another group that focuses more on individuals that are in a "contemplated phase" with alcohol abuse.</p> <p>The Eyepac's screenings are up and running and Marcelle has been seeing patients for their screening and so far we have receive really good feedback.</p> <p>Mark is also looking into QTA (Disability on Veterans) to see how we can bring help to those individuals.</p> <p>Mark also interviewed two doctors. Marc Nielson was one of the doctors, he has a lot of experience and is looking to work at a clinic where it's a bit of a slower pace job for him. Marc is an osteopathic medicine doctor, and if he potentially gets hired he will work 34hrs a week.</p>	
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	<p>Mark also interviewed a second doctor, his name is Omar. One of Omar's main focus is internal medicine/clinician. He is fluent in four languages. If he potentially gets hired he will be working two times a week.</p> <p>Mark is also completing chart reviews for Luiza and Cindy, and has reviewed Luiza's chart which looked good.</p> <p>Sliding Fee Scale was reviewed and modified, new SFS had been changed to a flat rate instead of a percentage rate for dental. There was no change for medical.</p>	
<p>Finance committee</p>	<p>Upon recommendations of the Finance committee:</p> <p>There was a small improvement in the financial report.</p> <p>Went up +\$38,000 on Medical reimbursement.</p> <p>The net patient revenue was \$157,000.</p> <p>See form for more details.</p>	<p>The May 2018 financial report was approved. Motion: Labowitz Second: Cox All ayes</p> <p>The Finance Committee reviewed and approved the Fiscal Year 2018-2019 budget. Motion: Labowitz Second: Eubank All ayes</p> <p>The Finance Committee review</p>

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		<p>and approve the revised financial Policies and Procedures manual. Motion: Cox Second: Labowitz All ayes</p>
<p>Performance Improvement Committee.</p>	<p>Report on activities from the May PI committee meeting.</p> <p>HRSA required (see form).</p> <p>Review and Approve the following Clinical policies and procedures upon the recommendation of the PI Committee: Approval of Credentialing files for Mathew McKenna, MD Annabelle Amador, DDS Temporary Melanie Fuller, Accu Linda Murphy, RN</p>	<p>Approval of Policies and Procedures Motion: Cox Second: Labowitz All ayes</p> <p>Approval of Credentialing files Motion: Hochberg Second: Jimenez All ayes</p>
<p>Outreach and Marketing</p>	<p>There are new ideas for the English pamphlet that include new services that the clinic will offer.</p> <p>The Spanish forms were put on hold, Ivan will meet with Kaylie Rule (attorney) for questions before creating the Spanish pamphlet. Kaylie and Ivan will meet next week.</p>	

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<p>Board Development and Governance</p>	<p>Discussed job descriptions for board members.</p> <p>Also discussed making some flow charts.</p>	<p>Board Strategic Update- complete and finalize 2018 - 2021 plan elements.</p>
<p>Executive Committee</p>		<p>No meeting held in June.</p>
<p>New Business</p>	<p>We will discuss the results of the Patient Satisfaction survey next time.</p> <p>Discuss the new changes to the Sliding Fee Schedule. Chloe presented the sliding fee scale survey results and summary (see attached). Patient board members commented that the change from percentages to fixed amounts will greatly help MSFW population given that dental costs are very high for MSFW who are mostly uninsured for dental care. Overall comments were that having fixed amounts provides better transparency about the cost of services.</p> <p>Discuss the HRSA Supplemental grant application due July 16th for Opioid abuse and pain reduction.</p> <p>Presentation and Discussion of HANC and ARCH comparative UDS data.</p>	<p>Approval of updated sliding fee scale Motion: Cox Second: Labowitz All ayes</p>
<p>Board Training</p>	<p>The board discussed the roles and responsibilities of the officers, as well as any improvements that could be made. The board was split into two groups that discussed different topics. One of the groups talked about how to include more people into conversations and how to let them have more of a leadership role. It is important to make sure that everyone has a voice and it's heard. The other group</p>	<p>Discussion of information from HRSA Governing Board Handbook</p>

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	discussed the relationships that we have towards the providers and the health center staff. Everyone agreed that the health center is a very comfortable place to be and most of the staff knows the board members.	(pages 46 through 64).
Public Comment	No members of the community were present.	
Adjournment	Meeting was adjourned at 7:00 p.m.	Motion: Eubanks Second: Labowitz All ayes

Minutes: Garcia

The next meeting of the AVHC Board will be on Thursday, July 26th, 2018 at 5 p.m. in the Conference room