

AVHC Board Minutes  
March 22, 2018

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	X	Ivan Jimenez	Excused	Chloe Guazzone, Executive Director	X
J. Drew Colfax, Vice Chair	X	Heidi Knott	X	Dr. Mark Apfel, CMO	X
J. R. Collins, Treasurer	X	Eric Labowitz	X	Fabi Cornejo, COO	X
Deborah Covey	Absent	Robert Jason Pinoli	X		
Kathy Cox	Excused	Lucy Plancarte	X		
Clay Eubank	X	Ximena Flores	X		
Maureen Hochberg, Secretary	X				

Call to Order & Quorum / Agenda / Minutes Approval	Action
The Chair called the meeting to order at 5 p.m.	Meeting called to order, quorum established.
The meeting agenda was approved as drafted.	Agenda approved. Motion- Colfax, Second-Labowitz, all ayes
The minutes of the February 22, 2018 Board meeting were approved as drafted.	Feb. 22, 2018 minutes approved Motion-Pinoli, Second- Colfax, all ayes

Staff and Committee Reports	Reports/Discussion	Action
Executive Director, Medical Director and Operations Director Board Reports	See written report.  New QI coordinator, Marcelle, volunteering for some preliminary work creating QI dashboards for review at Board meetings, which will be previewed at the April meeting. She is on disability for 2 more months.  Mitzi is back, working 20 hrs/wk.	

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	<p>Fire inspection by local fire chief suggested a few areas need clean-up and de-cluttering. He will do follow-up inspection next Friday.</p> <p>Stephanie Long, RN, submitted her resignation, effective April 13 for personal reasons.</p> <p>Mark has gotten some leads on possible MDs who might be interested in a provider position at our clinic.</p> <p>Staff satisfaction survey results will be shared with the Board during the April meeting.</p> <p>A special Board meeting will be held at 5 p.m. on August 1 during the HRSA site visit.</p> <p>Our waste water system consultant, Carl Rittiman reports that we will need a 2nd leach field before any new construction or remodeling can be done. Finding a site is the biggest problem and Chloe talking with school officials regarding a property they own which is not being used, located across from clinic.</p> <p>Chloe reports she is looking into possible acupuncture services,</p> <p>Results of the change in scope audit resulted in a higher PPS rate, retroactive to 2013. The exact amount to be announced, but it is expected to be around \$170 per visit versus the current \$139/visit.</p> <p>The appropriate paperwork has been file to terminate the old 403-B</p>	
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	<p>plan with Polycorp.</p> <p>UVMC in Ukiah will be taking resident MDs on rotation. They will spend some time at our clinic as part of their training.</p> <p>The service area maps were reviewed as to our stated service area and patient data from the latest UDS report. There were questions about the grouping of areas and the need to revise our service area. A motion was approved to keep the currently listed service area.</p> <p>No letters of intent to sue or complaints filed this month.</p>	<p>The current Service Area Maps were approved. Motion-Colfax, Second-Labowitz All ayes</p>
<p>Finance Committee</p>	<p>JR Collins, Treasurer, gave a recap of the January 2018 financial reports. the reports were not sent out to all Board members in advance of the meeting, so the approval of the January Financial reports will occur at the April Board meeting.</p> <p>The potential financial impact of the change in scope audit will increase our PPS rate by over \$30/ visit and we will receive retroactive compensation of around \$200,000 over the next couple of years,</p> <p>The Fiscal year 2017/2018 Single Audit report was discussed and it was noted that the auditors unqualified opinion is that there were no financial or compliance issues. The Board will vote to approve the Audit report in the April meeting</p>	
<p>Performance Improvement Committee</p>	<p>Upon the recommendation of the PI Committee, the following program, plan and policies were discussed and approved:</p> <ul style="list-style-type: none"> <li>• The Performance Improvement Program</li> </ul>	<p>PI Program approved Motion-Labowitz</p>

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	<ul style="list-style-type: none"> <li>• The 2018 Performance Improvement Plan</li>   <li>• The 340(b) Eligible Patients Policy</li>   <li>• The Hours of Operation Policy</li>   <li>• The Dental Opioid Policy</li>   <li>• The Miscarriage Management policy</li> </ul> <p>The temporary credentialing of Dr. McKenna, who will be providing</p>	<p>Second-Collins, All ayes</p> <p>2018 PI Plan approved Motion-Eubank Second-Labowitz, All ayes</p> <p>340(b) Eligible Patients Policy was approved Motion-Eubank, Second-Knott, All ayes</p> <p>The Hours of Operation policy was approved Motion-Labowitz, Second-Knott, All ayes</p> <p>The Dental Opioid policy was approved Motion-Labowitz, Second-Hochberg, All ayes</p> <p>The Miscarriage Management poicy was approved Motion-Eubank, Second-Labowitz, All ayes</p> <p>Temporary credentialing</p>
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	our tele-psychiatry service under contract to the AVHC, was discussed and approved	of Dr. McKenna approved Motion-Labowitz, Second-Eubank, All eyes
Outreach and Marketing Committee	Working to schedule the next health screening in the vineyard	
Fundraising Committee	<p>The first meeting of the reorganized fundraising committee will be held in April.</p> <p>All Board members were encouraged to sign up to work at the Beer Fest, selling merchandise for the AV Brewing company. This event raised \$10,000 for the AVHC in 2017.</p>	
Board Development and Governance Committee	<p>A redline copy of the revised AVHC Bylaws was reviewed in detail. It was noted which revisions were made to align them with HRSA guidelines and which ones were made to reduce restrictions on board members and officers that were in excess of the guidelines, The revised bylaws will be on the April agenda for Board approval.</p> <p>The Board Strategic Plan Update retreat will be from 9 a.m. to 4 p.m. on Saturday, May 12, at River's Bend Retreat Center. An Agenda will be available at the April Board meeting.</p> <p>The 2018 Board Self Evaluation was not very helpful. The nature of the yes-no answer format didn't facilitate really identifying degrees of agreement with issues, which was exacerbated by the lack of space for comments. We have found a better tool which we will use in the future.</p>	

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	<p>The new and revised Board Handbook was distributed and the Board members were encouraged to read through it before the April meeting.</p>	
<p>Executive Committee</p>	<p>Upon the recommendation of the Executive Committee, the following policies were discussed and approved:</p> <ul style="list-style-type: none"> <li>• The Key Employee Succession Plan</li>   <li>• The Code of Conduct Policy</li>   <li>• The Development and Maintenance of Policies and Procedures Policy</li> </ul> <p>Upon the recommendation of the Executive Committee, discuss and approve a motion to establish and Agency Endowment fund with the Community Foundation of Mendocino County in the amount of \$20,000, most of which was donated in honor of Dr. George Lee</p>	<p>The Key Employee Succession Plan was approved. Motion-Labowitz, Second-Collins, All ayes</p> <p>The Code of Conduct Policy was approved. Motion-Eubank, Second-Hochberg, All ayes</p> <p>The Development and Maintenance of Policies and Procedures Policy Was approved. Motion-Pinoli, Second-Labowitz, All ayes</p> <p>Establishment of an Agency Endowment fund with CFMC was approved. Motion-Labowitz, Second-Knott, All ayes</p>

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New Business	None	
Board Training	<p>The Board training session focused on reviewing and discussing two documents:</p> <ul style="list-style-type: none"> <li>• The HRSA Health Center Program Elements</li> <li>• The Operational Site Visit – Board Authority and Board Composition produced by the Write Choice Network</li> </ul> <p>Each of the FQHC program elements was discussed and it was noted that all of these elements apply to all FQHC's regardless of size or complexity.</p> <p>The Operational Site Visit discussion also reviewed the tentative schedule for our visit from July 31 through August 2. All Board members were encouraged to participate as much as possible, especially in the Opening and Closing conferences and the Board luncheon with the Site Visit team.</p>	
Public Comment	<p>A letter from Bill Sterling that was sent to the Board was reviewed and discussed. Bill is asking that we somehow facilitate access to physical therapy locally. He cited the difficulties that he encounters in traveling to and from Ukiah for his appointments and that any good done in the session seems to have left during the ride home in his car. Heidi Knott again spoke to the need that has been expressed to her many times for the same type of services. Chloe spoke of the difficulties that would have to be overcome to provide physical therapy, starting with an adequate location. The Board agreed that we need to work more on this issue.</p>	
Adjournment	The meeting was adjourned at 7:30 p.m.	Adjournment approved Motion- Labowitz, Second-Colfax, All ayes

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**The next AVHC Board meeting will be on Thursday, April 26, 2017, at 5 p.m. in the AVHC Conference room.**

Minutes: Hochberg

4-12-18