

AVHC Board Minutes
May 31.2018

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	x	Clay Eubank	x	Chloë Guazzone, ED	Excused
Drew Colfax Vice-Chair	x	Heidi Knott	x	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	Excused	Stephany Garcia	x
Kathy Cox	x	Robert Jason Pinoli	Excused		
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 approval of the HRSA Form 5b and the Board approval calendar for Policies and Procedures as they are not ready. The revised agenda was approved.	Revised April 2018 Board meeting agenda approved. Motion: Jimenez Second: Colfax All ayes
The April 2018 Board minutes were reviewed and approved.	Motion: Cox Second: Jimenez All ayes, Abstain-Colfax

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Staff and Committee Reports	Reports/Discussion	Action
<p>Executive Team / Staff Report Summary</p>	<p>See written report for details.</p> <p>Fabi discussed about allowing WIC (Women, Infants and Children) to have their meetings at the clinic, once every three months.</p> <p>Fabi's trip to Texas was focused on migrant agriculture worker health care (a lot of outreach, struggle with providers, 1 million receiving services and agriculture workers was a big topic).</p> <p>Sarah (MA) wishes to decrease her hours.</p> <p>A Certified Medical Assistant will be interviewed on Monday.</p> <p>The first locum Dentist has declined our offer.</p> <p>Dr. That interviewed another dentist (part time) and they are still working on an offer.</p> <p>Sliding Fee patient survey was worked on, and they have finished translating it in Spanish (it surveys patients on our fees).</p> <p>Telepsychiatry has started and so far patients seem to really like it. There is around eight patients enrolled in telepsychiatry.</p> <p>Dan finished the course of Substance Abuse with the 11th and 12th graders at the high school. He will soon be departing as well.</p> <p>An Acupuncturist is more than interested in working at the clinic (1 day a</p>	<p>Executive Team / Staff Report Summary</p>

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	<p>week) and seems like he will accept our offer, however we are still waiting for his contract.</p> <p>Stephanie’s Substance Abuse Group has expanded, and they are now having their meetings at the Conference room.</p> <p>The AVHC again received a Barstow grant of \$20,000 for core support.</p> <p>The Common Measures of quality will be discussed next Board meeting (HANC Group, Arch Group).</p> <p>The Eyepacs contract was signed and is operational. The first case was sent to Berkeley for reading.</p> <p>We are continuing to find a suitable dispensary management software. we have been told that we can use eCW for inventory and label printing.</p> <p>Mark has renewed his license for radiology.</p> <p>There is a program in Ukiah that we can refer patients for victims of sexual abuse (gender neutral).</p>	
<p>Finance Committee.</p>	<p>April 2018 Financial report was reviewed and approved. Patient number is increasing and the patient revenue is about \$40k above budget due to the PPS rate increase. We have a \$383,000 YTD profit, a 12.56% margin.</p>	<p>The April 2018 financial report was approved. Motion: Knott Second: Colfax All ayes</p>

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<p>Performance Improvement Committee.</p>	<p>Report on activities from the April PI committee meeting.</p> <p>Review and Approve the following 340(b) drug program related policies and procedures upon the recommendation of the PI Committee:</p> <ul style="list-style-type: none"> ○ 340B Savings and Fiscal Responsibility ○ 340B Annual Recertification, Eligibility and Database Changes ○ 340B Contract Pharmacy ○ 340B Eligible Patients and Prevention of Duplicate Accounts ○ Material Breach (added material-medication to ambulance) ○ Dispensary Charges (no charge to Medical patients) ○ Quarterly Records Review (quarterly review) ○ Pharmaceutical Procurement and Inventory ○ Enrollment in Prime Vendor Program ○ In-Service and Continuing Education ○ Internal Audit Procedures ○ Responsible and Qualified Staff ○ Scope of Service ○ Duplicate Discounts <p>Review and Approve the following Clinical policies and procedures upon the recommendation of the PI committee:</p> <ul style="list-style-type: none"> ○ Abnormal PAP Smears-Notification Procedure ○ Basic Life Support/CPR Certification ○ Care of Patients ○ Screening Guidelines for the Adult Population (updated guidelines) ○ Chaperone for Sensitive Services ○ Child Abuse and Dependent Abuse Reporting 	<p>The 340 (b) Drug Program Related Policies were reviewed and approved. Motion: Eubank Second: Hochberg All ayes</p> <p>The Clinical policies and procedures were reviewed and approved. Motion: Cox Second: Collins All ayes</p>
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	<ul style="list-style-type: none"> ○ Code Blue Response ○ Complementary and Alternative Treatments (Acupuncture/Chiropractor) ○ Completion of Control Sheets ○ Completion of State Disability Insurance Forms ○ DCA 2000+ Hemoglobin a1c Testing Procedure ○ Domestic Violence Screening ○ Medical Marijuana ○ No-Show Patients ○ Pain Management ○ Patient Assessment Patient and Family Education ○ Guidelines for Patients with Special Needs ○ Referrals for Counseling ○ Use of the Microscope ○ Use of Per Diem Medical Providers ○ Victims of Sexual Abuse 	
<p>Outreach and Marketing</p>	<p>Fabi and Ivan got together to work on a clinic brochure/ fliers that will display everything that the clinic does, upcoming events and much more.</p> <p>Two attorneys have volunteered to provide immigration counseling at AVHC events</p> <p>They will be working on making one in English and the other one in Spanish. They will also be meeting with Heidi.</p>	
<p>Fundraising Committee</p>	<p>Endowment Fund in memory of George Lee was established with the Community Foundation of Mendocino County.</p> <p>Pinot-Fest- went great both silent and live auctions were successful. Estimated profits were about \$22,000.</p>	

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Board Development and Governance	Discussed a lot about board member recruiting and from which subpopulations we want to increase membership.	
Executive Committee	<p>Discussion of Executive Director performance appraisal process. Please submit input to Bonner to compile.</p> <p>The Board was asked if there were any potential conflicts of interest that have arisen in the last month. There were none.</p>	
New Business	<p>Adding both Acupuncture and Chiropractor requires a change of scope with HRSA, but does not trigger a scope change audit from Medi-Cal.</p> <p>Needs Assessment draft was discussed and approved with the revision of noting that the Anderson Valley starts in Yorkville. (Add on page six)</p> <p>Price Waterman, our financial consultants are merging with WIPFLI LLP over the next three years. We will retain all of the financial people who are currently working on our account</p>	<p>Discussed and approved adding acupuncture and chiropractic services to HRSA scope of services. Motion: Eubank Second: Colfax All ayes</p> <p>Discussed and Approved the draft Needs Assessment document. Motion: Colfax Second: Cox All ayes</p> <p>Discussed and Approved the Executive Director signing a contract with WIPFLI LLP. Motion: Colfax Second: Knott All ayes</p>

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Closed Session	Discussion regarding potential legal involvement.	Was discussed among the Board members.
Board Training	<p>The Board participated in a training session that talked about:</p> <ul style="list-style-type: none"> • Strategic and short term planning processes • The job description and duties of a board member <ul style="list-style-type: none"> ○ Duty of Care ○ Duty of Loyalty ○ Duty of Obedience • Board Organization • Board composition <p>Kathy Cox presented the Board with a small list of things that were discussed in small groups. Each group had a question that was discussed among each other, and after discussing it they had to share what their thoughts were.</p>	
Public Comment	No members of the community were present.	
Adjournment	The meeting was adjourned at 7:02 p.m.	Motion-Jimenez Second- Knott All ayes

Minutes: Garcia

The next meeting of the AVHC Board will be on Thursday, June 28, 2018 at 5 p.m. in the Conference room