

**AVHC Board Meeting Minutes
July 28, 2014**

| Board Members | | Board Members | | Staff | |
|--------------------------------|----------|-------------------------|----------------|-------------------------------------|------------------|
| Ric Bonner, Chairperson | X | Yadira Mendoza | excused | Shannon Spiller CEO | X |
| Lynne Sawyer, Vice Chairperson | X | Maxence Weyrich | X | Dave Turner, CFO | X |
| Sandy Parker | X | Mayte Guerrero | excused | David Gorchoff MD, Medical Director | Via Phone |
| Gaile Wakeman, Secretary | X | J.R. Collins, Treasurer | excused | Lucresha Renteria | X |
| Eric Labowitz | X | Walter Hopkins | X | Fabiola Cornejo COO | X |
| | | | | Guests | X |

| Topic | Time | DISCUSSION/REPORTS | ACTION |
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| Call to order and introductions | 5.30 pm | | The meeting was called to order by Chairman, Ric Bonner at 5.30 pm. |
| Establish Quorum | | | Quorum established |
| Review and Approval of Agenda | | Agenda reviewed and approved | Motion: Walter Hopkins Second: Eric Labowitz Vote: All ayes |
| Review & Approval of Minutes of May 19, 2014 Minutes | | Minutes reviewed and approved | Minutes of the May 19, 2014 meeting approved. Motion: Eric Labowitz Second: Sandy Parker Vote: All ayes |
| Medical Directors Report | | Formal presentation of David Gorchoff, MD as Medical director. Medical provider schedule is in process. FTCA and PCMH will be reported each month. See attached report. | Report given |

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| Executive Directors report | | Dr. McGhan had a site visit on July 15 th . Michelle Ambrois RN started on June 30 th her primary role will be outreach to schools and coordinator for the AmeriCorps program. | Report given See attached report |
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| COO Report | | Staffing: Vanessa Perez has accepted the billing position and is being transferred to a back office. Clarissa Anguiano is our new hire for the front desk reception. In efforts to decrease bad debt allowance, we are researching an incentive strategy for collections. Shannon and Fabiola visited RCMS to review HR file and projects that they had been completing for AVHC. | Report given. See attached report |
| Concerns of the Directors and Public | | Meeting opened for comments and questions from community members. | See attached list of guests and summary of issues and comments. |
| Community Needs Assessment | | Assessment form is still available on the website and at the clinic. Successful response on assessments mailed. 291 responses in total were collected of those mailed, in-house, and web based. | Compile results. Need to find a cutoff date to finalize the distribution of the assessment. |
| Financial Reports | | Approval of June Financial statements Draft budget was revised with board and Judy Waterman from Price Waterman's accounting office. | Motion to accept the June 2014 financial statements Motion Ric Bonner, Second, Eric Labowitz Vote: All Ayes |
| Building and Grounds Committee | | Walter Hopkins reported that the reconstructing of the nurse's offices is completed to accommodate new nursing staff. | |

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| Board Calendar | | The Board calendar was reviewed and updated. | Any changes/additions to be sent to Fabi Cornejo |
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| Topic | TIME | DISCUSSION/REPORTS | ACTION |
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| Strategic Planning | | Ric Bonner reported on second meeting that was held on July 25 th . | |
| Performance Improvement | | No report PI will meet after QI has their Aug. meeting | |
| Confidentiality and Board Conflict of interest | | Confidentiality and Board Conflict of interest are all now due to be reviewed and signed | Forms will be emailed for signature and completion |
| Adoption of Dispensary Policy | | Review and approval for Dispensary policy | Motion to adopt Dispensary policy Motion Eric Labowitz, Second, Gaile Wakeman Vote: All Ayes |
| Performance Improvement committee report | | No Report | |
| Executive Directors report | | Report given by Diane Agee and Shannon Spiller regarding personnel issues | Report received and discussed |
| Adjournment | 8.00 | | Motion to Adjourn the meeting Motion: Eric Labowitz, Second: Sandy Parker Vote: All Ayes |

Note taker: Fabiola Cornejo

Next Meeting: Aug 22, 2014