

AVHC Board Minutes  
January 4, 2024

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	<b>x</b>	Clay Eubank	<b>Excused</b>	Chloë Guazzone, ED	<b>x</b>
Kathy Cox, Vice-Chairperson	<b>x</b>	Lucy Plancarte	<b>x</b>	Cynthia Novella FNP, Medical Director	<b>x</b>
Eric Labowitz, Treasurer	<b>x</b>	Yuridia Cruz-Arrelo	<b>X</b>	Fabiola Cornejo, Operations Director	<b>Excused</b>
Heidi Knott, Secretary	<b>X</b>	Mike Zaugg	<b>Excused</b>	Donna Sherwood	<b>x</b>
Autumn Ehnou	<b>x</b>				
Tricia Anguiano Rubin	<b>x</b>				

Call to Order & Quorum / Agenda / Minutes Approval	Action
The Chairperson called the meeting to order at 5:01 pm. Meeting was held in person at the clinic and via GoTo meeting.	Meeting called to order; quorum established. The draft January 4, 2024 meeting agenda was approved. Motion: Labowitz, Second: Cox, All ayes.
Conflict of Interest	The Board and Staff were polled and were not aware of any potential or actual conflicts of interest at this time.
The draft December 21, 2023 Board minutes were reviewed and approved as presented.	The draft December 21, 2023 minutes were approved. Motion: Cox, Second: Labowitz. All others ayes.
<b>Board Compliance Training</b>	First 2024 quarterly training meeting by the Write Choice Network ( <b>WCN</b> ) February, 2024
<b>Annual Meeting of the Anderson Valley Health Center, Inc.</b>	Conduct the Annual Meeting of the AVHC, Inc. as per the bylaws. <ul style="list-style-type: none"> <li>• Elect the following Board members to new three-year terms:</li> </ul>

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	<ul style="list-style-type: none"> <li>○ Clay Eubank</li> <li>○ Heidi Knott</li> </ul> <p>Motion to accept board election results approved. Motion: Labowitz, Second, Cox. All ayes</p> <ul style="list-style-type: none"> <li>● Elect the following as officers of the AVHC, Inc. for one- year terms:             <ul style="list-style-type: none"> <li>○ Bonner-Chairperson</li> <li>○ Cox-Vice Chair,</li> <li>○ Knott-Secretary</li> <li>○ Labowitz-Treasurer</li> </ul> </li> </ul> <p>Motion to accept board officers for 2024 approved. Motion: Plancarte, Second, Ehnou, All ayes.</p>
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Staff and Committee Reports	Reports/Discussion	Action
<p><b>Executive Team / Staff Report Summary</b></p>	<p><b>Medical Director-Cindy Novella</b>  <b>Operations Director- Fabiola Cornejo</b>  <b>Executive Director-Chloe Guazzone</b></p> <ul style="list-style-type: none"> <li>● No report - last board meeting was two weeks ago (12/21/23) and many staff were out on vacation</li> </ul> <p>Per Chloe, patient visit numbers are very good.            Questions and discussion regarding vaccines:            Cindy feels that flu and Covid illnesses are higher than last year. Front desk getting many calls from patients ask about cancelling present appointment since positive for Covid.            AVHC does offer Flu and Covid vaccines on Tuesday and Thursday by appointment; AVHC does not have the RSV vaccines.</p>	<p>Executive Team / Staff Report Summary</p>

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<p><b>Finance Committee.</b></p>	<ul style="list-style-type: none"> <li>• Upon the recommendation of the Finance Committee, review and approve the financial reports November 2023, please review board attachments for details.</li> <li>• November 2023 – loss from operations of \$40,425 for the month of November 2023, Year to date results a profit \$54,199</li> <li>• Unduplicated patient count continues to increase.</li> </ul>	<p>The November, 2023 financial reports were approved. Motion: Labowitz, Second: Cox, All ayes</p>
<p><b>Performance Improvement Committee.</b></p>	<ul style="list-style-type: none"> <li>• <b>Review, Discuss and Approve</b> the Empanelment Policy and Procedure</li> </ul>	<p>Approved the Empanelment P&amp;P Motion: Cox Second: Labowitz, All ayes</p>
<p><b>Outreach and Marketing</b></p>	<ul style="list-style-type: none"> <li>• Kathy Cox report – Next meeting will be February 15, 2024</li> </ul>	
<p><b>Board Development and Governance</b></p>	<ul style="list-style-type: none"> <li>• Small group discussion on board recruitment, board staff relationship and enlivening board meetings</li> </ul> <p>Using the following questions:</p> <ol style="list-style-type: none"> <li>1. What ideas do you have for activities to promote staff-Board communication and relationships? <i>potlucks</i> <i>calendar of staff member coming to each board meeting</i></li> <li>2. What ideas do you have to make the Board meetings more dynamic, interactive and less formulaic? What kind of Board education do we need and what would be the best way to</li> </ol>	<p>Continue this section at the February Board meeting.</p> <p>Poll board members regarding board meeting times that work.</p>

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	<p>accomplish this? <i>Read reports in advance of the meeting</i> <i>Shorten staff reports time</i> <i>Voluntarily to the other committee meetings</i></p> <p>3. Are there segments of the population that are not represented on the Board; if so do have any ideas of whom we might recruit? <i>Looking for young member with children</i></p> <p>As a board meeting there are obligations and certain tasks that need to be accomplished at board meetings. Board committees are very productive.</p>	
<p><b>Executive Committee</b></p>	<ul style="list-style-type: none"> <li>• No activity</li> </ul>	
<p><b>New Business</b></p>	<ul style="list-style-type: none"> <li>• Strategic Plan for the time period 2023-2027 to be approved. Copy of Strategic Plan included in Board package</li> </ul>	<p>Approved the Strategic Plan 2023-2027. Motion: Labowitz, Second: Plancarte, All ayes</p>
<p><b>Public Comments</b></p>	<ul style="list-style-type: none"> <li>• None present</li> </ul>	
<p><b>Items of Interest /Concern to Board Members</b></p>	<ul style="list-style-type: none"> <li>• Eric Labowitz asked the longevity for of Cary Smeltzer, DO at the clinic? Presently there are different options being discussed with the administration.</li> </ul>	
<p><b>Adjournment</b></p>	<ul style="list-style-type: none"> <li>• A motion to adjourn was approved at 5:38 p.m.</li> </ul>	<p>Meeting Adjourned Motion: Labowitz , Second: Cruz-Arrelo, All ayes</p>

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Date Minutes Accepted: \_\_\_\_\_

Committee Chairman: \_\_\_\_\_

Minutes: Sherwood      The next AVHC Board meeting will be on Thursday, February 1, 2024 at 5:00 p.m. via in person or open meeting.