|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| Board Members |  | Board Members |  | Staff |  |
|  |  |  |  |  |  |
| Ric Bonner, Chairperson | **x** | Clay Eubank | **x** | Chloë Guazzone, ED | **x** |
| Kathy Cox, Vice-Chairperson | **Excused** | Lucy Plancarte | **Excused** | Cynthia Novella FNP, Medical Director | **x** |
| Eric Labowitz, Treasurer | **x** | Yuridia Cruz-Arrelo | **Excused** | Fabiola Cornejo, Operations Director | **x** |
| Heidi Knott, Secretary | **x** | Mike Zaugg | **x** | Donna Sherwood | **x** |
| Autumn Ehnow | **Excused** | Ron Gester | **x** | Marcelle Scramaglia | **x** |
| Tricia Anguiano Rubin | **Excused** |  |  |  |  |

|  |  |
| --- | --- |
| Call to Order & Quorum / Agenda / Minutes Approval | Action |
| The Chairperson called the meeting to order at  5:10 pm. Meeting was held in person at the clinic and via GoTo meeting. | Meeting called to order; quorum established.  The draft June 6, 2024 meeting agenda was amended, Heidi Knott present for the Outreach and Marketing Committee; then approved  Motion: Labowitz Second: Knott 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 May 2, 2024 Board minutes were reviewed and approved as presented. | The draft May 2, 2024 minutes were approved. Motion: Labowitz, Second: Knott. All others ayes. |
| **Board Compliance Training** | Third 2024 quarterly August, training by the Write Choice Network (WCN) |

|  |  |  |
| --- | --- | --- |
| Staff and Committee Reports | Reports/Discussion | Action |
| **Performance Improvement Committee** | * Review and discussion of latest Uniform Data System (UDS) clinical measures and Clinical Dashboards (Jan, Feb, March) 1st Quarter   Marcelle Scramaglia, Quality Improvement Manager explain the first quarters clinical measures, each measure that the clinic tracks starts with a baseline and is given a goal. The patient satisfaction surveys have been completed and the results will be available in the next few weeks.   * **Review and approve** the 2024/2025 PI/QI plan * 5 Incidents:  1. 2 flu shots given to a patient – review all vaccine records before administering. 2. Dosage error in a BP med refill – new version of eCW makes this easier for RNs to make errors. No adverse effect to patient. Cindy to investigate work flow for RN refill approvals. 3. Sharps injury in dental – we referred patient to Job Care after providing first aid. Cindy and Marcelle to revise employee exposure P&P. Need to follow up on dental needle safety guidelines. 4. Patient complaint shared, no further action by committee. 5. Code blue discussed – protocol was followed.   Followed up with testing of our intercom system.   * **Review, Discuss and Approve** the following updated Behavioral   Health P&P   |  |  | | --- | --- | | PC-BH-001 | Overview of Services | | PC-BH-002 | Consent to Use or Disclose Behavioral Health Information | | PC-BH-003 | Electronic Records of Behavioral Health Sessions | | PC-BH-004 | Cancellations and No-Shows | | PC-BH-005 | AVHC Employee Referral Process for Behavioral Health Services | | PC-BH-006 | Urgent and On-Call Services | | PC-BH-007 | Use of the PHQ-2 & PHQ-9 | | PC-BH-010 | Disruptive and Behavior Health Emergencies | | Approve the 2024/2025 PI/QI plan. Motion: Knott, Second: Labowitz, All ayes  Approve the BH policies and procedures with changes. Motion: Labowitz, Second: Gester, All ayes |
| **Executive Team / Staff Report Summary** | **Medical Director-Cindy Novella**  The residency program is sponsored through Adventist Health. This is the fifth year that AVHC has had residents. Cindy would like to see the residents at the clinic for a month instead of the present two weeks.  For complete detail, please refer to the Staff report.  **Operations Director- Fabiola Cornejo:**  For complete detail, please refer to the Staff report.  **Executive Director-Chloe Guazzone**   * Minimum wage increase to $21 was postponed to July 1. * AVHC will be filing for a change of scope for the dental hygienist position.   The clinic had to be billing for 12 months before filing for the change of scope  For complete detail, please refer to the Staff report. | Executive Team / Staff Report Summary  **Add to the August board meeting further discussion on feasibility of a Physical Therapist at the clinic.** |
| **Finance Committee.** | * Upon the recommendation of the Finance Committee, review and approve the financial reports April, 2024 please review board attachments for details. * April 2024 –gain from operations of $79,351 for the month of April 2024, Year to date results a loss of $$113,946. * Fundraising- discussion and target, goal to fundraise $75,000.00 | The April 2024 financial reports were approved. Motion: Labowitz, Second: Eubank, All ayes  **Fundraising deferred for further discussion** |
| **Outreach and Marketing** | * Heidi Knott presented the information from the committee, last meeting held Tuesday, next meeting June 12. Five groups from the area discussed what their individual group does and how to all work together to put resources that are available for seniors to use. Looking for community input, questionnaire will be available and sent out. |  |
| **New Business** | * Review and discuss the annual Board Risk Management report , after reviewed and discussed there were no identified changes to be made other than what has been implemented from CAPs previously reported in PI, Board Chairperson, Bonner and Board Secretary, Knott, signed the report. * Discuss the draft Fiscal Year 2024-2025 Revenue and Expense budget. Upon a recommendation from Finance Committee, **approve the draft Revenue and Expense budget.** * Submit Federal Tort Claims Act (FTCA) renewal * Approve the submission of Behavioral Health Services Expansion Grant. If received grant funds the first year would be   $500,000.00 and second year $400,000.00 | Approve the 24-25 budget draft. Motion: Bonner, Second: Labowitz, All ayes.  Approve the submission of FTCA renewal. Motion: Labowitz, Second: Knott, All ayes  Approve the submission of the BH services expansion Grant. Motion: Knott, Second: Labowitz, All ayes |
| **Board Development and Governance** | * No activity |  |
| **Executive Committee** | * No activity |  |
| **Public Comments** | * None present |  |
| **Items of Interest /Concern to Board Members** | Eric Labowitz discussed board members gathering for lunch to discuss ideas; strengthen staff and board relations. Eric will send invite out to board members |  |
| **Adjournment** | * A motion to adjourn was approved at 7:06 p.m. | Meeting Adjourned  Motion: Labowitz,  Second: Zaugg, All ayes |

Date Minutes Accepted:

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

Minutes: Sherwood The next AVHC Board meeting will be on Thursday, July 11, 2024 at 5:00 p.m. via in person or open meeting.