

AVHC Board Minutes
November 7, 2024

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	x	Clay Eubank	Excused	Chloë Guazzone, ED	x
Kathy Cox, Vice-Chairperson	x	Lucy Plancarte	x	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 Ehnou	Excused	Ron Gester	x	Michelle Ambrois, R.N.	x
				WCN-Holly Kida	x
				WCN-Randy Ganousis	x

Call to Order & Quorum / Agenda / Minutes Approval	Action
The Chairperson called the meeting to order at 5:06 pm. Meeting was held in person at the clinic and via GoTo meeting.	Meeting called to order; quorum established. The draft November 7, 2024, meeting agenda was approved. Motion: Cox, Second: Knott, All other 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 October 3, 2024, Board minutes were reviewed and approved as presented.	The draft October 3, 2024, minutes were approved: Motion: Cox, Second: Labowitz. Bonner abstained, All other ayes.
Staff introduction	Staff members introduce themselves/ explain their role at the clinic. Michelle Ambrois, R.N. - Nurse Manager Michelle introduced herself and explained her duties. She has worked at AVHC for ten and half years. Presently she manages five medical assistants and one nurse. She has many daily duties-to name a few, medicine refills, in person and phone

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	<p>triage, lab draws, vaccines, school education and screenings. Michelle said that no day is the same.</p>
Board Compliance Training	<p>Fourth, 2024 quarterly training by the Write Choice Network (WCN). Randi and Holly gave an informative presentation on the service area used by AVHC, along with forms 5A-services provided, 5B-service sites and 5C-other activities and locations, all required by HRSA. (documents presented are in the board packet)</p> <p>After the presentation, along with discuss the board. The Service Area for Anderson Valley Health Center was approved. Motion: Labowitz Second: Plancarte, All ayes.</p>

Staff and Committee Reports	Reports/Discussion	Action
Executive Team / Staff Report Summary	<p>Medical Director-Cindy Novella</p> <p>Fabi had done a debrief last year after the Harvest Fest and added special gifts to the pediatric patients this year. The total of vaccines for pediatrics went from fourteen last year to forty-five this year.</p> <p>For complete detail, please refer to the Staff report.</p> <p>Operations Director- Fabiola Cornejo:</p> <p>AVHC is still advertising hiring a dentist. AVHC will have two Community Health Worker positions.</p> <p>For complete detail, please refer to the Staff report.</p>	<p>Executive Team / Staff Report Summary</p>

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	<p>Executive Director-Chloe Guazzone</p> <p>Master fee schedule increase: average Medicare charges for our area</p> <p>Larann, BH is also consulting on special projects for the clinic.</p> <p>For complete detail, please refer to the Staff report.</p>	
<p>Finance Committee.</p>	<ul style="list-style-type: none"> • Upon the recommendation of the Finance Committee, review and approve the financial reports September 2024 please review board attachments for details. • September 2024 – profit from operations of \$47,090 for the month of September 2024, Year to date results a loss of \$48,893. <p>Fundraising- those interested will pick a date to meet.</p>	<p>The September 2024 financial reports were approved. Motion: Cox, Second: Gester, All ayes</p>
<p>Performance Improvement Committee</p>	<ul style="list-style-type: none"> • Review and approve the following updated Policy and Procedure (P&P) PATIENT CONFIDENTIALITY and HIPAA - HEALTH INFORMATION PRIVACY AND SECURITY • Incidents: 2 employee sharps injury; One sharps injury was during a blood draw and the other was with a dental bur – both were triaged and sent to Concentra, and our procedures all went smoothly. · Dental sharps injury: The patient also stated concerns about potential exposure. He was counseled and offered HIV prophylaxis by Cindy, and the dentist released her results to the patient involved to clear any concerns he had about blood borne pathogens. • 1 Partnership Health Plan (PHP) grievance (addendum to last month’s patient complaint) PHP sent us official grievance with questions about the patient we dismissed last month 	<p>Approve the Pt Confidentiality and HIPAA-Health information Privacy and Security P&P, with corrections. Motion: Cox, Second: Labowitz, All ayes</p>

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	and allegations of discrimination against persons with disabilities. We responded and have not heard anything else since.	
Outreach and Marketing	<ul style="list-style-type: none"> Outreach committee meeting- First goal of enrollment completed. Second goal: Senior Health Fair planning for February 2025. Questionnaire, some to be completed in person. Working on brochures. 	
New Business	<ul style="list-style-type: none"> Review the revised Employee handbook: was reviewed and approved by the board. Master Fee Schedule, updated schedule will be increased to what the average Medicare charges for our area and will begin December 1, 2024 	The updated Master Fee Schedule was approved, beginning 12/1/2024. Motion: Labowitz, Second: Plancarte, All ayes
Board Development and Governance	<ul style="list-style-type: none"> No activity 	
Executive Committee	<ul style="list-style-type: none"> No activity 	
Public Comments	<ul style="list-style-type: none"> None present 	
Closed session	<ul style="list-style-type: none"> Chloe 	Upon recommendation of

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	<ul style="list-style-type: none"> Physical Therapy 	<p>the Executive Committee, approval for Chloe Guazzone, ED the appraisal for 2024 was approved along with salary action. Retroactive to July 1, 2024, Motion: Gester Second: Zaugg All ayes</p>
Items of Interest /Concern to Board Members	<ul style="list-style-type: none"> Mike Zaugg discussed information on the new programs for the aging population and the different payment policies. Master Plan for Aging (MPA) 	
Adjournment	<ul style="list-style-type: none"> A motion to adjourn was approved at 6:55 p.m. 	<p>Meeting Adjourned Motion: Labowitz Second: Knott, All other ayes</p>

Date Minutes Accepted: _____

Committee Chairman: _____

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