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| Board Members |  | Board Members |  | Staff |  |
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| Ric Bonner, Chairperson | **Excused** | 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 Ehnow | **x** | Ron Gester | **x** | Marcelle Scramaglia | **x** |
| Tricia Anguiano Rubin | **x** |  |  |  |  |

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| Call to Order & Quorum / Agenda / Minutes Approval | Action |
| The Vice Chairperson called the meeting to order at  5:05 pm. Meeting was held in person at the clinic and via GoTo meeting. | Meeting called to order; quorum established.  The draft September 5, 2024 meeting agenda was approved.  Motion: Knott, Second: Zaugg, All others 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 August 1, 2024 Board minutes were reviewed and approved as presented. | The draft August 1, 2024 minutes were amended under **New Business** added **“**Lucretia at MCC in Ft. Bragg is exploring how to get reimbursement for providing physical therapy for their clients.  Chloe will be in contact with her to see whether the AVHC might collaborate with MCC or find another way for AVHC to also provide PT in our valley.”  then approved: Motion: Knott, Second: Gester. (Cox and Ehnow abstained) All others ayes. |
| **Board Compliance Training** | Fourth 2024 quarterly November, training by the Write Choice Network (WCN) |
| **Staff Introduction** | Marcelle Scramaglia, QI manager here at AVHC since 2018. During the following Performance Improvement Committee, Marcelle explains more of her role at the clinic. |

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| Staff and Committee Reports | Reports/Discussion | Action |
| **Performance Improvement Committee** | * Review and discussion of latest Uniform Data System (UDS) clinical measures and Clinical Dashboards (April, May, June 2nd Quarter)   Marcelle Scramaglia, Quality Improvement Manager  Marcelle explained the second quarter clinical measures, each measure that the clinic is followed and data collected. She explained the non-clinical measures verses the clinical measures. She shared the quality incentives for 2023 which show a good picture of how our clinic is doing compared to the sister clinics in the County. Marcelle does record the data but feels the reason that AVHC does so well with the data collection is: **1**. Patients have access to the clinic **2**. Our providers are given enough time to take care of the patients’ needs.  There was much discussion from the board on why and how more patients could be seen.   * Incidents: None * **Review and Approve** the following updated Policies and Procedures (P&P) for Dental,   BH- Care Teen Sensitive Services and Patient Identification,  After-hours and Remote Work( remote work is a new P&P)  A list of all of the P&P are attached to these minutes | Approve the Dental, BH, After- hours and Remote work policies and procedures. Motion: Zaugg, Second: Labowitz, All ayes |
| **Executive Team / Staff Report Summary** | **Medical Director-Cindy Novella**  Plan for the covid-19 vaccine will be similar to last year’s drop in clinic, beginning October 1, with certain days and time. Presently have ordered 30 doses but do not know when they will arrive.  For complete detail, please refer to the Staff report.  **Operations Director- Fabiola Cornejo:**  Once the Master Fee schedule has been update it will go to the board for approval.  Phone system has been revamped so that when a patient calls and needs to leave a message, the message is quickly retrieved.  For complete detail, please refer to the Staff report.  **Executive Director-Chloe Guazzone**  No closed session this board meeting, discussion at the October 3 board meeting.  For complete detail, please refer to the Staff report. | Executive Team / Staff Report Summary |
| **Finance Committee.** | * The Finance Committee will review and approve the financial reports for July and August 2024 will be discussed at the October 3, 2024 board meeting   Fundraising- discussion and target, meeting, October 3, 2024 | . |
| **Outreach and Marketing** | * Outreach committee meeting was held 8/11. Steph ran a final draft of the brochure with a translation into Spanish. Senior Health Care Fair, looking at January, offer Covid shots, podiatrist, BP monitors. Would like to connect with Spanish speakers, outreach to the wineries and the farm workers, so they know the clinic is here for them. * Next outreach meeting Wed, 9/11 |  |
| **Board Development and Governance** | * Thank you to Eric for the wonderful Board luncheon on Wednesday August 28, along with the Olive Oil taste testing. |  |
| **Executive Committee** | * No activity |  |
| **Public Comments** | * None present |  |
| **Items of Interest /Concern to Board Members** | * Yuridia let the group know she will be going to Oaxaca, Mexico for three weeks to visit her sick Mother. She is DACA, was happy that she could obtain an emergency VISA. |  |
| **Adjournment** | * A motion to adjourn was approved at 6:06 p.m. | Meeting Adjourned  Motion: Cruz-Arrelo,  Second: Gester, All others ayes |

Date Minutes Accepted:

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

Minutes: Sherwood The next AVHC Board meeting will be on Thursday, October 3, 2024 at 5:00 p.m. via in person or open meeting.

**Attached P&P approved**

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| PC-DE-001 | Dental Assistant Description |
| PC-DE-002 | Dental Blood borne Pathogens in a Clinical Setting Training |
| PC-DE-003 | Cleaning and Preparation of Operatories |
| PC-DE-004 | Dental Clinic Tasks and Responsibilities |
| PC-DE-004A | Dental Supplies & Materials Ordering & Inventory Control |
| PC-DE-004B | Laboratory Clean-up |
| PC-DE-005 | Patient Education |
| PC-DE-006 | Consent to use and Disclose Information |
| PC-DE-006A | Attachment to 006 |
| PC-DE-007 | Policy Dental Designated Crisis Managers |
| PC-DE-008 | Policy Dental Emergencies |
| PC-DE-009 | Policy Dental Hearing and Language Impaired Protocol |
| PC-DE-010 | Infection Control and PPE |
| PC-DE-011 | Policy Dental Infection Control-Use of Sterile Instruments |
| PC-DE-012 | Dental infection Control-Waterline Contamination |
| PC-DE-013 | Dental No-Show Patients |
| PC-DE-013A | No-Show Policy |
| PC-DE-014 | Dental No-Show Patients-No Show Letter |
| PC-DE-014A | Dental No-Show Patients-Discharge Letter |
| PC-DE-016 | Dental Opportunities for Counseling |
| PC-DE-017 | Guidelines regarding Antibiotics Prophylaxis for dental procedures |
| PC-DE-018 | Dental Radiology |
| PC-DE-019 | Dental Reception Protocols |
| PC-DE-020 | Dental Opening and Closing Procedures |
| PC-DE-021 | Electronic Dental Record |
| PC-DE-022 | Medical Emergencies in the Dental Clinic |
| PC-DE-023 | Dental Encounter From Completion |
| PC-DE-034 | Dental Referral Policy |
| PC-DE-036 | Dental Hygienist Description |
| PC-DE-037 | Dentist Description |
| PC-DE-038 | Hand hygiene, gloves, nails, & jewelry |
| PC-DE-039 | Informed consent |
| PC-DE-040 | Handling of Suspected Child Abuse Cases AND/OR Neglect |
| PC-DE-041 | Assessment of Vital Signs |
| PC-DE-042 | Dental Record Keeping |
| PC-DE-043 | Dental Medical Waste |
| PC-DE-044 | Sterilization and Disinfection of Patient-Care items/ Maintenance and sanitation |
| PC-DE-045 | OCCUPATIONAL EXPOSURE OF DECLARED PREGNANT PERSONNEL |
| PC-DE-046 | PROCEDURES FOR THE SAFE PERFORMANCE OF DENTAL RADIOGRAPHIC EXAMINATIONS |
| PC-MED-001 | After-hours Care |
| PC-BH-009/MED-008/DE-003 | Patient identification for care and treatment |
| PC-BH-008/MED-075 | Teen Sensitive services |
| AD-009 | Remote Work Policy |