

AVHC Board Minutes  
August 7, 2025

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|-----------------------------|----------------|---------------------|----------------|---------------------------------------|----------|
| Board Members               |                | Board Members       |                | Staff                                 |          |
| Ric Bonner, Chairperson     | <b>Excused</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>x</b> |
| Heidi Knott, Secretary      | <b>Excused</b> | Mike Zaugg          | <b>x</b>       | Donna Sherwood                        | <b>x</b> |
| Autumn Ehnou                | <b>LOA</b>     | Ron Gester          | <b>x</b>       | Holly Kida, WCN                       | <b>x</b> |
| Aliya Anguiano Rubio        | <b>x</b>       | Susan Smith         | <b>x</b>       | Randi Ganousis, WCN                   | <b>x</b> |

| Call to Order & Quorum / Agenda / Minutes Approval  | Action   |
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| The Vice-Chairperson called the meeting to order at 5:03 pm. Meeting was held in person at the clinic and via GoTo meeting. | Meeting called to order; quorum established.<br>The draft August 7, 2025, meeting agenda was approved.<br>Motion: Smith, Second: Gester. 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 July 3, 2025, Board minutes were reviewed and approved as presented.  | The draft July 3, 2025, minutes were approved. Motion: Labowitz, Second: Smith. All other ayes.  |
| <b>Board Compliance Training</b>  | Third 2025 quarterly training by the Write Choice Network (WCN) with Holly Kida.<br>Chapter 15- Financial Management and Accounting Systems<br>Chapter 16- Billing and Collections<br>Chapter 17- Budget<br>Holly discussed each chapter and why they are important to the |

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|  | board. For more detail, please see the above chapters included in the board packet. |
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| Staff and<br>Committee Reports                       | Reports/Discussion  | Action                                   |
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| <b>Executive Team /<br/>Staff Report<br/>Summary</b> | <p><b>Medical Director-Cindy Novella</b></p> <ul style="list-style-type: none"> <li>• Interviewed a Registered Nurse today, who is a new graduate from University of San Francisco.</li> <li>• Michael Louis, the clinic pharmacist, works Tues, Thurs, Friday and is off Mon and Wednesday.</li> </ul> <p>For complete detail, please refer to the Staff report.</p> <p><b>Operations Director- Fabiola Cornejo:</b></p> <ul style="list-style-type: none"> <li>• Please get your 2 x 2 completed for the CEO evaluation and returned to Ric Bonner, ASAP.</li> </ul> <p>For complete detail, please refer to the Staff report.</p> <p><b>Executive Director-Chloe Guazzone:</b></p> <ul style="list-style-type: none"> <li>• FTCA application was submitted, findings are being corrected and will be resubmitted this month.</li> <li>• Cal Fresh grant completed and renewed \$15K.</li> <li>• Navigator Grant completed, maybe the last year for this grant.</li> <li>• On Monday, Jason will be sending out instructions for the board to use SharePoint. The Dispensary Policies and Procedures (P&amp;P) will be shared with the board through SharePoint. These policies will be approved electronically.</li> </ul> | Executive Team / Staff<br>Report Summary |

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|  | <p>Today's minutes will then be amended once the board has reviewed and approved the Dispensary P&amp;P.<br/>The PI committee reviews and approves the P&amp;P procedures, the board reviews and approves the P&amp;P policy.</p> <ul style="list-style-type: none"> <li>Included in your board packet is the summary - impacts of the federal HR1, referred to in this report. Chloe discussed the impacts in depth. "MSFW board reps expressed significant impact and fear in the community regarding the new laws. BOD discussed how to support patients to retain their MediCal status, particularly those in the expansion population". There was much discussion regarding this summary.</li> </ul> <p>For complete detail, please refer to the Staff report.</p> |  |
| <b>Finance Committee.</b>                | <ul style="list-style-type: none"> <li>Upon the recommendation of the Finance Committee, review and approve the financial report for June 2025 please review board attachments for details.</li> <li>June 2025 – profit from operations of \$80,278. for the month of June 2025, Year to date results a gain of \$307,124.</li> </ul>   | <p>The June 2025 financial reports were approved.<br/>Motion: Labowitz,<br/>Second: Gester, All ayes</p> |
| <b>Performance Improvement Committee</b> | <ul style="list-style-type: none"> <li>Incidents:<br/><b>Inappropriate patient:</b> A patient asked an employee inappropriate questions about parents and legal status and made her very uncomfortable. Workplace violence prevention committee to meet for first time later this month and employee trainings planned.<br/><b>Employee injury:</b> The employee injury was with a clean instrument. Minor first aid was provided.</li> <li>The PI Committee reviewed and approved the Dispensary Policies and Procedures in SharePoint. They will now be sent to all board members this coming Monday to review and approve.</li> </ul>  |  |

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| <b>Outreach and Marketing</b>                      | <ul style="list-style-type: none"> <li>No activity</li> </ul>  |   |
| <b>Board Development and Governance</b>            | <ul style="list-style-type: none"> <li>No activity</li> </ul>  |   |
| <b>Executive Committee</b>                         | <ul style="list-style-type: none"> <li>No activity</li> </ul>  |   |
| <b>New Business</b>                                | <ul style="list-style-type: none"> <li><b>Review and approve the Addendums</b> made to the Employee handbook.</li> </ul> | <b>Review and approve the Addendums</b> made to the Employee handbook. Motion: Gester<br>Second: Cruz-Arrelo,<br>All ayes |
| <b>Public Comments</b>                             | <ul style="list-style-type: none"> <li>None present</li> </ul>   |   |
| <b>Closed Session</b>                              | <ul style="list-style-type: none"> <li>Chloe Guazzone - Human Resource issue</li> </ul>                                  |   |
| <b>Items of Interest /Concern to Board Members</b> |  |   |
| <b>Adjournment</b>                                 | <ul style="list-style-type: none"> <li>A motion to adjourn was approved at 6:49 p.m.</li> </ul>                          | Meeting Adjourned<br>Motion: Gester,<br>Second: Smith, All ayes   |

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

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

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Minutes: Sherwood  
or open meeting.

The next AVHC Board meeting will be on Thursday, September 4, 2025, at 5:00 p.m. via in person