

AVHC Board Minutes
January 9, 2025

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	x	Clay Eubank	Excused	Chloë Guazzone, ED	x
Kathy Cox, Vice-Chairperson	Excused	Lucy Plancarte	Excused	Cynthia Novella FNP, Medical Director	Excused
Eric Labowitz, Treasurer	x	Yuridia Cruz-Arrelo	x	Fabiola Cornejo, Operations Director	x
Heidi Knott, Secretary	x	Mike Zaugg	x	Donna Sherwood	x
Autumn Ehnow	LOA	Ron Gester	x	Michael Louis	x
		Susan Smith	x		

Call to Order & Quorum / Agenda / Minutes Approval	Action
The Chairperson called the meeting to order at 5:07 pm. Meeting was held in person at the clinic and via GoTo meeting.	Meeting called to order; quorum established. The draft January 9, 2025, meeting agenda was approved. Motion: Labowitz, Second: Gester, All other ayes.

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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 5, 2024, Board minutes were reviewed and approved as presented.	The draft December 5, 2024, minutes were approved: Motion: Gester, Second: Bonner. All other ayes.
Staff introduction	Staff members introduce themselves/ explain their role at the clinic. Michael Louis, RPh. - Clinic Pharmacist. Michale Louis works at the clinic 3 days a week and is happy that he does not work on call as he did when working at hospital. He enjoys having a window in his department and really feels he is more of a Boonville person than any of the other locations he has worked at up and down the coast. Michael does much more patient education now that patients are more familiar with him.
Annual Meeting of the Anderson Valley Health Center, Inc. called to order at 5:10pm ended 5:16pm	<ul style="list-style-type: none"> ● Upon the recommendation of the Board Development and Governance committee, elect Susan Smith to the Board for a three-year term ending at the end of 2027. Motion to accept board election of Smith for 3 years approved. Motion: Labowitz, Second, Gester. All ayes ● Re-elect Eric Labowitz and Yuridia Cruz-Arrelo to new three-year terms ending at the end of 2027. Motion to accept board re election of Labowitz & Cruz-Arrelo to new 3 yr term approved. Motion: Knott, Second, Smith. All ayes

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	<ul style="list-style-type: none"> ● Elect the following Board members as Officers of the AVHC: Bonner-Chairperson, Cox- Vice Chair, Knott-Secretary and Labowitz-Treasurer. <p style="text-align: center;">Motion to accept board members Bonner, Cox, Knott and Labowitz as officers approved. Motion: Labowitz, Second, Gester. All ayes</p>	
Board Compliance Training	First, 2025 quarterly training by the Write Choice Network (WCN) will be February 2025.	
Staff and Committee Reports	Reports/Discussion	Action
Executive Team / Staff Report Summary	<p>Medical Director-Cindy Novella presented by Chloe.</p> <ul style="list-style-type: none"> ● The clinic has hired a temporary Medical Assistant while Sarah is out. <p>For complete detail, please refer to the Staff report.</p> <p>Operations Director- Fabiola Cornejo:</p> <ul style="list-style-type: none"> ● Many changes in staffing, new hires and hires from within. ● Continual testing and correcting issues with the new phone appointment process. 	Executive Team / Staff Report Summary

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For complete detail, please refer to the Staff report.

Executive Director-Chloe Guazzone

- Uniform Data System (UDS)
- Adverse Childhood Events Screening (ACES) will start with a modified tool to survey adult patients only.
- The clean energy tax credit is a 40% credit.
- Heidi asked to include in the minutes that ALL board members should donate to the clinic, no amount is too small.
- Presentation December 16, 2024, at the Grange regarding immigration, what are your rights. DO NOT have a reason to get arrested. Specifics you can ask and what you need to know. More to come.

Complaint – Billing. Patients’ insurance was billed for visit, clinic did not know the patient no longer had the insurance, insurance rejected, clinic billed patient. Patient had new insurance, which clinic did not know, new insurance has been billed.

For complete detail, please refer to the Staff report.

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<p>Finance Committee.</p>	<ul style="list-style-type: none"> ● Upon the recommendation of the Finance Committee, review and approve the financial reports November 2024 please review board attachments for details. ● November 2024 – profit from operations of \$89,742 for the month of November 2024, Year to date results a profit of \$23,903. 	<p>The November 2024 financial reports were approved. Motion: Labowitz, Second: Cruz-Arrelo, All ayes</p>
<p>Performance Improvement Committee</p>	<ul style="list-style-type: none"> ● Review and approve the following updated Policy and Procedure- Consent to for Minors, Consent to Treat, workflow. ● Incident-patient complaint 	<p>Approve Policy and Procedures- Consent to Minors with attachments. Motion: Gester, Second: Labowitz, All ayes</p>
<p>Outreach and Marketing</p>	<ul style="list-style-type: none"> ● No activity 	
<p>New Business</p>		

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	<ul style="list-style-type: none"> No activity 																																	
<p>Board Development and Governance</p>	<ul style="list-style-type: none"> No activity 																																	
<p>Executive Committee</p>	<ul style="list-style-type: none"> Review the Workplace Violence Prevention plan. Ratify the approval of the following updated Policy and Procedure (P&P)-Public vs Private Space Area P&P, Remote Work Policy and Human Resources (H.R.) <table border="1" data-bbox="485 659 1570 1360"> <tr><td>AD-HR-001</td><td>Code of Conduct</td></tr> <tr><td>AD-HR-001A</td><td>Employee Handbook Acknowledgement-Form</td></tr> <tr><td>AD-HR-004</td><td>Email, Internet Access and Other Systems</td></tr> <tr><td>AD-HR-005</td><td>Employee Education Records</td></tr> <tr><td>AD-HR-006</td><td>Layoff Policy</td></tr> <tr><td>AD-HR-007</td><td>Responding to Reference Requests</td></tr> <tr><td>AD-HR-008</td><td>Safety Training</td></tr> <tr><td>AD-HR-009</td><td>Compensation Policy</td></tr> <tr><td>AD-HR-011</td><td>Volunteers</td></tr> <tr><td>AD-HR-012</td><td>Employee Health Services</td></tr> <tr><td>AD-HR-013</td><td>Employee Bonus Program</td></tr> <tr><td>AD-HR-014</td><td>Employee Loan Repayment</td></tr> <tr><td>AD-HR-015</td><td>Family Friendly Workplace Policy</td></tr> <tr><td>AD-HR-016</td><td>Recruitment and Retention</td></tr> <tr><td>AD-HR-017</td><td>Biologic Exposure</td></tr> <tr><td>AD-HR-017A</td><td>Exposure Checklist</td></tr> </table> <ul style="list-style-type: none"> 	AD-HR-001	Code of Conduct	AD-HR-001A	Employee Handbook Acknowledgement-Form	AD-HR-004	Email, Internet Access and Other Systems	AD-HR-005	Employee Education Records	AD-HR-006	Layoff Policy	AD-HR-007	Responding to Reference Requests	AD-HR-008	Safety Training	AD-HR-009	Compensation Policy	AD-HR-011	Volunteers	AD-HR-012	Employee Health Services	AD-HR-013	Employee Bonus Program	AD-HR-014	Employee Loan Repayment	AD-HR-015	Family Friendly Workplace Policy	AD-HR-016	Recruitment and Retention	AD-HR-017	Biologic Exposure	AD-HR-017A	Exposure Checklist	<p>Ratify the Approval of the Public vs. Private Space Area; Remote Work Policy, H.R. P&P, Motion: Cruz-Arrelo, Second: Smith, All ayes.</p>
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Public Comments	<ul style="list-style-type: none"> • None present 	
Items of Interest /Concern to Board Members	<ul style="list-style-type: none"> • February 2026 will be the 60th anniversary of the health center- Further discussion on planning will be included with the fundraising committee 	
Adjournment	<ul style="list-style-type: none"> • A motion to adjourn was approved at 6:19 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, February 6, 2025, at 5:00 p.m. via in person or open meeting.