

AVHC Board Minutes
October 6, 2022

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	x	Clay Eubank	x	Chloë Guazzone, ED	x
Drew Colfax Vice-Chair	x	Heidi Knott, Secretary	x	Cynthia Novella FNP, Medical Director	x
Eric Labowitz, Treasurer	Excused	Kathy Cox	x	Fabiola Cornejo, Operations Director	x
Lucy Plancarte	x	Misha Vega	Excused	Donna Sherwood	x
Autumn Ehnou	Excused	Louise Simson	x		
		Yuridia Cruz-Arrelo	x		

Call to Order & Quorum / Agenda / Minutes Approval	Action	
The chairperson called the meeting to order at 5:06 p.m. Meeting was held via Zoom.	Meeting called to order; quorum established. The draft October 6, 2022 meeting agenda was approved with the addition of Closed Session after Public Comment. Motion: Eubank, Second: Knott, All ayes.	
Conflict of Interest	The Board and Staff were polled and were not aware of any potential or realized conflicts of interest at this time.	
The draft September 8, 2022 Board minutes were reviewed and approved as presented.	The draft September 8, 2022 minutes were approved. Motion: Eubank, Second: Simson, (Cox and Colfax recused from the vote since did not attend 9/8/22 meeting) All others ayes.	
Board Compliance Training	What is plan for future Board	Action: Chloe will relay all

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	<p>Training? Board discussed time needed for board training - monthly or quarterly. Trainings to follow OSV calendar; creative approach for board involvement; check with CPCA; board development; Identify what board needs to be trained on.</p>	<p>of the comments from the discussion to Randi and Monica of The Write Choice; they will bring proposals at next board meeting 11/3</p>
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Staff and Committee Reports	Reports/Discussion	Action
<p>Executive Team / Staff Report Summary</p>	<p>Medical Director-Cindy Novella</p> <ul style="list-style-type: none"> • Most of the covid boosters have NOT been given to people under 50, nor the Spanish speaking population. • Flu shots and boosters will be available at the Harvest Fair 10/20 • Harvesting in the community has not ended <p>For complete detail, please refer to the Staff report.</p> <p>Operations Director- Fabiola Cornejo</p> <ul style="list-style-type: none"> • Audit completed, filed 9/30/22 with no findings. Wipfli had filed extensions; technically two months behind for the new audit. • High School interns will help with patient enrollment on the patient portal by helping patients navigate the system. • Seniors will be bussed to and from the clinic by the senior center for their flu vaccines, clinic is able to bill for the vaccine when completed at clinic. 	<p>Executive Team / Staff Report Summary</p> <p>Need more messaging on boosters, will do at Harvest Fair and when the community harvesting has been completed.</p>

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- Harvest Fest from 3 to 6pm. Vaccines will be given from 3- 5:30. There will be tours of the expansion, food, raffles, games and activities.
- Lauren from Wipfli will continue to do our payroll as she is leaving Wipfli and knows the system, offering a smoother transition.

For complete detail, please refer to the Staff report.

Executive Director-Chloe Guazzone

- Security analysis report was received.
- With the Kaiser Grant, the PRAPARE tool - survey is being completed with new Behavior Health (BH) patients by Cyd Bernstein, Case Manager; they are sensitive questions. The completed survey is available when the BH provider sees the patient.
- At the Rural Roundtable Chloe was able to meet the new CPCA President, Francisco J. Silva, who is an attorney with much experience.
- Food bank, need to continue to inform community about financial resources available, clinic has the angel fund.
- A rubric for has been redone for employee benefits based on the percentage of the employee's salary, which will be shared tomorrow. Presently, it is open enrollment, benefits were discussed with staff on this last Tuesday.
- CPCA is also talking about federal funding programs with regard to fire insurance.
- Cindy has been seeing a huge number of patients, since provider staffing is short. Cindy did say that using the scribe services, she is usually able to see 18 patients a day.
- The transition from Open dental to eCW has not been completed.

Chloe will bring the security analysis report to the November board meeting along with the audit report.

Chloe and Ric will work together to add printed information to the food bank boxes about services available.

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	<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 August 2022 <ul style="list-style-type: none"> ○ August 2022 –loss from operations of \$76,999 for month of August 2022, year to date results a loss \$110,069. Ric presented since Treasure is excused. There are a couple issues that affected the August financials: adjustments, money that was not drawn down, dental visits not carried over, average rate of visit was not in budget, grants, investments, please see documentation from financial committee meeting for details. • Discussion of the plan to migrate away from Wipfli for our financial services. <p>Wipfli has increased there their fees substantially, AVHC is looking to move payroll, A/P, CFO. Three of the locale clinics are also moving from Wipfli services. Payroll will move to paylocity, interviewing for an A/P position in house and the CFO position to shared services with MCHC.</p>	<p>The August 2022 financial report was approved. Motion: Cox, Second: Plancarte, All ayes</p>
<p>Performance Improvement Committee.</p>	<ul style="list-style-type: none"> • Credentialing discussion 	<p>Revise Credentialing privileging process and policy. Bring new policy</p>

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	<ul style="list-style-type: none"> • Meld PI and QI committees – Reorganize, PI reports to Board, QI reports to staff and clinic, combine the two committees with a once a month meeting • Medication error: an adult vaccine dose was give to a teenager. Provider ordered the vaccine, no risk to patient, not great data available for the shot series, because of the age of patient, pediatric or adult series would have been acceptable. 	<p>to November board meeting.</p> <p>Policy for PI/QI committee for November board meeting</p> <p>Reported to parents; reported to board, no further action needed Linda Murphy, R.N. working with alternative vaccine schedules concerning patients with delayed vaccine schedules</p>
Outreach and Marketing	<ul style="list-style-type: none"> • No report 	
Board Development and Governance	<ul style="list-style-type: none"> • Schedule a Board and Executive staff retreat to discuss Strategic Plan? 	Cox, Knott and Eubank will meet on Friday October 7, 2022 to start planning for retreat.
Executive Committee	<ul style="list-style-type: none"> • No meeting held 	
Building	<ul style="list-style-type: none"> • Move In! 	

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Committee		
Fundraising Committee	<ul style="list-style-type: none"> • Update on campaign status 	Additional funding coming because of a previous donor who is part of a charitable foundation
New Business	<ul style="list-style-type: none"> • Discuss and approve the Executive Director hiring of a pharmacist to operate the Dispensary (unbudgeted). The position would be (.5) FTE, approximate annual cost \$71k plus. 	Approve the ED hiring an unbudgeted pharmacist. Motion: Colfax Second: Cox , All ayes
Closed session	<ul style="list-style-type: none"> • Resolve credentialing issue of AVHC staff member 	
Items of Interest /Concern to Board Members	<ul style="list-style-type: none"> • Board 	
Adjournment	<ul style="list-style-type: none"> • A motion to adjourn was approved at 7:24 p.m. 	Meeting Adjourned Motion: Colfax, Second: Knott, All ayes

Date Minutes Accepted: _____

Committee Chairman: _____

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Minutes: Sherwood
Zoom

The next meeting of the AVHC Board will be on Thursday, November 3, 2022 at 5:00 p.m. via