

AVHC Board Minutes
April 6, 2023

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	Drew Colfax	X	Fabiola Cornejo, Operations Director	x
Heidi Knott, Secretary	x	Yuridia Cruz-Arrelo	Excused	Donna Sherwood	x
Autumn Ehnou	Excused	Mike Zaugg	X		
Tricia Anguiano Rubin	x				

Call to Order & Quorum / Agenda / Minutes Approval	Action
The chairperson called the meeting to order at 5:05 pm. Meeting was held via Zoom.	Meeting called to order; quorum established. The draft April 6, 2023 meeting agenda, one change -moved closed session to next item; then approved. Motion: Colfax, Second: Knott, All ayes.
Closed session – No public was present	Board resolution to support and approve reduction of Chloe Guazzone hours to 30 a week; on site Tuesday, Thursday with balance remote until June 2023.
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 March 2, 2023 Board minutes were reviewed and approved as presented.	The draft March 2, 2023 minutes were approved. Motion: Labowitz, Second: Cox. All others ayes.
Board Compliance Training	The second quarterly meeting with the Write Choice-Randi Ganousis will be May, 2023

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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"> • Covid - Continue masking staff and patient. AVHC cannot risk the small number of staff getting Covid. • Figuring out the work flow for the teen clinic. School had assembly presentation with power point. There are three female and two male advocates from the senior class getting the word out to students about the teen clinic. Cyd works with the advocates every 3-4 weeks. <p>Operations Director- Fabiola Cornejo</p> <ul style="list-style-type: none"> • Rachel Nelson is the new HR manager started yesterday, April 5. Rachel has worked for the county and the private sector. Schedule- Monday remote, T, W, TH on site. • Permanent Dentist will start in July, if credentialing in order possibly in June. • Partnership audit went well 99% score for clinic. 93% for charting, corrective action plan in place, teaching staff what the new charting requirements are i.e. folic acid for all women, fluoride for all patients under six years of age. • Finance audit. Wipfli did not have good documentation. Original report for sliding scale, information was not accurate, generated a correct report, then 60 files pulled. A new Accounts Payable process had been put in place, going forward all documents needed are on a shared file. <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> <ul style="list-style-type: none"> • Clinic built in the 1970. Testing was completed for asbestos and lead. The walls in the old x-ray room found to be lead, being removed. X-rays are not a covered service for AVHC. • LEAN- Individual dental coaching • Partnership offers tele psych option; refer out. • Employee retention Bonus delayed to mid-April • Moving our IT contract to Merino Computer Concepts (MCC) from Medicus IT. Our old IT vendor, HITCare was sold to Medicus IT. Merino Computer Concepts is located in Lodi, CA <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 February 2023, please review board attachments for details. • February 2023 – profit from operations of \$9,250 for month February 2023, year to date results in a loss of \$162,202. • Chloe, ED and Christie MacVitie, CFO are working on next year’s budget. The budgeted number of patient visits will be less since not all provider vacancies are filled. ○ Formation of AVHC Investment Committee <ul style="list-style-type: none"> ○ Committee members -Guazzone, Bonner, Ehnou and Labowitz; contact Ric if you are interested in joining. ○ Please review the document “ANDERSON VALLEY HEALTH 	<p>The February 2023 financial reports were approved. Motion: Labowitz, Second: Plancarte, All ayes</p> <p>Drew Colfax joined the committee</p>

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	<p style="text-align: center;">CENTER CASH MANAGEMENT CONSIDERATIONS NEXT STEPS?" Which is included in this month board packet. Committee needs to decide how much and how the cash would be invested; what % to invest in risk or non-risk investments. David Gold presently handles the 403B for staff and gives a yearly presentation.</p> <ul style="list-style-type: none"> ○ Notes from Finance Committee meeting: <ul style="list-style-type: none"> ○ Status of HUD grant and AVHC loan to AVHA ○ Investment committee – meeting scheduled with David Gold to start organizational issues ○ CA Workforce retention payments to staff <i><u>These three have been discussed in the above reports</u></i> ○ The migration of financial services to MCHC, has been completed. 	
<p>Performance Improvement Committee.</p>	<ul style="list-style-type: none"> ○ No Complaints or HIPAA violations ○ PI discussed the draft Referrals for AVUSD Students at Risk for or with a Substance Abuse Disorder from the last board meeting. Have presently decided not to have as a P&P but as a working agreement. ● Review, Discuss and Approve the following updated Policy: <ul style="list-style-type: none"> ○ Credentialing and Privileging 	<p>Approved the updated Credentialing and Privileging P&P. Motion: Colfax, Second: Cox, All ayes</p>

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	<ul style="list-style-type: none"> The metric reports that Marcelle Scramaglia, QI manager generates will be circulated at the May board meeting. 	Circulate metrics at May Board meeting
Outreach and Marketing	<ul style="list-style-type: none"> No report 	
Board Development and Governance	<ul style="list-style-type: none"> Status of Board Strategic Plan update retreat session, Kathy Cox. Read the Plan for preparations for AVHC board retreat included in this month board packet. Committees will be created at the May board meeting. Mark your calendar for Sunday 10/1/2023 from 8:30-4:30 	Strategic Planning retreat will be Sunday, October 1, 2023 from 8:30 am to 4:40 pm at Rivers Bend in Philo.
Executive Committee	<ul style="list-style-type: none"> No activity 	
Public Comments	<ul style="list-style-type: none"> None present 	
Items of Interest /Concern to Board Members	<p>Follow up items from last meeting:</p> <ul style="list-style-type: none"> Physical Therapy working group report (Heidi, Clay and Chloe) Heidi does not have the time to pursue. Too costly to add a change of scope at this time. Possible, contract one day at clinic with telehealth follow up appointments 	Find a physical therapist that could lease the exercise room at the clinic from AVHC.
Adjournment	<ul style="list-style-type: none"> A motion to adjourn was approved at 6:40 p.m. 	Meeting Adjourned

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		Motion: Labowitz, Second: Plancarte, All eyes
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Date Minutes Accepted: _____

Committee Chairman: _____

Minutes: Sherwood The next AVHC Board meeting will be on Thursday, May 4, 2023 at 5:00 p.m. via Zoom or Hybrid