

AVHC Board Minutes
July 6, 2023

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	x	Clay Eubank	x	Chloë Guazzone, ED	Excused
Kathy Cox, Vice-Chairperson	x	Lucy Plancarte	x	Cynthia Novella FNP, Medical Director	x
Eric Labowitz, Treasurer	x	Yuridia Cruz-Arrelo	X	Fabiola Cornejo, Operations Director	x
Heidi Knott, Secretary	Excused	Mike Zaugg	X	Donna Sherwood	x
Autumn Ehnou	x				
Tricia Anguiano Rubin	x				

Call to Order & Quorum / Agenda / Minutes Approval	Action
The chairperson called the meeting to order at 5:10 pm. Meeting was held in person at the clinic and via GoTo meeting.	Meeting called to order; quorum established. The draft July 6, 2023 meeting agenda was approved. Motion: Labowitz, Second: Eubank, 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 June 8, 2023 Board minutes were reviewed and approved as presented.	The draft June 8, 2023 minutes were approved. Motion: Cox, Second: Labowitz. All others ayes.
Strategic Plan Preparation	Kathy Cox - Discussion of the Needs Assessment for AVHC Kathy has broken down the needs assessment into sections and assigned sections to 3 groups. Groups include board and staff members. Each of the groups split off; came back; summarized their group discussion to the whole. Work will continue, all in preparation for the October retreat.
Board Compliance Training	The third quarterly meeting the Write Choice with Randi

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Finance Committee.	<ul style="list-style-type: none">• Upon the recommendation of the Finance Committee, review and approve the financial reports May 2023, please review board attachments for details.• May 2023 – profit from operations of \$14,122 for the month May 2023, year to date results in a loss of \$164,084	The May 2023 financial reports were approved. Motion: Labowitz, Second: Cox, All ayes
Performance Improvement Committee.	<ul style="list-style-type: none">• Incidents:<ul style="list-style-type: none">-Medical error: med ordered, incorrect dosage. corrective action taken-double check with patient dosage at pick up, now have in house pharmacist-patient complaint: regarding clinic provider. Cindy talked to both patient and family, resolved-HIPPA documentation: visit summary mailed with a	

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	<p>referral for different patient. Patients contacted and reported to state. Corrective action- patient name highlighted before sending to clarify correct patient</p> <ul style="list-style-type: none"> • Review, Discuss and Approve the following policies and procedures: <ul style="list-style-type: none"> ○ Risk Management Program, amended ○ Patient Rights and Responsibilities, renew no changes ○ Patient Complaints and Grievances, renew, no changes 	<p>Approved – Risk Management Program, amended Patient Rights and Responsibilities, Patient Complaints and Grievances, renewed, no changes P&Ps. Motion: Cruz-Arrelo, Second: Plancarte All ayes</p>
<p>Outreach and Marketing</p>	<ul style="list-style-type: none"> • No report 	
<p>Board Development and Governance</p>	<p>Strategic Plan update –</p> <ul style="list-style-type: none"> • August meeting topics – <ul style="list-style-type: none"> ○ continuation of Needs Assessment discussion ○ Patient and staff satisfaction surveys • Continue recruiting for additional board member 	<p>Strategic Planning retreat will be Sunday, October 1, 2023 from 8:30 am to 4:40 pm at Rivers Bend in Philo.</p> <p>Chloe and Fabi to report on UDS report</p>
<p>Executive Committee</p>	<ul style="list-style-type: none"> • No activity 	
<p>New Business</p>	<ul style="list-style-type: none"> • Approve the submission of a \$40,000 grant to the state for “Supplemental Sick Leave Pay Grant” to reimburse for sick leave paid out due to Covid, paid by clinic to staff in 2022 	<p>Approval of the submission of \$40,000.00 Grant. Motion: Plancarte, Second Cruz-Arrelo, All</p>

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	<ul style="list-style-type: none"> Discuss and approve signing the Well Easement option agreement letter of intent with the CSD for Purchase of the AVHC well 	<p>eyes. Approval of Well Easement option agreement letter. Motion: Cox, Second: Ehnou, All ayes.</p>
Public Comments	<ul style="list-style-type: none"> None present 	
Items of Interest /Concern to Board Members		
Adjournment	<ul style="list-style-type: none"> A motion to adjourn was approved at 7:10 p.m. 	<p>Meeting Adjourned Motion: Labowitz, Second: Plancarte, All ayes</p>

Date Minutes Accepted: _____

Committee Chairman: _____

Minutes: Sherwood The next AVHC Board meeting will be on Thursday, August 3, 2023 at 5:00 p.m. via GoTO meeting or in person.