

AVHC Board Minutes  
June 8, 2023

Board Members		Board Members		Staff	
Ric Bonner, Chairperson	<b>x</b>	Clay Eubank	<b>x</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>	Drew Colfax	<b>Excused</b>	Fabiola Cornejo, Operations Director	<b>x</b>
Heidi Knott, Secretary	<b>Excused</b>	Yuridia Cruz-Arrelo	<b>X</b>	Donna Sherwood	<b>x</b>
Autumn Ehnou	<b>Excused</b>	Mike Zaugg	<b>X</b>		
Tricia Anguiano Rubin	<b>x</b>				

Call to Order & Quorum / Agenda / Minutes Approval	Action
The chairperson called the meeting to order at 4:04 pm. Meeting was held in person at the clinic and via GoTo meeting.	Meeting called to order; quorum established. The draft June 8, 2023 meeting agenda was approved. Motion: Labowitz, Second: Zaugg, 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 May 9, 2023 Board minutes were reviewed and approved as presented.	The draft May 9, 2023 minutes were approved. Motion: Cox, Second: Zaugg (Labowitz abstained, not at 5/9/23 meeting). All others ayes.
<b>Board Compliance Training</b>	The third quarterly meeting the Write Choice with Randi Ganousis and Monica VanDeWalle, will be August 2023

Staff and Committee Reports	Reports/Discussion	Action
<b>Executive Team / Staff Report</b>	<b>Medical Director-Cindy Novella</b>	Executive Team / Staff Report Summary

AVHC Board Minutes  
June 8, 2023

**Summary**

- Looking forward to receive more residents at the clinic.
- The teen clinic has been seeing a couple of kids a week, usually drop in reproductive visits, none have been for Behavior Health. Stephanie Alban, MA, has completed reproductive training and assists at the teen clinic.

**Operations Director- Fabiola Cornejo**

- The 3 high school interns work 80 hours, under 18 their parents sign a consent form. AVHC requires them to wear scrubs, which the foundation is paying for this year. They receive the same training as a hired MA or DA would receive, which includes one on one training. HIPPA is emphasized. Mainly shadowing a visit with permission from patient.
- LEaD development training includes 3 in person and 6 virtual. Funding for this development program is through the CHRN program. Helping to network with other clinics that are attending.

For complete detail, please refer to the Staff report.

**Executive Director-Chloe Guazzone**

- Completed work on 23-24 budget, which will be presented tonight.
- Kaiser PHMI grant Key topics working on Model care team to include referrals, care management, working towards improving our present team. Will also include financial stability and how will stack up with the model care team.
- LEAN project with all the staff looking forward- What would better look like? getting the staff and departments input. Interesting to look back on the notes created in 2017 and what has been accomplished.
- Visits are picking up.

AVHC Board Minutes  
June 8, 2023

	<p>For complete detail, please refer to the Staff report.</p>	
<p><b>Finance Committee.</b></p>	<ul style="list-style-type: none"> <li>• Upon the recommendation of the Finance Committee, review and approve the financial reports April 2023, please review board attachments for details.</li> <li>• April 2023 – loss from operations of \$21,314 for the month April 2023, year to date results in a loss of \$178,206</li> <li>• Discuss the draft Fiscal Year 2023-2024 Revenue and expense budget. Upon a recommendation from Finance Committee, <b>approve the draft Revenue and Expense budget.</b> <ul style="list-style-type: none"> <li>○ Need work to get more visits</li> <li>○ Cost for visit higher than other clinics, still need same amount of staff as a larger clinic. I.e. HR, COO, etc.</li> </ul> </li> </ul> <p><i>Budget is included in the board packet for your continual review.</i></p>	<p>The April 2023 financial reports were approved. Motion: Labowitz, Second: Cox, All ayes</p> <p>Approve and adopt the 2023-2024 revenue and expense budget. Motion: Labowitz, Second: Zaugg, All ayes</p>
<p><b>Performance Improvement Committee.</b></p>	<ul style="list-style-type: none"> <li>• Review and discuss the PI measures and Dashboard reports</li> <li>• <b>Review, Discuss and Approve</b> the following updated Policies:</li> </ul>	<p>PI measures and dashboard moved to the July 6<sup>th</sup> Board meeting</p>

AVHC Board Minutes  
June 8, 2023

	<ul style="list-style-type: none"> <li>○ Referral Tracking</li> <li>○ Lab and Diagnostic Imaging Tracking</li> <li>○ Hospitalization Tracking</li> </ul>	<p>Approve the updated Hospitalization, Referrals and Diagnostics P&amp;P Motion: Cox, Second: Labowitz All ayes</p>
<p><b>Annual Risk Management Report</b></p>	<ul style="list-style-type: none"> <li>● Review and discuss the annual Board Risk Management report Chloe reviewed the annual 2022 report, the information in the report is presented monthly throughout the 2022 year</li> </ul>	<p>Approve the 2022 Risk Management Report Motion: Cox, Second: Plancarte All ayes</p>
<p><b>Outreach and Marketing</b></p>	<ul style="list-style-type: none"> <li>● No report</li> </ul>	
<p><b>Board Development and Governance</b></p>	<p>Strategic Plan update – Cyd Bernstein, Community Health Worker for AVHC, gave a very informative and interesting presentation regarding the Wellness Committee Focused on a - 3 part campaign 1. <i>Move Well</i>, walking groups, yoga, to name a few 2. <i>Eat Well</i>, produce exchange 3. <i>Be Well</i>, general stress management Informational pamphlets for each campaign were available Working with the school and other community partners. The Harvest Fest in October</p> <ul style="list-style-type: none"> <li>● Report out on Strategic Direction work groups Chloe reviewed the strategic plan worksheets, sent under separate cover to your</li> </ul>	

AVHC Board Minutes  
June 8, 2023

	<ul style="list-style-type: none"> <li>via email.</li> <li>• Needs Assessment document - read for discussion at July Board meeting session, to be sent electronically.</li> <li>• Mark your calendar for Sunday 10/1/2023 from 8:30-4:30</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>• Presentation and discussion regarding AVHC well purchase letter of intent by the community service district (CSD )</li> </ul>	Ric gave a verbal report on the situation, please send him questions concerns to be voted on at a later board meeting.
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>• None present</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 5:44 p.m.</li> </ul>	Meeting Adjourned Motion: Labowitz, Second: Plancarte, All ayes

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

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

Minutes: Sherwood  
or in person.

The next AVHC Board meeting will be on Thursday, July 6, 2023 at 5:00 p.m. via GoTO meeting