

AVHC Board Minutes
March 2, 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	x	Louise Simson	Excused		
Tricia Anguiano Rubio	x	Mike Zaugg	Excused		

Call to Order & Quorum / Agenda / Minutes Approval	Action
The chairperson called the meeting to order at 5:12 pm. Meeting was held via Zoom.	Meeting called to order; quorum established. The draft March 2, 2023 meeting agenda was approved. Motion: Colfax, Second: Labowitz, All ayes.
Introductions Election of Student Board Member	<ul style="list-style-type: none"> • Introductions of Board Members and guest • Upon the recommendation of the Board Development committee, elect Tricia Anguiano Rubio as a student representative Board member for a term ending in September 2024 <ul style="list-style-type: none"> ○ Elected Tricia Anguiano Rubio as student representative board member until 9/24. Motion: Cox, Second: Plancarte, 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 February 2, 2023 Board minutes were	The draft February 2, 2023 minutes were corrected

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<p>reviewed and approved as presented.</p>	<p>(1. <i>Approval of 1/25/23 minutes</i> - Knott recused from the vote, did not see minutes was at meeting. 2. <i>Board Compliance Training</i> - Correct Board By Laws to AVHC By Laws 3. <i>Cindy Novella report</i> - Having residents come to the clinic can take extra time for the AVHC providers to oversee and train.) then approved. Motion: Cox, Second: Labowitz. All others ayes.</p>
<p>Board Compliance Training</p>	<p>The second quarterly meeting with the Write Choice-Randi Ganousis will be May, 2023</p>

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"> • Locum will work a three month term, four days a week, starting the end of March. AVHC continues to look for a permanent provider. Locum is from Seattle and will be at the AVHC house. • The teen clinic at AVHC will focus on reproductive health, drug and alcohol counseling. The high school teen clinic advocates have received HIPAA training through the clinic, their role is to share information with students about the teen clinic. An R.N. will be handling the teen clinic phone For complete detail, please refer to the Staff report. <p>Operations Director- Fabiola Cornejo</p> <ul style="list-style-type: none"> • Leo the, Associate Clinical Social Worker, (ACSW) will be working 5 days a week, four hours 3:30pm to 7:30pm via telehealth. Already 11 patients on list to be seen. He will be visiting the clinic next Tuesday 3/7 to meet the staff. • There is an exam room for patients at the clinic for telehealth visits, 	<p>Executive Team / Staff Report Summary</p>

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	<p>which do not have computer access.</p> <ul style="list-style-type: none"> • Presently interviewing two dentists and a chiropractor. • Auditors, The Pun Group sent out a questionnaire to the board members, to be completed and returned. • LEAN projects taking place in most departments, dental looking at no shows: tracking data, trying ideas. Reception stabilizing the co pays: system put in place, which is working. Reception also working on phone calls coming in, data being collected. <p>For complete detail, please refer to the Staff report.</p> <p>Executive Director-Chloe Guazzone</p> <ul style="list-style-type: none"> • The estimated cost of the dispensary remodel is \$100,000.00 which is being covered by Grant funding. • Kaiser PHMI funds should begin March 15 of this year; the \$480,000.00 will be disbursed over a 2 year period. • Alternative Payment Methodology (APM) will continue to be discussed. The state is still working out the formula they will use for payment; high emphasis on Quality Measures. • Visits are good, while still working to fill the vacant positions. <p>For complete detail, please refer to the Staff report.</p>	<p>UDS high level review at the April board meeting</p> <p>Chloe will send Ric the APM information.</p>
<p>Finance Committee.</p>	<ul style="list-style-type: none"> • Upon the recommendation of the Finance Committee, review and approve the financial reports January 2023, please review board 	<p>The January 2023 financial reports were</p>

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attachments for details.

- January 2023 – profit from operations of \$23,051 for month January 2023, year to date results in a loss of \$171,722

approved. Motion:
Labowitz, Second: Cox ,
All ayes

- Discuss and **approve the signing of a contract extension with The Write Choice network (WCN)** for managing HRSA compliance and grants. The contract will be from February 1, 2023 through June 30, 2023 and cost \$12,500 above budget for the remainder of the FY 2022/2023.

The signing of the contract extension with WCN was approved. Motion: Cox, Second: Labowitz, All ayes

- Notes from Finance Committee meeting:
 - Status of HUD grant and AVHC loan to AVHA
 - Status report on migration of financial services to MCHC
 - Investment committee – meeting scheduled with David Gold to start organizational issues

CA Dept. of Health Care Services FQHC Alternative Payment Model (APM)

Performance Improvement Committee.

- Three incidents :
 1. Patient complaint regarding Peripherally Inserted Central Catheter (PICC). AVHC had not received outside orders for the patient. Issue was an inconvenience for the patient because the patient had to go to Ukiah. The complaint was resolved.

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	<p>Miscommunication.</p> <ol style="list-style-type: none">2. HIPAA issue, a fecal immunochemical test (FIT) test kit was sent to the wrong patient, it did have the correct patients name on the test.3. Medication dispersed in error, was identified by the patient. The medication had not been opened, wrong dosage. Corrective action: a nurse will double check the medication before delivery to patient. <ul style="list-style-type: none">• Review, Discuss and Approve the following updated Policies:<ul style="list-style-type: none">○ Performance and Quality Improvement Program ○ Credentialing and Privileging- Review, Discuss and Approve moved to March board meeting	<p>Approved the updated Policy for Performance & QI program. Motion: Colfax, Second: Labowitz, All ayes</p>
	<ul style="list-style-type: none">• Discuss the draft Referrals for AVUSD Students at Risk for or with a Substance Abuse Disorder -To be reviewed at PI and turned into a procedure/referral process.	

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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 is looking at dates in May. Could be a weekday rather than a weekend. 	Survey for the date will be sent to board members
New Business	<ul style="list-style-type: none"> Review and approve the 2023 Sliding Fee Schedule with updated federal poverty level designations, Fabi discussed the changes, effective March 1, 2023. 	The Sliding Fee Schedule was approved. Motion: Labowitz, Second: Knott , All ayes
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 is still working on this project. Status of making COVID tests available to the community as requested, per Chloe the shipment arrived. 	.
Adjournment	<ul style="list-style-type: none"> A motion to adjourn was approved at 6:58 p.m. 	Meeting Adjourned Motion: Labowitz, Second: Knott, All ayes
Date Minutes Accepted:	_____	
Committee Chairman:	_____	
Minutes: Sherwood	The next AVHC Board meeting will be on Thursday, April 6, 2023 at 5:00 p.m. via Zoom or Hybrid	