

AVHC Board Minutes  
May 9, 2023

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

Call to Order & Quorum / Agenda / Minutes Approval	Action
The chairperson called the meeting to order at 3:02 pm. Meeting was held in person at the clinic and via GoTo meeting.	Meeting called to order; quorum established. The draft May 9, 2023 meeting agenda was approved. Motion: Ehnou, 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 April 6, 2023 Board minutes were reviewed and approved as presented.	The draft April 6, 2023 minutes were approved. Motion: Cox, Second: Plancarte (Ehnou abstained, not at 4/6/23 meeting). All others ayes.
<b>Board Compliance Training</b>	The second quarterly meeting the Write Choice with Randi Ganousis and Monica VanDeWalle review and discuss” Chapter 19 Board Authority Chapter 20 Board Composition Please read two chapters’ requirements and Demonstrating

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	<p>Compliance, sent in board meeting packet.</p> <p>Note: Will be updating 6A with the board member changes. There are 21 chapters, Chapters 19 and 20 are board focused. Must have 12 meetings a year. The Board reviews and sets policies, Chloe works with the staff on procedures. The Boards employee is the CEO-Chloe. The CEO employees are the staff. AVHC has a special funding source: migrant and seasonal farm worker and AVHC board has members that reflect these patients.</p>
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Staff and Committee Reports	Reports/Discussion	Action
<p><b>Executive Team / Staff Report Summary</b></p>	<p><b>Medical Director-Cindy Novella</b></p> <ul style="list-style-type: none"> <li>• A community member painted the door for the “Redwood Room”, teen clinic.</li> <li>• AVHC patients are being seen for Sports Physicals. Those students that do not have a Provider at AVHC are asked to make appointments with their own provider</li> </ul> <p><b>Operations Director- Fabiola Cornejo</b></p> <ul style="list-style-type: none"> <li>• There are presently two open positions: Medical Assistant and Chiropractor</li> <li>• 150 students turned in permission slips for the dental pediatric screening at the school</li> </ul>	<p>Executive Team / Staff Report Summary</p>

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	<p>For complete detail, please refer to the Staff report.</p> <p><b>Executive Director-Chloe Guazzone</b></p> <ul style="list-style-type: none"> <li>• Presently working on the 23-24 budget.</li> <li>• Dispensary project – sheetrock going up tomorrow; flooring in two weeks.</li> <li>• Kaiser PHMI implementation grant – AVHC has chosen the indicator of Hypertension to follow with our patients Kaiser grant funded by East Bay Community Foundation</li> <li>• Lighting in parking lot being completed</li> <li>• The committee meeting regarding investment strategies with David Gold will be held either before or after the June finance committee meeting</li> <li>• Employee Retention Bonus funds have been received, waiting for direction on distribution.</li> <li>• Visit status: John Roachat numbers, incorrect, looking into why; Jess Dawdy totals are high because he inherited previous providers position with those numbers</li> </ul> <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 March 2023, please review board attachments for details.</li> <li>• March 2023 – profit from operations of \$5,310 for the month March</li> </ul>	<p>The March 2023 financial reports were approved. Motion: Bonner, Second: Cox, All ayes</p>

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	<p>2023, year to date results in a loss of \$156,892.</p> <ul style="list-style-type: none"> <li>• 1,089 visits closed in March, 2023</li> <li>• The transition from Wipfli is essentially done, some clean up at this time.</li> <li>• The quality of data and then the quality of analysis is much better than with Wipfli</li> </ul> <ul style="list-style-type: none"> <li>○ Notes from Finance Committee meeting: <ul style="list-style-type: none"> <li>○ Status of HUD grant and AVHC loan to AVHA</li> <li>○ CA Workforce retention payments to staff <i>Both discussed previously in Executive Directors report</i></li> </ul> </li> </ul>	
<p><b>Performance Improvement Committee.</b></p>	<ul style="list-style-type: none"> <li>• <b>Discuss and Approve</b> the credentialing of Dr. Peter Cho.</li> <li>• The metric reports that Marcelle Scramaglia, QI manager generates will be circulated at the June board meeting.</li> </ul>	<p>Approved credentialing of Dr. Cho Motion: Colfax, Second: Plancarte, All ayes</p> <p>Circulate metrics at June Board meeting</p>

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<b>Outreach and Marketing</b>	<ul style="list-style-type: none"> <li>• No report</li> </ul>	
<b>Board Development and Governance</b>	<ul style="list-style-type: none"> <li>• Status of Board Strategic Plan update retreat session, Kathy Cox. Groups to be formed, Needs assessment distributed at June meeting. July and August meetings prepare in person groups. September meeting: Patient and staff satisfaction surveys Per Autumn, need to include staff compensation in the plan</li> <li>• Mark your calendar for Sunday 10/1/2023 from 8:30-4:30</li> </ul>	Strategic Planning retreat will be <b>Sunday, October 1, 2023 from 8:30 am to 4:40 pm at Rivers Bend in Philo.</b>
<b>Executive Committee</b>	<ul style="list-style-type: none"> <li>• No activity</li> </ul>	
<b>Closed Session</b>	<ul style="list-style-type: none"> <li>• Contract termination: working on an agreement</li> <li>• Employee termination</li> </ul>	
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>• None present</li> </ul>	
<b>Items of Interest /Concern to Board Members</b>	<p><b>Follow up items from last meeting:</b></p> <ul style="list-style-type: none"> <li>• Physical Therapy working group report (Heidi, Clay and Chloe)</li> </ul>	
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>• A motion to adjourn was approved at 4:06 p.m.</li> </ul>	Meeting Adjourned Motion: Cox, Second: Colfax, All eyes

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

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

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Minutes: Sherwood  
or in person.

The next AVHC Board meeting will be on Thursday, June 8, 2023 at 5:00 p.m. via GoTO meeting