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| Board Members |  | Board Members |  | Staff |  |
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| Ric Bonner, Chairperson | **Excused** | 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** | Yuridia Cruz-Arrelo | **x** | Fabiola Cornejo, Operations Director | **x** |
| Heidi Knott, Secretary | **x** | Mike Zaugg | **x** | Donna Sherwood | **x** |
| Autumn Ehnow | **x** | Ron Gester | **x** |  |  |
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| Call to Order & Quorum / Agenda / Minutes Approval | Action |
| The Vice Chairperson called the meeting to order at  5:04 pm. Meeting was held in person at the clinic and via GoTo meeting. | Meeting called to order; quorum established.  The draft October 5, 2024 meeting agenda was approved.  Motion: Labowitz, Second: Gester, All others 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 September 5, 2024 Board minutes were reviewed and approved as presented. | The draft September 5, 2024 minutes were approved: Motion: Labowitz, Second: Gester. All others ayes. |
| **Board Compliance Training** | Fourth 2024 quarterly will be November, training by the Write Choice Network (WCN) |

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| Staff and Committee Reports | Reports/Discussion | Action |
| **Executive Team / Staff Report Summary** | **Medical Director-Cindy Novella**  Staff-R.N. left after two years, closer to her home. Interviewing now for another. Michael Louis, Pharmacist increased weekly hours to three 10 hour days.  Clinic will have vaccines, two days a week, Tuesday and Thursday, specific hours.  Masking order for staff from public health starting 11/1 through 4/30/25 if not vaccinated.  For complete detail, please refer to the Staff report.  **Operations Director- Fabiola Cornejo:**  Dr. Tanglao will work under contraction agreement to supervise the Hygienist until October 21 when Dr. Tryon returns.  For complete detail, please refer to the Staff report.  **Executive Director-Chloe Guazzone**  Master fee schedule to be reviewed at November board meeting.  Lori Lewis facilitated the retreat, which was held at the Grange  Larann Henderson, LCSW will also be writing protocol for documentation.  For complete detail, please refer to the Staff report. | Executive Team / Staff Report Summary |
| **Finance Committee.** | * Upon the recommendation of the Finance Committee, review and approve the financial reports July and August, 2024 please review board attachments for details. * July 2024 – loss from operations of $74,806 for the month of July 2024, first month of the fiscal year * August 2024 – profit from operations of $20,448 for the month of   August 2024, Year to date results a loss of $54,358  **Fundraising**- Much discussed  define goals- specific and/or operations; board members donations; budget line is for $50,000.; reach out to past donors and community members; newsletter; estate planning; work in conjunction with new BHSE grant.  **Committee formed**: Heidi Knott, Yuridia Cruz-Arrelo and Ron Gester. | The July, 2024 financial reports were approved. Motion: Labowitz, Second: Plancarte, All ayes  The August, 2024 financial reports were approved. Motion: Zaugg, Second: Gester, All ayes    Fundraising at November board meeting. |
| **Performance Improvement Committee** | * Incidents: Patient complaint – ADA violations   Pt complaint received that was also sent to PHP regarding being terminated from our services. PHP was informed of the incident that led to the termination. Details are filed in an incident report and was discussed at PI. Further Action: Chloe will send the patient a letter of acknowledgement."  .   * **Review and Approve** the following updated Policy and Procedure (P&P)Use of a Chaperone when performing an Intimate Exam and Emergencies During Operating Hours * **Review** results from Patient Satisfaction Survey, surveys and results included in board package. * **Review, Discuss and Approve** the Emergency Operation Plan(EOP) handbook | Approve the Chaperone Policy and Emergencies during Operation Hours P&Ps. Motion: Zaugg, Second: Labowitz, All ayes  Approve the EOP handbook Motion: Labowitz Second: Plancarte, All ayes |
| **Outreach and Marketing** | * Outreach committee meeting was held in September   2 goals for the year, increase visits and senior outreach as discussed last board meeting, with health fair in January.  Discussion regarding clinic Annual Harvest Fest, Tuesday, October 22, who will be attending and activities. |  |
| **Board Development and Governance** | * Meeting with school today, have some names for a student board representative |  |
| **Executive Committee** | * No activity |  |
| **Public Comments** | * None present |  |
| **Closed session** | * Recognition of staff | Committee from Strategic Plan, added Heidi and Ron |
| **Items of Interest /Concern to Board Members** | * Signage in bathroom, misspelled, will be removed. |  |
| **Adjournment** | * A motion to adjourn was approved at 6:36 p.m. | Meeting Adjourned  Motion: Labowitz  Second: Cruz-Arrelo, All others ayes |

Date Minutes Accepted:

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

Minutes: Sherwood The next AVHC Board meeting will be on Thursday, November 7, 2024 at 5:00 p.m. via in person or open meeting.