|  |  |
| --- | --- |
| **High Sierra AHEC**  Board of Directors  Meeting Minutes |  |
| **Date and Time**   * 9/4/2020 | 2:00 PM | **Location**   * In light of COVID-19, the meeting is on Zoom |
| **Members Present**  Marissa Brown..............................Nevada Hospital Association  Robert Kidd................................................The Perry Foundation  Nancy Kuhles...........Nevada Speech and Hearing Association  Eva LaBarge.................................................Community Member  Kylee McClure….........Institute for Heart and Vascular Health  Suzanne Norris.....................Northern Nevada Medical Center  Laura Pinto......................Nevada Physician Wellness Coalition  Patrick Rogers.................................Community Health Alliance | **Staff**  Andrea Gregg, Executive Director  Dana Roscom, Program Manager  Taylor Stokes, Operations Coordinator  Amanda Aragon, Workforce Development Coordinator  Nick Dunkle, Special Projects Coordinator |

1. **Call Meeting to Order**

Marissa Brown called the Board of Directors (Board) meeting to order at 2:09 PM, with present Board members making a quorum. The meeting began with introductions of all present Board members and the introduction of Nick Dunkle as the new Special Projects Coordinator.

1. **Consent Agenda**

The following item was presented for review and approval:

* 1. May 22, 2020 Meeting Minutes
     1. No corrections or suggested changes were requested on the May 22nd meeting minutes. Marissa Brown called for a motion to approve the previous meeting minutes as presented. Laura Pinto made a motion to approve the meeting minutes and Patrick Rogers seconds; all in favor and none opposed, motion carried.

1. **Program Updates**
   1. Dana Roscom began program updates with introductions of new CHS interns for the fall semester. A total of four interns were brought on board: Emily Freitas (Research and Development Intern), Alyssa Planas (Social Media and Public Relations Intern), Keith Becker (Special Projects Intern), and Kayla Freeman (Workforce Development Intern).
   2. Dana presented updates regarding grants and funding opportunities. She explained that the John Ben Snow grant was awarded at $7,500 in support of Project Prevent and Project ROARR. She explained that the target site for these programs is 9th grade class of Churchill County High School. She mentioned that HS AHEC was not awarded the United Way micro-grant of $5,000. She also mentions that HS AHEC was awarded the Minority Health and Equity Coalition grant in partnership with UNLV at $10,000. This grant is in support of the COVID-19 education and outreach initiative specifically targeting the African American population.
   3. Andrea Gregg called for suggestions from the Board for partnerships within the African American community. She mentioned that one partner, the Reno-Sparks NAACP, has already been reached out to. Marissa Brown offered to research an organization of black nurses that she is aware of. Robert Kidd suggested reaching out to Kimberly Nguyen, the administrative assistant for Nevada Nursing and Healthcare Workforce Center, who oversees a variety of nursing groups. Andrea Gregg directed Nick Dunkle to coordinate with Marissa Brown and Robert Kidd to identify more partners.
   4. Amanda Aragon, now the Workforce Development Coordinator, informed the Board that closeout for DHHS scholars will be completed at the end of September and post-grant evaluations have already been sent out to preceptors and scholars. She mentioned that she and Dana will be meeting with these groups to discuss closeout with them and get feedback on the program.
   5. Amanda explained next that she has been identifying recruitment strategies for the Ambassador program. She mentioned that the program was featured in a pre-professional newsletter that was shared with the entire undergraduate class at UNR. She also mentioned that she has been in contact with the Community of Bilingual English Spanish Speakers (CEBASS), Med Life, the Pre-PA Society, and various other pre-professional organizations. She has also been advertising the program on the Handshake platform and has meetings scheduled with the BSMD students and a Pre-professional first-year class to discuss the program.
   6. Amanda also mentioned that eight new scholars from diverse areas of study (Nursing, pre-med, and social work) have been added to the cohort for this year. She has scheduled a presentation with Med 1 students and MPA students to discuss the Scholars program. She also has a presentation pending for Social Work and Speech Pathology students. In addition, she will be meeting with the Dean of Allied Health at TMCC and with Western Governor University to target nursing students. Robert Kidd suggested connecting with the ASUN through his daughter.
2. **Strategic Thinking and Sustainability Planning Update**
   1. Marissa Brown introduced the topic of sustainability planning. Andrea Gregg mentioned that this topic should be included in BOD meetings going forward. She stated that she needs to revisit the one-year work plan due to changes brought on by COVID-19. However, one project identified in the work plan that has not been affected by the pandemic was the Cultural Competency training project with the NVPCA. Dana Roscom explained that this project has seen some great progress. Taylor Stokes, Nick Dunkle, and Reema Naik from the NVPCA have developed a near-complete draft of the presentation. Next steps for this project included review from the Project Echo to check for ADA compliance and feedback from the admin team of NVPCA and members of a diverse ally list crafted by Nick Dunkle. Taylor Stokes updated the Board on the featured topics in the presentation and explained some of the features for audience participation. Nick Dunkle asked the Board for any suggestions on additions to the ally list. Marissa Brown commented on the legislation proposed for cultural competency topics approved by DHHS, and Dana Roscom confirmed that this legislation had already been passed. Andrea Gregg added that Steve Messinger from the NVPCA is also providing oversight of the project to ensure compliance with SB364 regulations. Marissa Brown offered to disseminate to the hospitals once the presentation was ready.

**Closed Session**

1. **Executive Director Annual Review**
   1. Marissa Brown discussed Andrea Gregg’s performance evaluation conducted by the Executive BOD members. She explained that Andrea scored a 4.17 average out of 5, indicating that overall, she performs at the above-standard level. Sections of the evaluation included her relationship with the Board and governments, strategic planning, program development and management, financial management, health advocacy, and conduct of business. Due to her high scores in all of these sections, the Executive BOD members have agreed to a 5% increase for Andrea.
   2. Marissa Brown called for a motion to approve the 5% annual increase for Andrea. Robert Kidd made a motion to approve the meeting minutes and Nancy Kuhles seconds; all in favor and none opposed, motion carried.
2. **Executive Director Report**
   1. FY 20-21 Operations Budget
      1. Andrea shared the FY 20-21 Operations Budget with the Board and gave an overview of each of the sections. She mentioned that she is pleased to have it completed so early this year. She also explained that she has been able to line up fiscal periods for each of the grants/contracts as close as possible to one another. She also pointed out that each of the new staff members and title changes are reflected as well. Andrea then shared charts with the Board to give a more visual representation of the operational costs.
      2. Marissa Brown called for a motion to approve the FY 20-21 Operations Budget. Nancy Kuhles made a motion to approve the meeting minutes and Robert Kidd seconds; all in favor and none opposed, motion carried.
   2. Staff Updates
      1. Andrea informed the Board of the new hire for the disease control specialist position, Nicole Gaarnestroom. She gave a brief introduction of Nicole by explaining some of her experience working with the CDC in Baltimore. She also reminded the Board the Nicholas Dunkle has been hired on as the special projects coordinator. She adds that Sherry Griffin, the HR consultant, has been looped back in as the team grows and has been helpful in ensuring that High Sierra AHEC is in compliance.
   3. Sales and Use Tax (The Princeton Review)
      1. Andrea explained that the agreement with the Princeton Review has been renewed, and sales and use tax regulations will need to be followed in order to maintain the business line. She adds that the application for approval for sales and use tax through the state means that AHEC would be able to process an unlimited number of points of sale. She confirms with Eva LaBarge that she has been consulting with her CPA about this new process. Taylor Stokes and Andrea also explain that marketing for the Princeton Review materials will be increased, including social media campaigns, registration on online learning resource portals, and identifying faculty champions to help share information to the universities.
   4. Personal Update
      1. Andrea updated the Board on her new work schedule while managing her children’s school schedule. She has been able to keep up with her work load by working remotely either after work hours or over the weekends.
3. **Financials (59)**
   1. Updated Financial Reports
      1. Andrea shared the balance sheet with the Board representing a year’s worth of financials (July 1, 2019 – June 30, 2020). Eva LaBarge congratulated Andrea on coming very close to hitting the zero budget mark for the year. Andrea also mentioned that as of August 31st, there is still $26,438 waiting to be received, including $12,600 from DHHS. She also explains that she will be working with her HR specialist and CPA to correct an issue on the balance sheet that featured an incorrect number for the accrued leave section.
      2. Marissa Brown called for a motion to approve updated financial reports as presented. Patrick Rogers made a motion to approve the meeting minutes and Laura Pinto seconds; all in favor and none opposed, motion carried.
   2. PPP Loan Forgiveness Update
      1. Andrea mentions that she is still watching for updates from the congressional level on forgiveness for the PPP loan. She is holding off on completing the application until she learns what the forgiveness process is.
   3. 2019 Tax Form 990
      1. Andrea briefly mentions that her CPA is not yet ready to review the 2019 Tax Form 990 and she will keep the Board updated on when he is ready to do his FY 19-20 audit.

**Meeting adjourned at 3:22 pm**

**Next Meeting: October 16th @ 2pm**

**Location: Zoom**

**Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Recorded and Transcribed by: Taylor Stokes, Operations Coordinator**