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| **High Sierra AHEC**Board of DirectorsMeeting Minutes |  |
| **Date and Time*** 7/24/2020
* 2:00 PM
 | **Location*** In light of COVID-19, the meeting is required to be on Zoom
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| **Members Present**Brittany Brown......................................................Renown HealthMarissa Brown..............................Nevada Hospital AssociationJennifer Carson…………..Dementia Engagement, Education, and Research (DEER) ProgramValerie Cauhape......................................Family Support CenterKim Crandell...............................................Community MemberRobert Kidd................................................The Perry FoundationNancy Kuhles...........Nevada Speech and Hearing AssociationEva LaBarge.................................................Community MemberKylee McClure….........Institute for Heart and Vascular HealthSuzanne Norris.....................Northern Nevada Medical CenterLaura Pinto......................Nevada Physician Wellness CoalitionPatrick Rogers.................................Community Health Alliance | **Staff**Andrea Gregg, Executive DirectorDana Roscom, Program ManagerTaylor Stokes, Operations CoordinatorAmanda Aragon, Workforce Development CoordinatorNick Wilkinson, Coordinator Nick Dunkle, Coordinator Riley Gillis, 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 new Board member Kylee McClure.

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.
			1. Marissa Brown called for a motion to approve the previous meeting minutes as presented. Robert Kidd made a motion to approve the meeting minutes and Laura Pinto seconds; all in favor and none opposed, motion carried.
1. **Fiscal Year 19-20 Close Out**
	1. **Notable Accomplishments**
		1. Andrea Gregg reviewed the impact report with the Board. She explained that despite concerns from COVID-19, High Sierra AHEC has seen some notable gains this year. She states that the purpose of the impact report was to share the organization’s accomplishments with networks, the Board of Directors, and also for funding purposes. Nancy Kuhles offered to share the impact report with the NSHA coalition stakeholders. Likewise, Robert Kidd offered to share with Desert Meadows AHEC. Eva LaBarge asked if there were plans to post the impact report on the website, and Andrea Greg confirmed that it will be added. Marissa Brown also offered to share with hospitals in the NHA.
	2. **Board Member Survey**
		1. Andrea Gregg shared her screen to show the summary of responses from the Board of Directors survey that was sent out after the 5/22/20 BOD meeting. She mentions that it is always beneficial to the team to hear suggestions from the Board members for improvements going forward. She also reminded the Board members of the importance of open table and sharing concerns and suggestions with the team whenever possible. Additionally, Andrea Gregg proposed to connect with Eva LaBarge regarding a Board retreat. Andrea Gregg also encouraged each of the Board members to participate in any AHEC programs and events.
2. **Fiscal Year 20-21 – Where are we headed?**
	1. **Formal Presentation By Program Staff**
		1. The screen is shared with the Board by Taylor Stokes to show the Fiscal Year 20-21 presentation put together by the AHEC team. Before beginning the presentation, Andrea Gregg took a moment to commend the team for working so hard to put everything in the presentation together. She began the presentation with FY 20-21 operational and financial updates. One such update was improving program and operations efficiency through new guidelines proposed for staff positions. Next, she explained the business line through the Princeton Review test prep materials and also shared the current mission of seeking service contracts for the PolicyMap subscription. PolicyMap was expanded upon later in the presentation. Andrea also shared that the Board has seen some expansion during the fiscal year 19-20. Finally, she reminded the Board that High Sierra AHEC was granted the NAO Center of Excellence Award. Andrea also previewed the goals and priorities for the next fiscal year. These included: finalizing the FY 20-21 grant and contract SOWs and MOUs for federal and state, obtaining a contract for the DHHS pregnancy surveillance project, finalizing the FY 20-21 operations budget, and fiscal year 19-20 close outs including the 2019 990 and forgiveness for the PPP loan.
		2. Andrea Gregg then briefly mentioned some of the noteworthy presentations done by AHEC during the 2019-2020 fiscal year. Presentations were given for the Reno/Sparks National Association for the Advancement of Colored People (NAACP), NV Commission of Minority Affairs (pending), Northern Nevada Behavioral Health Coalition, Nevadaworks Board Membership, American Job Center Membership, Division of Welfare and Supportive Services, JOIN, Inc., Rural Nevada Health Network, and the NAO Center Director Constituency Group. She also mentioned that AHEC was funded the John Ben Snow and Bank of America grants.
		3. Taylor Stokes presented on the distance education portal. He provided some numbers for the current users and reach of the portal, stating that it has had an estimated reach of 1,200 students. He also explained that the plan for the next fiscal year would include the continuation of marketing efforts, development of new partnerships to share the resources, and maintenance of the portal by updating existing modules and creating new ones as needed.
		4. Taylor Stokes presented next on the Princeton Review test prep (TPR) materials. He explained that the store page for TPR has been moved from paypal to flipcause. He also mentions that the team has been working on diversifying the methods of sharing information about the resources. The plans for the next fiscal year include renewing the TPR affiliation agreement with NAO, developing innovative marketing strategies, identifying faculty champions and partners to help spread the information, and integrating options for internal sales.
		5. Amanda Aaragon gave program reports on the k-12 pipeline. She explained that the workbooks and materials for the CSI camp and Health Care Heroes camp have both been revamped. She also stated that all programs will benefit from the additional funding from John Ben Snow and Bank of America. She identifies goals to prioritize for the programs: research online platforms for implementation of camp delivery, identify partners for camp expansion, target Churchill county and Lyon county for project ROARR, and target Sparks High School and Traner Middle School for Project Prevent. Amanda also shared the plan for enhancing the pipeline programs over the next fiscal year. Her plan include a possible implementation of winter break Health Care Heroes Camp and CSI Camp, providing physical workbooks for camp participants, providing at least ten scholarships for students, creating a partnership with Mike Worm from Boys and Girls Club, and visiting two schools for implementation of Project ROARR and two schools for Project Prevent with touch points in the fall and spring. Amanda then showed some examples of the revamped student workbooks and presentation slides for the camps.
		6. The next topic Amanda Aaragon presented on was the Student Ambassador program and the annual Pre-Professional Healthcare Summit (PPHS). She first gave updated numbers on the program: 4 graduating Student Ambassadors, 250 total volunteer hours, over 200 youth reached, 18 Healthy Young Nevada Blogs published, and 3 new applications to the program since the beginning of summer. She stated that some current goals for the program include diversifying and expanding the cohort, maintaining partnerships from the previous years for PPHS, and researching online platforms for the spring 2021 PPHS. Her plan for the fiscal year 20-21 was adding a 15 volunteer hour per-semester requirement, recruiting new ambassadors through attending online zoom classes, sharing information through physical flyers as well as digital, and attending meetings for pre-professional clubs. In addition, Amanda also expects to incorporate more professional development opportunities into the monthly meetings, enhance the mentorship opportunities between Student Ambassadors and pipeline programs, and acquire funding for an online format PPHS. Amanda concluded her presentation on the Student Ambassador program by highlighting the 4 graduating ambassadors.
		7. Amanda reported next on the Nevada AHEC Scholars program. She first updated the Board by covering the launch of the Scholars portal on Canvas on July 20th. She also mentioned that this year saw the first 4 graduating scholars, and the Scholars Program has also become partners with the Cleveland Clinic. Amanda’s current goals for the Scholars Program include increasing the cohort to 30 scholars, diversifying the cohort to represent other fields of study, and increasing and maintaining program participant retainment. Amanda also showed a comparison between the old Moodle portal and the new Canvas scholars portal. She mentioned that Canvas features a much more user-friendly dashboard and more effective methods of hour submission collection.
		8. The next topic Amanda reported on was the DHHS Scholars Specialists. She provided an update on the total number of hours completed by each preceptor site, and stated that the total hours earned for all sites was 580.5. Her current goals for this project include ensuring consistent communication about hour requirements and project deliverables, disseminating scholar and preceptor post-evaluations, and submitting a final DHHS quarterly report in September. Amanda’s plan for the Scholars Program for fiscal year 20-21 is to focus on recruitment efforts to expand and diversify the cohort, develop a post-program newsletter for graduated scholars, maintain communication with past participants for longitudinal tracking, continue to build relationships with other organizations to expand experiential opportunities for scholars, and to develop mentorship relationships between scholars and ambassadors.
		9. The next topics presented were classified as special projects through grants and contracts. The first project, SPAN-ET, was presented by Dana Roscom. She first touched on three schools that were awarded funding for various school health and wellness materials: Libby Booth Elementary, Risley Elementary, and Veterans Elementary. Current goals for the next fiscal year for this special project include developing and maintaining a monthly communication to share updates on the project, increasing marketing efforts to enhance visibility, providing AHEC resources to various websites, presenting at the school district’s monthly counseling meeting, and reviewing and updating the current resource guide.
		10. Dana Roscom presented next on the COVID-19 telehealth project. She explained that through the use of telehealth technologies, we can prevent the risk of spreading COVID-19 through in-person healthcare appointments, enhance readiness to respond to COVID-19, and provide access to healthcare to a larger proportion of patients. Goals for this project include developing a Nevada Telehealth Alliance and implementation of Spanish Medical Terminology.
		11. Dana Roscom also presented on the cultural competency training project being developed in collaboration with the NVPCA. She explained that after extensive research on existing cultural competency trainings and presentations, High Sierra AHEC and the NVPCA have decided upon the topics to include in the training. These topics are cultural awareness, implicit bias, race/ethnicity, gender, inclusive language, LGBTQI+, disability, identity, socio-economic status, eduction level, and refugees/immigrants. Dana stated that currently, the team is working on researching and compiling information, case studies, and visual aids to add into the presentation. The next steps for this project include connecting with representatives from some of the diverse groups covered by our topics to receive input and guidance and completing a draft of the presentation by early September. Once the training has been completed and approved, High Sierra AHEC will work with the NVPCA to provide this training for professions across northern Nevada.
		12. The next project presented was the geographic information system (GIS) integration through PolicyMap. Intern Nicholas Dunkle explained that a high-quality resource mapping system was needed for various programmatic goals of High Sierra AHEC, and after extensive research, the team decided to invest in the GIS platform PolicyMap. He detailed the feature of PolicyMap stating that it can represent data, both from state/ federal sources and from customizable uploaded data, to create reports, maps and data plotting. Nicholas stated that this system could be used in a multitude of ways, including website integration, longitudinal tracking, resource mapping, grant applications, peer connection, and demonstrative use. He shares with the board what the dashboard for PolicyMap looks like and demonstrates how longitudinal tracking could work with High Sierra AHEC’s program participants. He uses the example of a medical student from UNR that moved to Ohio and shows how High Sierra AHEC can track their professional and educational data over time now matter where they are. Andrea Gregg explains how this longitudinal tracking through PolicyMap is going to be very important for the organization in recruitment efforts for the programs and for analyzing impact. Andrea Gregg and Nicholas Dunkle also explain that service agreement proposals have been written up to send to potential partners for cost sharing the subscription to PolicyMap. Nicholas shares an example of some of the informational materials he created for sharing with potential partners and explains that these proposals will be sent out with personalized letters of intent. Nicholas identifies the goal of creating service agreements with three partners. Moving forward into the next fiscal year, the plan for GIS and PolicyMap is to integrate the mapping data into High Sierra AHEC programs and initiatives, develop an interactive mapping tool for the website, and develop an internal systems and annual operations schedule for maintenance and sustainability of longitudinal tracking methods.
		13. Andrea Gregg provided a report on the fiscal year 20-21 plan for the DHHS pregnancy surveillance program. Her plan includes hiring a disease investigator to manage disease investigation and contract tracing via the Deloitte platform for pregnant women, neonates, and newborns, initiating statewide data collection and submission by utilizing the CDC’s case report forms, identifying a scholar to develop a survey and/or peer-to-peer dashboard to gauge education needs for optimizing patient care, aligning the NAO mini-grant, *Rapid Response for Moms: Improving Services for Telehealth (RRMIST)*, with the DHHS project, and liaising between the CDC, the Office of Public Health Investigation and Epidemiology (OPHIE), DHHS, and the UNR Newborn Screening Program.
		14. Social media and marketing was presented next by Taylor Stokes. He explains that there has been an overall increase in community engagement on social media by 22%, and this has allowed the team to identify ways to keep consistent engagement numbers going into the next fiscal year. The marketing plan for fiscal yer 20-21 is to utilize all available social media platforms (Facebook, Instagram, LinkedIn, Youtube) for marketing in order to reach a larger audience, using specialized features like live videos, clickable banners, audience targeting, and ad boosting to maximize interactions, and increase active engagement on these platforms by responding to messages and posts from community partners and followers. Taylor also shares upcoming events to be marketed, including a virtual career fair sponsored by the UNR career studio, a blood drive in partnership with Vitalant, and a non-profit spotlight feature in the October Issue of the Northern Nevada Business Weekly publication.
		15. The presentation is concluded and Andrea Gregg asks the Board members if they have any questions for the team. Patrick Rogers commends the team on the presentation and the updates. Marissa Brown states that she is excited to hear about new projects and funding sources and says that she is looking forward to more updates about PolicyMap initiatives. Jennifer Carson asked for clarification about the relationship between High Sierra AHEC and DHHS and how the new project aligns with our mission. Andrea Gregg ensured that the project is within mission alignment due to the impact on patient outcomes and the opportunity for future development of specialized trainings as it pertains to COVID-19. Marissa Brown added that scholars can be funneled to DHHS through intern programs. Jennifer also suggested that age be included in the topics for cultural competency training. She also proposes a connection for telehealth from the Geriatric Workforce Enhancement Program Grant. After acknowledging these suggestions, Andrea Gregg asks if there are any more questions. Marissa Brown confirmed that there were no questions and the Board moved into the closed session with no opposition.
3. **Closed Session**
	1. **Executive Director Report**
		1. **Covid-19 Impact and Response**
			1. Andrea Gregg talked about the SBA protection loan. She explained that the funding has been exhausted and she is now looking for options for forgiveness. Andrea then proposed a withdrawal from the EIDL Loan.
				1. Marissa Brown called for a motion to withdraw from the EIDL Loan. Valerie Cauhape made a motion to withdraw, and Eva LaBarge was second; all in favor and none opposed, motion carried.
		2. **Operations Update (Staffing, Benefits plans)**
			1. Andrea Gregg shared her screen to show the new organizational chart. She explains the new role titles and description for staff, including the addition of a DHHS pregnancy surveillance manager and intern, and mentions that as the team grows bigger, it is important to define boundaries to keep organized and efficient going forward.
			2. Andrea stated she has been communicating with Perpetual Capital Advisors for staff benefits. She confirmed that she has been able to carve out room in the budget for a simple IRA for the full time staff featuring a 3% match from the operations budget pending funding.
				1. Marissa Brown called for a motion to approve a 3% match for the full time staff IRA from the operations budget. Patrick Rogers made a motion to approve, and Eva LaBarge was second; all in favor and none opposed, motion carried.
			3. She also mentioned that the year-end 990 is ending and she will be reaching out to her contact, Tim, in the next couple weeks for support.
	2. **Financials**
		1. Andrea Gregg shared the financial reports with the Board. She mentions that overall she thinks everything looks good, but her only concern is the continuation of state funding due to the state deficit.
		2. Andrea provided an overview of the balance sheet for the Board. Andrea clarifies that as of today, roughly $26k has been received. Andrea then addressed the significant increase in accounts payables and wished to clarify that $5,500 is due to the PolicyMap investment. She then addressed the new account titled Employee Advance and informed the members that this is due to the COVID-19 Operaions Allowance provided to essential staff. Lastly, Andrea points out the long term liabilities associated with the EIDL and PPP Loans.
		3. Andrea shared the Budget vs Actual reports for DHHS, Federal, State, and SPAN-ET funding sources and provided an overview. Andrea then presented the Profit & Loss report. Eva LaBarge asked about the inclusion of HPV and Andrea said that the project was not officially closed out yet. She reminds the board members that this is the last year of fudning for that project. Andrea then reminds the members that the state funds are official closed out and that she overspent that grant by $127.67.
		4. Andrea asked if there were any questions about the financials. Marissa Brown confirmed that there were none.
			* 1. Marissa Brown called for a motion to approve the financials. Patrick Rogers made a motion to approve and Nancy Kuhles was second; all in favor and none opposed, motion carried.

Meeting djourned at 4:05 pm

**Next Meeting: September 4th @ 2pm**

**Location: Zoom**

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

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