# HS AHEC BOD Meeting

**Date | time** 5/22/2020 2:00 PM **Location** Zoom Virtual Meeting

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| **Members Present:**Brittany Brown……………………………….Renown HealthMarissa Brown…….…………Nevada Hospital AssociationJennifer Carson……Dementia Engagement, Education, and Research (DEER) Program Valerie Cauhape…………………….Family Support CenterKim Crandell…..………………………Carson Tahoe HealthRobert Kidd……………………………The Perry FoundationNancy Kuhles……Nevada Speech and Hearing Association Eva LaBarge……………………………Community Member Suzanne Norris………….Northern Nevada Medical CenterSasha Osorio……………………..………….Student MemberLaura Pinto………….Nevada Physician Wellness Coalition Patrick Rogers…………….......Community Health Alliance | **Staff:**Andrea Gregg, Executive DirectorDana Roscom, Program ManagerRachel Kiser, Operations Coordinator Amanda Aragon, Program Outreach Intern Nick Wilkinson, CHS Intern Taylor Stokes, CHS Intern Nick Dunkle, Intern Riley Gillis, Intern Angelina Gobran, Volunteer  |

1. Call Meeting to Order
Marissa Brown called the Board of Directors (Board) meeting to order at 2:01 PM, with present members making a quorum. The meeting begun with introductions of all present Board members, new Board members and summer interns.
2. Financials
	* Updated Financial Reports

Andrea Gregg provided a thorough review of the financial reports. This included the Balance Sheet, Profit & Loss for all classes, outstanding accounts receivable, and all budget to actual reports for all grants/programs as of April 30th 2020. The following discussion took place:

Andrea explains that the organization’s growth is shown in the numbers, with about $30,000 in accounts receivable on a monthly basis. She shares her screen to show the balance sheet at the request of Marissa Brown and Eva LaBarge adds that the balance sheet reflects finances beginning July 1, 2019 to April 30, 2020. Eva LaBarge continues to mention that some of the outstanding accounts receivables balance shown has already been received and Andrea Gregg adds that the new accounts receivable, as of May 22, 2020, totals $21,000. Andrea Gregg gives a brief explanation of the financial processes to new Board members and lists all current grants while providing a review of each budget to actual for all of those grants. Andrea Gregg briefly mentions that all staff are aware of a spending freeze due to potential COVID-19 financial impact. Only expenses deemed as mission critical will be approved until further notice. In addition, any mission aligned travel will remain unallowable until further notice.

Marissa Brown called for a motion to approve the financial reports as presented. Patrick Rogers made a motion to approve and Kim Crandell was second; all in favor and none opposed, motion carried.

1. Consent Agenda

The following items were presented for review and approval:

March 20, 2020 Meeting Minutes

No corrections or suggested changes were requested on the March 20th meeting minutes. Marissa Brown called for a motion to approve the previous meeting minutes as presented. Eva LaBarge made a motion to approve the meeting minutes and Patrick Rogers seconds; all in favor and none opposed, motion carried.

Revised Board of Directors Roster

Andrea Gregg shares that she has already implemented the revisions received by members via email and opens the floor for any final changes or questions. Marissa Brown requests a needed revision to her degree credentials on the document. Andrea Gregg asks Laura Pinto to confirm her information and preferred email. Andrea Gregg notes that the revisions will be made preceding the meeting and circulated to all members. No vote is needed. Document is for informational purposes only.

2020-2021 Board of Director’s Meeting Schedule

Andrea Gregg presents the 2020-2021 Board of Director’s meeting schedule and explains that the schedule helps to ensure quorum for all meetings. She adds that all of the dates will continue to take place on Friday afternoons as that seems to be the best time for the majority of members. Andrea also reminds members that virtual options will continue to be available. Finally, due to COVID-19, Andrea has decided to make future meetings virtual until further notice. Members were allotted the opportunity to weigh in on the meeting schedule. No feedback was shared and no concerns were expressed. No vote is needed. Document is for informational purposes only.

1. For Discussion

Introduction of Potential New BOD Member, Kylee McClure

Andrea Gregg asks Laura Pinto to introduce the candidate due to her recommendation. Laura Pinto introduces the candidate as Kylee McClure, a medical assistant at Renown Health whom she met through her husband’s work connections. She describes Kylee as smart, diligent, and a hard worker and adds that Kylee has been seeking service opportunities. Laura Pinto mentioned High Sierra AHEC to Kylee McClure and she showed interest in the mission of the organization and its programs. Laura Pinto adds that she intends to pursue medical school in the future and would be valuable to High Sierra AHEC. Andrea Gregg and Marissa Brown state their excitement in her interest to join the Board. Andrea Gregg reminded members that Laura Pinto has fulfilled both two, four year terms, and is set to transition off of the board. Laura mentions that she is not sure of her term preference, however, is looking forward to having Kylee serve as her predecessor when that time comes.

Marissa Brown called for a motion to move forward with Kylie McClure’s Board candidacy and as a possible successor to Laura Pinto. Kim Crandell made a motion to approve and Sasha Osorio was second; all in favor and none opposed, motion carried.

1. Program Manager Report

COVID-19 Program Response

Dana Roscom begins her report by discussing the Distance Education Portal, created in response to the online schooling taking place during the COVID-19 pandemic. Dana explains that it is essentially a digital version of Project Prevent and she encourages Board members to become site members and explore the portal if they have not yet done so. Andrea Gregg shares her screen to show the portal pages and Dana Roscom shares a teacher’s testimony from Candi Ruff. Marissa Brown says it is a strong layout and Patrick Rogers states that the platform is exceptional.

DHHS Scholars Specialists

Dana Roscom updates on the placement of the selected Scholars Specialists and the tasks that each of them will be taking on. She states that one Scholar will be creating a geo-map, and another will be creating social media content. Dana adds that they are pleased to have all five (5) Specialists now placed and that they are enjoying their positions so far. Feedback from preceptors has also been positive. Dana Meets with the Scholars and with the preceptor sites every two (2) weeks to check in and get feedback. Overall, our Scholars and our preceptors did an exceptional job at transitioning to a virtual platform for these assigned projects.

The Princeton Review

Dana Roscom updates that High Sierra AHEC’s partnership with the Princeton Review for discounted test prep courses is live and integrated into our website. So far, one test prep course has been purchased for the DAT and intern Taylor Stokes will be working on a marketing plan to reach the target audience. Four (4) targeted campaigns will be created: ACT/SAT, MCAT, GRE, and DAT. Live videos will explain the packages and target schools such as UNR, TMCC, WNC, and GBC. The Distance Education portal will follow the same protocol. Dana opens the floor to questions. Andrea Gregg reminds the Board to promote the test prep courses wherever appropriate since the partnership offers unrestricted revenue to the organization. She states that The Princeton Review is a high quality platform with good accountability tools for students.

Grant Submission Update

Dana Roscom updates the Board on the status of the foundation grant applications mentioned during the previous Board meeting. She names NV Energy, John Ben Snow, William Pennington, Bank of America, and EL Cord as completed submission and states that $5,000 was received from the Bank of America. EL Cord declined the grant request but there is hope that NV Energy and William Pennington foundations will issue funds.

Program Report for Quarter 2:

Rachel Kiser updates that the Student Ambassador Program wrapped up the spring semester in May and completed over 60 hours of volunteerism.Considering the cancellation of the Pre-Professional Healthcare Summit, these hours are consistent with previous years. Renown funding may still be coming in to support the Healthcare Summit but the status is still pending. Renown has expressed that any funds requested for events that have been canceled may be used for other efforts; if funded, the money will be used to maintain the Student Ambassador Program.

This semester, the program developed a new relationship with the Washoe County Health Department Tobacco Control program who spoke at a meeting and offered use of their online tobacco training certificate. Rachel adds that currently in the works for the Ambassador program is a new evaluation process, recruitment plan for expansion, professional development for the fall semester and creation of opportunities to provide resume building and application tips for graduate school and workforce entry.

The program had four (4) graduating seniors, two (2) of whom have come on board for summer project work. Nine (9) blogs were written during the semester for Healthy Young Nevada, seven (7) of which have already been published. Kids University, the host of AHEC summer camps, has indicated that three (3) of our four (4) camps will continue, starting July 6th. Patricia Ascano, Student Ambassador, has been brought on board to re-work our lessons to accommodate that many partners may not be able to attend and run our camp as previous years.

Amanda Aragon updates that the Scholars program will have its first three (3) completers at the end of this summer and has had two (2) recent enrollments into the program. Nick Wilkinson, intern, has tallied all of the current hours for Scholars and determined that 467 didactic and 1,956 experiential hours have been completed to date. Amanda adds that their priorities moving forward include offering more opportunities and adding online simulations to the learning platform. She is working on a recruitment video to make up for the lack on in-person recruitment opportunities and has aided in the development of Canvas as the new learning management system (LMS). Amanda turns it over to Nick for an update on the LMS. Nick Wilkinson screen shares to show the Canvas platform and explains how it will simplify tracking and engagement. He adds that it will also be more user-friendly for the Scholars. Nick continues to show the key features in the platform and emphasizes their focus on organization.

Rachel Kiser updates that the Distance Education portal launched in mid-April has 15 modules, including AHEC core topic areas. The portal is running well and has not displayed any technical issues. Rachel mention that there are 38 teachers currently who have become members who represent six (6) Nevada counties and two (2) from California. There have been about 800 site visits in the past three months with 500 unique users. This is more than double than the previous quarter. Reports also show that 60-70% of users are being jumped directly to the site by email or another direct link. This indicates that our communications are successful. An evaluation was sent to current users this week to gather teacher feedback and input.

Taylor Stokes, intern, updates that he is working to increase social media engagement and access to promote the Princeton Review packages and Distance Education portal. He will be creating live updates and videos to boost interest. More like/shares have been received on posts with real people as opposed to graphics. Taylor adds that he plans to highlight the people behind the mission to better reach the community.

Dana Roscom updates that the 6th year of HPV funding has begun. The National AHEC Organization sent notification that High Sierra AHEC was selected to received funding for two projects. The Self-made Health Network is based on leveraging partnerships; AHEC will be partnering with Immunize Nevada to host a webinar covering HPV vaccine topics and vaccine hesitancy. Level 2 Community Health Workers will be participating in the training, as well as providers. Dana Roscom and Amanda Aragon are working to complete the application for Community Health Workers to get certificates. Amanda Aragon updates that they are also working on the National AHEC Organization extension project to host a national anal cancer webinar with a survivor and oncologist from New York. The webinar will focus on the burden of HPV, vaccination importance, and CDC recommendations. Applications are going in for MD and RN continuing education credits. The National AHEC Organization will share flyers and disperse to all AHECs in the United States. The webinar is scheduled for August 12th. Finally, High Sierra AHEC has become a member of the NV Collaborative for HPV, which includes the American Cancer Society, Immunize Nevada, Nevada Cancer Coalition, and more. Their goal is to identify and evaluate the populations with low HPV vaccination rates by sharing data and increasing knowledge.

Marissa Brown adds that the programs are doing great work and opens the floor to questions. There are no questions, moves to the Executive Director report.

1. Executive Director Report

Andrea Gregg provided a brief update on the following agenda items. Noted discussion and remarks are identified below;

COVID-19 Impact and Response

Andrea Gregg says she has learned an extensive amount about human resources, employee law, non-profit functionality and is pleased with the progress High Sierra AHEC has made. She hopes that the silver lining will be shining a light on healthcare workforce development needs. She continues that one of the impacts made so far is about a $1,500 loss due to the cancellation of the first summer camp. Three are scheduled to continue but Andrea is planning for the scenario that those are also canceled.

Andrea Gregg explains that a portion of the $178,000 contract with the Department of Health and Human Services is being de-obligated at the request of the State. About $20,000 will be returned; other organizations have been asked to do the same. It is possible that High Sierra AHEC will be asked to re-visit this process and potentially de-obligate more funding in the future. All overhead and hard costs plus the High Sierra AHEC staff payroll is secured. Andrea Gregg opens the floor to questions. Marissa Brown asks if they should have a discussion with Julia Peek about financial impact and Andrea replies that all State general funds were asked to de-obligate if possible. Marissa Brown asks about the potential of not being re-funded next year. Andrea Gregg responds that funds are currently secured for the second fiscal year of this project, July 1- September 30, however the budget may be impacted. Andrea dis request that she work with Marissa to request a meeting with Julia Peek with the intention to discuss FY 20-21 continuation. Andrea will reach out to Julia later this month with the intention of meeting with Julia prior to the end of June/early July.

Andrea Gregg moves onto discuss the small business loan status. She says High Sierra AHEC applied to both the Paycheck Protection Plan and EIDL loans and asks if any Board member had done the same with their organizations. Robert Kidd says he did and it is ever-changing. Due to the 8-week drawdown requirement, Andrea Gregg says it was a blessing in disguise that the business loan came through and the $30,000 will be used for intern extension and three Student Ambassadors for special projects, supporting them until the end of June. She adds that she is trying to keep Taylor Stokes and Nick Wilkinson on the team until the end of September, picking up on their payroll and some overhead costs. Andrea Gregg explains that 75% of the loan must be used on payroll to have it be forgiven. Some difference exists in the allocation but leftover money leaves some peace of mind for sustainability. Andrea Gregg offers to share the calculation spreadsheet with anyone who has a similar loan. She adds that High Sierra AHEC was approved for the EIDL loan which gives $1,000 per employee, for the four permanent staff members. This loan is not forgivable, and Andrea Gregg suggests it not be used unless necessary. The $4,000 for essential staff was already received and is just sitting in the account. Andrea Gregg opens to questions. Marissa Brown and Eva LaBarge agree not to use EIDL loan. No questions.

Andrea Gregg references the Return to Work Action Plan. She says that planning took a lot of thought and is based on CDC, OSHA, and State recommendations. The document is adapted from Clark & Associates framework for organizations with language from the CDC and OSHA. The AHEC office will be cleaned the week of May 25th with the Executive Director returning to the office June 1st. The rest of the essential staff will follow on June 8th as part of Phase 1, limiting the space to less than 10 people. Interns and temporary staff will return to the office during Phase 2, which does not currently have a solidified date. Through the phases, non-essential travel will be prohibited. Marissa Brown asks about mask requirements. Andrea Gregg says there is not currently a mask requirement but High Sierra AHEC will provide them to employees while encouraging 6 feet of social distance. Marissa Brown adds that her office requires masks except in one’s own office and brings up liability issues. Patrick Rogers asks what distance of travel will be allowed. Andrea Gregg responds that there is not a distance parameter but that when travel in Phase 2 becomes an option, the decision will be based on guidelines, location, etc. All travel will require a pre-approval process. She adds that no staff will be sharing an office and workers may choose to continue remote work by request. As things evolve, Andrea will continue to work closely with the executive committee to make decisions as needed.

Funding Opportunities

Andrea discusses the advocacy work done by the National AHEC Organization and Health Resources and Services Administration (HRSA) to obtain funding as part of the grants being dispersed in light of COVID-19. The National AHEC Organization will be seeing 4.2 million to disperse among all states to respond to COVID and telehealth. Andrea estimates that $85-100,000 will be given to the Nevada AHEC Program Office and be divided among the three AHEC centers. The funding goes through April 1, 2021. She mentions the extensive work done by National AHEC Organization leaders to get AHECs included in the funding streams. Jennifer Carson asks for elaboration on the objectives of the grant. Andrea Gregg responds that deliverables are loosely defined, however objectives will focus on the enhancement of telehealth services for rural and under-served areas. Current ideas include contact tracing, education, curriculum for clinical training and more. She offers to circulate the documents to the Board for clarification. Marissa Brown requests that the entire Board receives a copy.

HR Expert Consultation

Andrea Gregg states that she has been working with an HR expert, Sherri Griffin, to re-vamp the personnel guidebook with expectations and parameters effective July 1st. Sherri has been very helpful and revisiting the document was needed with a growing staff. Some changes to expect include a decrease in the amount of accrued PTO allowed to roll-over into the next fiscal year, identifying 5 days of all PTO packages and identifying them as paid sick days, and PTO accrual for part time staff. The document, once finalized, will be sent to the Board in the upcoming weeks, then circulated to staff.

NAO Development Committee Appointment

Andrea Gregg shares that she has been appointed to join the National AHEC Organization development committee by the CEO. The committee’s goal is to diversify funding and revitalize a previously dormant committee. They will be identifying funding for AHEC organizations and hopefully grow High Sierra AHEC’s funding also.

Year-end Board Survey

Andrea Gregg mentions that a year-end Board survey will be sent out soon and encourages all members to participate. This is an opportunity to hear from the Board and use their perspective to continue enhancement and planning for FY 20-21.

Finally, Andrea Gregg mentions the Save the Date for the Appreciation Gala on October 8th and confirms that all original plans have been re-booked for that day.

Marissa Brown asks for questions or comments. Eva LaBarge commends the AHEC team for doing an amazing job. Marissa Brown adds that she looks forward to the future of AHEC.

Marissa Brown called for a motion to approve the executive director report and all supportive materials as presented. Patrick Rogers made a motion to approve and Kim Crandell and Eva LaBarge were second; all in favor and none opposed, motion carried.

Marissa Brown called for a motion to adjourn the meeting at 3:59 PM.

## Other Information

**Next Meeting: July 24, 2020 @ 2pm**

**Location: TBD**

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

**Recorded and Transcribed by: Rachel Kiser, Operations Coordinator**