

## BOARD OF DIRECTORS

### MEETING MINUTES

SEPTEMBER 20, 2018

1. **Call to Order:** The meeting was called to order by Chair Taverner at 18:38 hours.
2. **Present:** Chair Taverner and Directors Galligan, Hinshelwood, Macias and Young.  
Absent: Directors Navarro and Cappel.  
Also present: CEO Jue, PHCD CBO Yee, Senior Accountant Wang and Executive Assistant Santos
3. **Consent Calendar:**
  - A. Board Minutes for August 16, 2018  
*Director Galligan moved, Director Young seconded and the motion to approve the Board Minutes for August 16, 2018 as distributed was unanimously approved. 5/0/0*
  - B. Internal Control Revisions  
*Director Hinshelwood moved, Board Taverner seconded and the motion to approve the Internal Control Revision as distributed was unanimously approved. 5/0/0*
4. **Public Comment:** No comments were offered.
5. **Financial Reports for May and YTD FY 2018:** Ms. Wang narrated the FY 2018 June performance and Financial YTD Performance to Budget. Ms. Yee highlighted key points: Our Center Director, Patricia has resolved issues regarding dental claims and we are on course to collect on aging accounts. So far, an estimated \$20k has been recovered from patients; the balance is 20% Insurance, while the patient debt is 40% San Mateo and 50% Coastside. Ms. Yee stated that patient portion balances are now the focus for collection. Director Hinshelwood would like an update on line item 5001 Fee Adjustments: what are they and why – the Accounting department will look into this and report at the next board meeting.  
**Audit:** Ms. Yee reported: The audit went well. The auditor checked balance sheets, ledgers and expenses. He will be coming back Friday September 28<sup>th</sup> to audit our Internal Controls. We should expect to see a Final Audit Report in November.
6. **Old Business – Action Items**
  - A. **Updated Budget** – The budget was approved, as presented; however, Director Hinshelwood and Director Young requested it be reviewed again once the Development Director is appointed, so that it can reflect his/her targets to revenues as well as his/her salary to costs. Also, the budget should be revisited if/when the Sonrisas/SMMC FQHC contract from the County moves forward.  
*Director Galligan moved, Director Young seconded and the motion to approve the Budget as distributed and was unanimously approved. 5/0/0*
  - B. **Report on Progress of Infrastructure** – CEO Jue explained that growing our team by hiring Tina Wang as accountant, Teresa Santos as executive assistant, and Lisa Dinelli as billing administrator has helped tremendously in our day-to-day



operations. We hope with a new Development Director, we can project future activity and revenue.

**7. Fundraising:** **Director Hinshelwood** announced that our event – “A Night of Blue Sonrisas,” which we were able to create in two weeks was a success. We recorded \$920 in ticket sales, donations, and raffle tickets. We are waiting for donation amounts from Half Moon Bay Brewing Company and Tito’s Vodka.

**A. Review of Grant Activity** – **CEO Jue** reported that the Grant Matrix is up-to-date. There were a few changes to the format of the Matrix. There was a deposit placed with Patterson Dental to start the IV Sedation operator, funded from the Bothin Grant. The Gellert Foundation – not interested in uncompensated care but rather how our services address specific health requirements – received a revised grant request. Get Healthy San Mateo County asked for a proposal to screen kindergarten children (they have a mandate for 200 school screenings). Wells Fargo Award check was received.

**B. Annual Center Report and Donor Page** – It was suggested by Chair Taverner to proceed with revisions discussed and post/send as soon as possible.

## **8. Progress against Other Initiatives**

**A. Revenue Initiatives – Property Tax Assessor:** **CEO Jue** reported that we have received exemption from property taxes until the end of 2019, due to our status as a non-profit organization. This exemption saves us approximately \$15,000 per year.

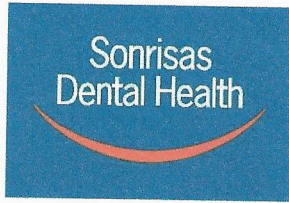
**FQHC** – **CEO Jue** reported that Cheryl Fama and she met with Dave McGrew, CFO of San Mateo Medical Center, who assigned an SMMC staff member to facilitate the clinical operations portions of the contract terms. Their meeting went smoothly. Mr. McGrew expressed support for the execution of this contract but could not give a timeline for implementation.

**B. Marketing and Business Development** – **Laurie Kretchmar** stated that we now have our Affordable Scale posted on our website. Our marketing team is closely monitoring Yelp and all other social media sites. Ms. Kretchmar is continuously staying informed with Stanford Employee Benefits. She shared a “Mission Moment,” that a Menlo College student from Ethiopia received invaluable care from Sonrisas Dental Health.

**9. Board Membership:** **Director Young** stated that just before tonight’s board meeting, there was a workshop with the Nominating Committee. The committee discussed the replacement of Director Macias and possibly expanding the Sonrisas Board from 7 members to 11 members. The Nominating Committee desires seeking a Board Member(s) located in the Peninsula area.

## **10. Suggested agenda items for October meeting**

a. Review Budget Target Goals



**11. Adjournment**

There being no further business, the meeting was adjourned by Chair Taverner at 21:11 hours.

Written by Teresa Santos, Executive Assistant

A handwritten signature in blue ink, appearing to read 'Nigel Taverner', is written over a horizontal line.

18 October 2018

**Approved: Nigel Taverner, Board Chair**