



**Board Meeting
April 2, 2020, 6:30 pm
Teleconference Via Zoom
MINUTES**

1. **CALL TO ORDER AND ROLL CALL** – Chair Taverner called the meeting to order at **6:33pm**
 - **Present:** Board Chair Nigel Taverner, Vice Chair Helen Galligan, Secretary Clyde Hinshelwood, Board Members Larry Cappel, Sheryl Young, Liz Dodge
 - **Also Present:** CEO Tracey Fecher, CFO Cheryl Fama, Center Director Pat Kinniburgh, Dental Director Dr. Torrey Rothstein, Community Engagement Director Dr. Bonnie Jue, Director of Development Maura LeBaron-Hsieh, Sr. Accountant Tina Wang, Administrative Assistant Libby Barnard
 - **Absent:** Director Navarro

*[Chair Taverner motioned for an addendum to agenda to include a vote by roll call, to decide how Sonrisas Dental Health will address staffing and staff pay in the extended Shelter in Place Order. This motion was seconded by **Director Cappel** and approved by roll call]*

2. **MISSION MOMENT** – CEO Fecher reported on the recent progress in the piloted Virtual Oral Health Program. She reported that Sonrisas’ staff has devoted significant time and effort to create engaging presentations for the community.
3. **PUBLIC COMMENTS**—No public in attendance
4. **APPROVAL OF BOARD MINUTES:** **Director Dodge** move to approve the minutes for the meeting on March 19, 2020. The motion was seconded by **Secretary Hinshelwood**, and the motion was approved. **Director Cappel** abstained from the vote due to absence.
5. **COVID-19 AND SONRISAS DENTAL HEALTH RESPONSE**—**Chair Taverner** reviewed the topics discussed and decision made from the last board meeting (see Board Minutes from the meeting on March 19th).
6. Board Members agreed that the Shelter in Place order would likely last through the end of May and have significant restrictions afterward. *[Director Rick Navarro joined at 6:47 pm]* **Director Navarro**, who has been following this situation closely in his work, noted that the virus has not peaked yet, and it is difficult to pinpoint its duration. He added that the order will likely continue through April or mid-May.
 - Director Hinshelwood asked how many patients have been seen since March 16th? Dr. Torrey responded that Sonrisas saw 23 patients in the three-week timespan, but only one in the last week.
 - Director Young asked if San Mateo Medical Center is seeing dental patients. CEO Fecher responded that they have drop-in services every day and will see anyone who comes to their center, regardless of their insurance, since they are the safety net provider in the San Mateo County.
7. **REVIEW OF STAFF ACTIVITY SINCE THE ORDER**
 - **Community Outreach:** Dr. Jue updated the board on recent progress with Sonrisas’ Virtual Oral Health Program. SDH’s pediatric dentist has been following up with patients’ parents and providing oral health instruction for their child(ren)’s teeth. The dental hygiene team has been creating presentations for the community on specialized topics in dental care, including elderly, people with special needs and school children. Sonrisas gave 200 toothbrushes to local schools through the Toothbrushes To-Go Program. **Chair Taverner** asked how long one-on-one conferencing with patients will continue. **CEO Fecher** answered that the program is being piloted and will continue as long as needed.

- **Fundraising Efforts: Ms. LeBaron-Hsieh** reported that since the March 19th board meeting, the development team has focused on communication to supporters and grant funders. The Virtual Oral Health Program will give Sonrisas opportunities to connect with the public through social media content, seeking new donors and funders and keeping supporters up to date on Sonrisas.

8. **New COVID-19 Government Programs and Cashflow**

- **CEO Fecher** reviewed the government plans that are available to employees, including the IRS one-time payment and enhanced unemployment insurance under CARES. **Director Young** noted that furloughing is a viable option to consider because of the additional unemployment insurance.
- **CEO Fecher** also reviewed the Paycheck Protection Program, a loan that would cover up to 2.5x average monthly payroll and is forgivable. She noted that there are still some questions around timing of the application process and the reliability of this emerging program. **Director Cappel** will be applying for this program for several of his companies. **Director Hinshelwood** suggested moving forward quickly if this option was selected because the funds will run out. **Director Cappel** recommended exploring FEMA as source for funds for the cost of the pandemic.
- **Sonrisas' Current Cash Position** is stronger than forecasted due to donations, a better than estimated Accounts Receivables (including revenue from treatment before shutdown) and a \$10K grant from Cal Wellness.
- **CEO Fecher** reviewed cash flow projections for three different staffing models. The projections were made for the end of May and were used as the basis for the recommended way forward.

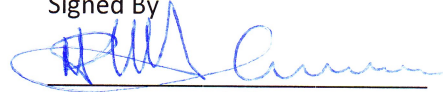
9. **Recommendation**

- **CEO Fecher, Chair Taverner, Dr. Rothstein, Dr. Bonnie Jue and Center Director Kinniburgh** recommended that most of the clinical staff be furloughed by these job classifications: Dental Assistants, Care Coordinators, Dentists, except for Dr. Torrey Rothstein and Dr. Laurie Jue. The hygienists that have been working on the Virtual Oral Health programs will stay on staff. It was noted that many of the hourly paid staff would be made whole or mostly whole with the unemployment insurance replacing their wages. Some administrative staff would stay on to complete critical projects and tasks.
- **Discussion: Director Hinshelwood** inquired whether this furlough would cause some clinical staff to not return. **Dr. Rothstein** responded that the risk feels relatively low since Sonrisas paid staff longer than most other dental offices. **CFO Fama** advised communicating to the staff that their benefits would stay intact through SDH. **Chair Taverner** recommended finding a way to stay in contact with furloughed staff until the Shelter in Place is lifted. Sonrisas' cash position after seven weeks of the "Program and Project" staffing was projected to be \$832K. **Chair Taverner** commented that, even with the furlough of staff, this cash would only last us until November. **Director Young** asked how many staff total would be furloughed and retained. **CEO Fecher** did not know the number at that moment and that she would get back to the board with that information.
- **Decision: Director Cappel** motioned to approve the recommended furlough plan. **Director Navarro** seconded and the motioned was approved unanimously by roll call.
- **Further Discussion: CFO Fama** agreed to review options for county funding. **CEO Fecher** will explore options through FEMA. **Director Young** ask CEO Fecher to provide a plan for staged reopening at the next board meeting. The board of directors thanked all Sonrisas employees, particularly those that are being furloughed, for all they have done for Sonrisas at this challenging time; and all they will do to continue Sonrisas' mission when the clinics are able to reopen.
- **Vice Chair Galligan** motioned to postpone the next board meeting to April 30th. The motion was seconded by **Director Young** and unanimously approved.

10. Meeting was adjourned at 8:20pm

Written and Submitted by
Libby Barnard

Signed By



Board Chair, Nigel Taverner