



**Board Meeting
June 17 20th, 2021
6:30 PM
Teleconference Via Zoom**

Minutes

1. CALL TO ORDER AND ROLL CALL – Chair Taverner called the meeting to order at **6:31pm**.
 - **Present:** Board Chair Nigel Taverner, Vice Chair Helen Galligan, Board Members: Larry Cappel, Liz Dodge, Clyde Hinshelwood, Sheryl Young.
 - **Also Present:** CEO Tracey Fecher, CFO and board candidate Cheryl Fama, Dental Director Dr. Torrey Rothstein, Center Director Pat Kinniburgh, Community Engagement Director Dr. Bonnie Jue, Director of Development Maura LeBaron-Hsieh, Sr. Accountant Tina Wang, Executive Assistant Libby Barnard, Board Candidate Lariza Cutler.
 - **Absent:** Rick Navarro
2. MISSION MOMENT – **Dr. Bonnie Jue** highlighted Dr. Vincent Jue, who will be changing his role at Sonrisas from clinical dental provider to assisting Dr. Bonnie Jue in outreach dental screenings. At the 20th Anniversary event on June 5th, patients of Dr. Jue attended to celebrate his legacy and donated in his honor. Many attendees of the event did not know about the inaccessibility of dental care for low-income individuals. By existing, Sonrisas educates others about the need for increased access to dental care.
3. PUBLIC COMMENTS – **Director Young** introduced board candidate, Lariza Cutler. She is a Half Moon Bay resident since 2002, originally from Paraguay, and owner of Vinoteca, a Half Moon Bay wine bar. She has travelled extensively, frequently with her husband, helping deliver financial aid to numerous countries.
4. APPROVAL OF BOARD MINUTES – **Vice Chair Galligan** motioned to approve the minutes for the board meeting on May 20th, 2021. The motion was seconded by **Director Hinshelwood** and approved by roll call. Ayes: **Nigel Taverner, Helen Galligan, Clyde Hinshelwood, Larry Cappel, Liz Dodge, Sheryl Young**.
5. REPORTS
 - **CEO Report** – **CEO Fecher** highlighted that Sonrisas' first PPP loan of \$404K has been forgiven. **Chair Taverner** thanked Sr. Accountant, Tina Wang for her work in applying for this loan and the loan forgiveness. **Director Galligan** asked for an update on the renovation at the Half Moon Bay clinic. The refresh of the clinic is scheduled to take place in November and December 2021. If the capital budget is approved, the team will start on the HVAC solution as soon as possible.
 - **CFO Report** – **CFO Fama** reported that YTD, patient visits are ahead of budget, gross revenue has exceeded budget, and direct and indirect expenses combined are under budget. Sonrisas continues to forgo using funding from Peninsula Health Care District (PHCD). **CFO Fama** acknowledged CEO Fecher and Sr. Accountant Tina Wang for their



efforts in securing PPP and CARES Act Provider Relief funding. Sonrisas will be developing a finance policy which includes the setting of financial performance metrics as well as management of cash reserves.

- **Fundraising Report – Maura LeBaron-Hsieh** thanked the board for their collaboration and support throughout fundraising growth of the past year. Board members acknowledged all the work that Ms. LeBaron-Hsieh has done. **Chair Taverner** highlighted that Sonrisas has raised \$988K in grants, excluding funding from PHCD, showing Sonrisas' reputation in the San Mateo County health community.
- **Board Nomination Committee ACTION Requested** – The board retreat will take place October 1st and 2nd. A location has been secured for Friday dinner and the team is close to securing a location for Saturday. **Director Young** *motioned that the board nomination process be moved to a closed session after “Old Business” items have been discussed. The motion was seconded by Director Galligan and approved by roll call. Ayes: Nigel Taverner, Helen Galligan, Clyde Hinshelwood, Larry Cappel, Liz Dodge, Sheryl Young.*

6. NEW BUSINESS

- **Financial Review — Unaudited financials for April '21** – No discussion or questions.
 - **Financial Projection Model – CEO Fecher** presented the financial projection for June, noting that unrestricted grants are expected to be higher this month because of grant checks from Stanford Hospital, the CARES Act Provider Relief grant from Health and Human Services and an installment from the Paycheck Protection Program.
- **FY22 Capital Budget ACTION Requested** – **CEO Fecher** reviewed Sonrisas' 5-year capital budget (Board Meeting Packet, Pg 29). These estimates are based on the life expectancy of the equipment dental equipment in current use as well as new equipment needed. **Director Galligan** asked how the annual expenditures were estimated. **CEO Fecher** explained that the lifespan of equipment had been assessed and the replacement cost would be capital expenditures at that end of life. **Chair Taverner** pointed out that the total expected capital cost for the next five years is \$890k while we have \$1.35m in Accrued Depreciation on the Balance Sheet. **Chair Taverner** *moved to approve the capital budget. The motion was seconded by Director Galligan and approved by roll call. Ayes: Nigel Taverner, Helen Galligan, Clyde Hinshelwood, Larry Cappel, Liz Dodge, Sheryl Young.*
- **Outreach Outcomes and Impact for FY21** – Sonrisas' Outreach Programs continue to grow this year, adding new ways to reach the community amidst the pandemic.
 - When it became clear that schools would not reopen in Fall 2020, the team pivoted by offering Drive Up Dental Screenings. Sonrisas was able to coordinate school screenings at six different schools in Spring 2021. SDH worked with a new partner, Peninsula Family Service, holding screenings at their head-start and preschool locations. There were also new opportunities for partnership with community groups like the Health Care Academy through Sequoia High School.
 - The team discovered that a third of the 305 children (ages 14 months-18 years) who were screened through drive up and school screened had active decay. Of the 129 screened at the drive-up event, 70 children had not seen a dentist in the last 12 months (54%) and 40 (31%) had never seen a dentist in their lifetime.
 - This year, the Outreach department added a care coordinator, Irma Ochoa, who has



provided follow-up and case management for families and children that are seen at Sonrisas' screenings. This addition has made the program more efficient and accessible for families. Of the 259 families that were contacted, 108 children did not have a dental home and 46 children have been scheduled for appointments at Sonrisas. **Director Dodge** asked if they were getting appointments or put on the waiting list. **Dr Jue** replied that how long it took to get an appointment depended on the urgency; children do not get put on the adult Medical-Dental waiting list but we are busy. At the same time, Irma leaves a phone number so that the patient's parents can get through to somebody who knows where they stand.

- In the upcoming fiscal year, Sonrisas will be focusing on senior programming, while building its school screening programs.
- In FY21 Q3 and Q4, the team promoted discounted dental exams and x-rays for the 65+ community but, even with a 45% discount, this demographic faces barriers such as lack of money, no transportation, as well as concerns around Covid-19. SDH is currently in conversation with the health care districts in the county and other potential partnerships for senior dentistry funding.
- The team also will be prioritizing strategic data collection.
- **Director Hinshelwood** requested that this PowerPoint presentation be recorded. Mx. Barnard will send to the board to share with other stakeholders. He also asked if we could get a picture of progression, i.e., the impact of our screenings from grade to grade. **Dr Jue** would love to get some information but it's difficult to get agreement from the schools; currently the administrators are overwhelmed. The complete report can be found in the Board Meeting Packet on page 32-35.

Dr. Jue is hoping that senior centers will open now that Covid restrictions are being lifted. **CFO Fama** confirmed that they have been much more restricted than the rest of the population. **Dr Jue** also recognized the dedication of her volunteers and the staff that made the success of this year possible.

7. OLD BUSINESS

- **Medi-Cal Dental Adult Patient Waitlist** – Since the last board meeting, Sonrisas' care coordinator team has reached out to 80 patients, a quarter of whom have been scheduled for appointments. Center Director Pat Kinniburgh was able to create space on one of the doctor's schedule for these patients. Others on the waitlist have been found to have moved out of the county, already have a dental home, or do not have a reachable phone number. The Sonrisas board will review this item at the Board Retreat in October.
- **FY22 Budget Contingency Plans** – **CEO Fecher** shared Sonrisas' contingency plan with costs as requested at the May board meeting. Areas of risk included a potential reduction in grant amount from PHCD, difficulty in hiring a hygienist to meet FY22 visit volume and meeting the 45% growth goal for individual donations. Sonrisas' plan is to draw the full \$900K of the PHCD grant in FY22 and the grant ends June 2023. New full-time clinical positions, such as Dental Assistants and CCCs, will be timed to hiring hygienists. If individual donations are not on track, \$45K of the fundraising consultant budget will be reduced.



8. Closed Session—The board convened as a closed session from **8:10pm to 8:21pm**
 - **Director Hinshelwood** nominated Lariza Cutler as board member. The motion was seconded by **Director Galligan** and approved by roll call. Ayes: **Nigel Taverner, Helen Galligan, Clyde Hinshelwood, Larry Cappel, Liz Dodge, Sheryl Young.**
 - **Director Galligan** nominated Cheryl Fama as board member. The motion was seconded by **Director Cappel** and approved by roll call. Ayes: **Nigel Taverner, Helen Galligan, Clyde Hinshelwood, Larry Cappel, Liz Dodge, Sheryl Young.**
9. SUGGESTED AGENDA ITEMS FOR NEXT MEETING – Chair Taverner
 - Discussion and decision on a summer recess, preferably in August
 - Board Retreat Topics
10. Meeting was adjourned at 8:26PM

Written and submitted by
Libby Barnard

Approved by

Board Chair, Nigel Taverner