



**Board Meeting
March 16, 2023
6:30 PM
MINUTES**

1. **CALL TO ORDER AND ROLL CALL** – Chair Taverner called the meeting to order at 6:42 pm.
 - A. **Present:** Chair Nigel Taverner, Vice Chair Helen Galligan, Secretary Clyde Hinshelwood, Board Members: Larissa Cutler, Dennis Kneoppel, Steve Stielstra, Larry Cappel
 - B. **Also Present:** CEO Tracey Fecher, CFO Vickie Yee, Dr. Henry Sanchez
 - C. **Absent:** Sheryl Young, Rick Navarro
2. **MISSION MOMENT** – Mission moment is a thank you to **Vice Chair Galligan** for her service on the Sonrisas Board. **CEO Fecher** thanked Helen on behalf of the Sonrisas patients and staff. The entire board thanked her for her service, and all added their own personal memories and comments.
3. **PUBLIC COMMENTS** – No public in attendance.
4. **APPROVAL OF FEBRUARY BOARD MINUTES**

Vice Chair Galligan moved to approve the minutes of February 16th's meeting. Director Kneoppel seconded the motion and was approved by roll call. Ayes: Nigel Taverner, Helen Galligan, Clyde Hinshelwood, Larissa Cutler, Dennis Kneoppel, Steve Stielstra.

5. CONTINUING BUSINESS

- A. Board Nominations – Director Hinshelwood
 - a. **Director Hinshelwood** introduced Dr. Sanchez and shared some highlights of his impressive resumé.
 - b. Dr. Sanchez confirmed his interest in Sonrisas and the board position. He mentioned that he first heard about, and was impressed with, Sonrisas' school screening at the San Bruno kindergarten.

Director Hinshelwood made the motion to elect Dr. Henry Sanchez to the Board effective at the end of the board meeting. Director Steve Stielstra seconded the motion and was approved by roll call. Ayes: Nigel Taverner, Helen Galligan, Larry Cappel, Clyde Hinshelwood, Steve Stielstra, Larissa Cutler, Dennis Kneoppel.

- c. Election of Vice Chair - postponed.
- B. Board Meeting Format – Chair Taverner
 - a. With the suspension of the Pandemic Emergency, the Brown Act requires that board meetings revert to being in person.
 - b. The question was posed as to whether Thursdays are still the best day for us. **CEO Fecher** agreed to send out a poll for days/times that work for each Board member.
- C. Development Director Recruitment – CEO Fecher
 - a. The requested Three-Year Financial Projection was presented by **CEO Fecher**.

Chair Nigel Taverner moved to approve the recruiting contract for Development Manager and Director for Large Gifts. Director Larry Cappel seconded the motion and was approved by roll call. Ayes: Nigel Taverner, Helen Galligan, Clyde Hinshelwood, Larry Cappel, Larissa Cutler, Dennis Kneoppel, Steve Stielstra.



- D. Board Workshop in April or May – Chair Taverner
 - a. All agreed with board proposed agenda with potential dates on June 3, 17, or 24. A Doodle poll will be sent out to help select the best date.
- E. CEO Goals for FY23 – Chair Taverner
 - a. **CEO Fecher** reviewed her FY23 goals. Demonstrated positive progress.

6. STRATEGIC PLAN FY23-FY25

- A. Sonrisas Culture
 - a. D/E/I Staff Training Update – CEO Fecher
 - 1. **CEO Fecher** reviewed the March 15 staff training:
 - Dimensions of Diversity
 - Privilege
 - A very positive event
 - The Taco Truck was a success.
 - 2-3 more DEI Training events are to be scheduled.
- B. Sustainable Growth
 - a. FQHC Subrecipient Contract Update – CEO Fecher
 - 1. Top priority to work with HPSM (Healthcare Plan of San Mateo) to become a subrecipient.
 - b. Update on Peninsula Donor Event – CEO Fecher
 - 1. Venue (Domenico Winery) and date (Tuesday May 9th) set.
 - 2. Planning for 40 people and using the smaller room available. However, this room is upstairs, with no elevator. **Director Cappel** suggested that we should know all the invitees and if access could be a problem for any guests.
- C. Community and Patient Engagement
 - a. Patient Engagement Update – CEO Fecher
 - 1. Dr. Bonnie and Office Manager, Marleen Rodriguez-Ortiz, started an initial patient survey in Half Moon Bay.
 - 2. The appointment system is moving from Lighthouse to NexHealth. This will allow patients to fill out their details online, speeding up check in and hoping the confirmation system will improve the no show rate. It will also enable real time releases for treatments (so patients won't have to come back). Patients can enter their details from a smartphone.
 - b. Partnerships
 - 1. A presentation to the Sequoia Healthcare District Board is scheduled as we are asking to renew our grant. Pamela Kurzman (Sequoia HD CEO) let Tracey know that they are moving forward with Ravenswood to service the proposed brick and mortar clinic in their district office since Ravenswood is already an FQHC. She reported that Ravenswood received \$420 for each patient.
 - 2. The opportunity for that partnership is no longer open to Sonrisas.
 - 3. Becoming an FQHC will help Sonrisas be chosen as a partner when other opportunities come up.

7. REPORTS

- A. CEO Report – CEO Fecher
 - a. **Chair Taverner** asked Dr. Sanchez if he could help with the NYU AEGD resident program: Sonrisas is having trouble finding a match this year. **CEO Fecher** will send Dr Sanchez information on the program and connect him to Dental Director, Dr. Torrey Rothstein.
 - b. **Director Hinshelwood** asked about Sonrisas' work in Pescadero and partnership with Puente.
 - 1. Sonrisas needs to find another space for the temporary clinic while researching a permanent location or a mobile van.
- B. CFO Report – CFO Yee
 - a. February 2023 Profit and Loss, Balance Sheet, Dashboards




- b. **CFO Yee** commented that the cash sweep account ensures all of Sonrisas' deposits are FDIC insured.
 - 1. Sonrisas closed its account at SVB a week before SVB closed.
- c. **Chair Taverner** pointed out to all that, despite visit volumes being below budget due to staff shortages, power cuts etc., we have positive year to date net income and cash flow – both above budget.
 - 1. Patient revenue is down but costs are down further, and contributions are up.
- C. Fundraising Report – Maura LeBaron-Hsieh
 - a. No comments.
- D. Outreach Report– Dr. Bonnie Jue
 - a. No comments.
- E. Board Nomination Committee – Director Hinshelwood
 - a. Done earlier in meeting.

8. SUGGESTED AGENDA ITEMS FOR NEXT MEETING

- A. **CEO Fecher** to report back on the Sequoia Presentation.
- B. Update on Peninsula event.
- C. Dr. Sanchez asked about the path and timing to become an FQHC. **CEO Fecher** explained the key is to find someone to provide Sonrisas with a dental subrecipient relationship.
 - a. The largest barrier is getting San Mateo County interested in partnering.
 - b. Need a champion in the County.
- D. **Director Kneappel** asked if we are aware of the potential universe of partners.
 - a. **CEO Fecher** answered that she is.

9. ADJOURN - The meeting was adjourned at 8:08 pm.

Written by
Secretary Clyde Hinshelwood

Approved by

Nigel Taverner, Board Chair

