



Board Meeting June 27th 6:30 PM

Sonrisas San Mateo Conference Room

MINUTES

1. **CALL TO ORDER AND ROLL CALL – Chair Taverner called the meeting to order at 6:32 pm.**
 - A. **Present:** Board Chair Nigel Taverner, Secretary Clyde Hinshelwood, Board Members: Larissa Cutler, Dennis Kneepel, Rick Navarro, Henry Sanchez, Steve Stielstra, Sheryl Young
 - B. **Also Present:** CFO Vickie Yee, Administrative Assistant Veronica Le
 - C. **Absent:** Larry Cappel

2. **ADDING TWO ADDITIONAL AGENDA ITEMS - ACTION REQUESTED**

- A. **Chair Taverner** would like to add two additional topics to tonight's board meeting: 1) rescheduling Sonrisas' board meetings to align with PHCD's board meetings on the fourth Thursday of the month and 2) discussing the process of evaluating **CEO Fecher**.

Board Chair Nigel Taverner moved to approve additional agenda items for tonight's board meeting. Director Rick Navarro seconded the motion and was approved by roll call. Ayes: Nigel Taverner, Clyde Hinshelwood, Larissa Cutler, Dennis Kneepel, Rick Navarro, Henry Sanchez, Steve Stielstra, Sheryl Young.

3. **DISCUSSION OF CEO'S EVALUATION**

- A. The Board discussed the timeline and process of **CEO Fecher's** evaluation and it was agreed to include reviewing **CEO Fecher's** achievement against goals for last year. It was suggested that her goals for the current year be set soon after the review and progress tracked throughout the year. **Director Henry Sanchez** suggested highlighting performance against the budget given that its forecast to have a negative outcome.

4. **NEW BOARD MEETING START TIME—ACTION REQUESTED**

- A. **Director Rick Navarro** proposed to have Sonrisas Board Meetings occur on the Tuesday before the 4th Thursday of the month. **Director Henry Sanchez** seconded the motion and was approved by roll call. Ayes: **Nigel Taverner, Clyde Hinshelwood, Larissa Cutler, Dennis Kneepel, Rick Navarro, Henry Sanchez, Steve Stielstra, Sheryl Young.**

5. **MISSION MOMENT –** Ms. Le played a recording of Community Clinical Care Coordinator, Irma Ochoa, sharing one of her favorite patient stories. During a school screening at Roosevelt Elementary School, she came across a child with severe decay to the gumline and notified the Outreach team she was in pain. After contacting her mother, Ms. Ochoa was informed they had gone to the dentist before but was referred to hospital dentistry, raising concerns about having her child put under general anesthesia. Ms. Ochoa explained not proceeding with any treatment for her daughter's cavities would worsen her condition. Ms. Ochoa offered an appointment for this child to be seen at Sonrisas with one of our pediatric dentists, who conducted a complete evaluation. The child had successful treatment at her first appointment and was scheduled for three more appointments. Ms. Ochoa observed there are few pediatric dentists in San Mateo County that accept Medi-Cal, so the mother was thankful her daughter was able to be treated at Sonrisas Dental Health.

6. PUBLIC COMMENTS - No public in attendance

7. APPROVAL OF APRIL BOARD MINUTES and JUNE BOARD RETREAT MINUTES

Director Steve Stielstra moved to approve the minutes of April 20th's meeting. Director Rick Navarro seconded the motion and was approved by a quorum. Ayes: Nigel Taverner, Dennis Kneoppel, Rick Navarro, Henry Sanchez, Steve Stielstra, Sheryl Young. Abstained: Clyde Hinshelwood, Larissa Cutler

Director Rick Navarro moved to approve the minutes of June 3rd's Board Retreat. Director Henry Sanchez seconded the motion and was approved by a quorum. Ayes: Nigel Taverner, Larissa Cutler, Dennis Kneoppel, Rick Navarro, Henry Sanchez, Steve Stielstra. Abstained: Clyde Hinshelwood, Sheryl Young

[CEO Fecher joined the meeting at 6:51 pm.]

8. STRATEGIC PLAN FY23-FY25

- A. June 3 Board Retreat Report Out – **Chair Taverner** gave an overview of the board retreat held on June 3rd. The retreat had a focus on two areas of the strategic plan: Diversity, Equity, Inclusion (DEI) and sustainable growth through becoming a federally qualified healthcare clinic (FQHC).
- a. Ms. Bluford joined the Board Retreat to review DEI concepts as well as what is part of a DEI business case. During Ms. Bluford's presentation, it was agreed to include a focus on justice (DEIJ)
 - b. There were great conversations detailing the ideas and thoughts on DEI and becoming a FQHC sub-recipient that occurred at the Board retreat.
 - c. **Director Sanchez** commented that the retreat involved good discussions and good engagement led by good facilitators. **Director Stielstra** agreed and mentioned that it was good to hear Eric Ryan's positive opinions about our performance. **CEO Fecher** said she was inspired by Ms. Bluford's presentation to include the focus on justice.
- B. Sonrisas Culture
- a. Strategic Plan Year Two – The goals of the strategic plan will be revised, evolving some goals, and encouraging new staff members to join and contribute their ideas to Year 2 of the plan.
 - b. **Director Stielstra** wanted to confirm that we shall be using Mission Met's (Causey) software tool to do this.
- C. Sustainable Growth
- a. FY24 Operating and Capital Budget Approval ACTION REQUESTED - **CEO Fecher** asked for a motion to approve both the capital and operating budget. **Director Sanchez** asked how we handle depreciation. **CFO Yee** explained that every piece of equipment has a suggested lifetime which is used to forecast replacement dates. Specifically:
 1. The capital budget for FY24 labels dental equipment for expansion as "new dental equipment".
 2. Although there isn't currently any need for new equipment, the capital budget includes replacements of older dental equipment that requires replacement.
 3. Capitalizing the equipment is based on the industry-standard life expectancy of the dental equipment.
 4. The FY24 capital budget estimates the funding required to replace existing equipment as needed. If there were any new dental equipment required, it would be part of a project that would need board approval.
 5. **CEO Fecher** gave a brief review of the budget for board members who were not able to attend the budget walk meetings.
 - After **CEO Fecher** wrote her report, it was confirmed that

Sonrisas will be receiving incentives from the Health Plan of San Mateo for providing a dental home for patients.

Director Henry Sanchez moved to approve the Capital Budget. **Director Rick Navarro** seconded the motion and was approved by roll call. Ayes: **Nigel Taverner, Clyde Hinshelwood, Larissa Cutler, Dennis Kneoppel, Rick Navarro, Henry Sanchez, Steve Stielstra, Sheryl Young.**

Director Henry Sanchez moved to approve the Operating Budget. **Director Dennis Kneoppel** seconded the motion and was approved by roll call. Ayes: **Nigel Taverner, Clyde Hinshelwood, Larissa Cutler, Dennis Kneoppel, Rick Navarro, Henry Sanchez, Steve Stielstra, Sheryl Young.**

- b. FQHC Sub-Recipient Project: A week prior, **CEO Fecher** and Dr. Bonnie met with Supervisor Ray Mueller, introducing Sonrisas Dental Health's services, the strategic plan, and the need for growth, which he fully supported. Supervisor Mueller will sponsor the meeting with SMMC.
- c. Cooking for a Cause Sponsorship Update – **CEO Fecher** is pleased to update board members on the positive progress on sponsorships, including every board member supporting the event in some way.
 - 1. **CEO Fecher** requested board members to brainstorm for other organizations who would like to honor Cheryl Fama by potentially sponsoring the event.
- D. Community and Patient Engagement
 - a. Patient Survey – The Sobrato Foundation gave all their grantees free access to Listen4Good, an organization that helps nonprofit create accessible surveys to multiple people.
 - 1. Dr. Bonnie and the clinical staff have been working on this survey for the past few months. The survey is under final review, making sure the survey will be translated in English, Spanish and Cantonese/Mandarin before piloting the survey to patients of Sonrisas' Half Moon Bay clinic, for the next six to eight weeks.
 - 2. These surveys will be provided in all forms: paper, tablet and mobile ready.
 - b. School Screening Outcomes – The Outreach team were budgeted to screen 2,000 children but ended up screening 2,985 children.
 - 1. For the upcoming year, the Outreach team is budgeted for 3,000 children.

9. CONTINUING BUSINESS

A. Board Vice Chair Election ACTION REQUESTED

Director Hinshelwood nominated **Director Sanchez** to fill the position of Vice Chair. **Chair Nigel Taverner** seconded the nomination and was approved by roll call. Ayes: **Nigel Taverner, Clyde Hinshelwood, Larissa Cutler, Dennis Kneoppel, Rick Navarro, Henry Sanchez, Steve Stielstra, Sheryl Young.**

10. REPORTS

- A. CEO Report – No questions or comments
- B. CFO Report

- a. **Director Sanchez** asked how the CalWellness grant is handled.
 - 1. Half of the grant will be released for twelve months and the other half for the next twelve months, since it is a two-year grant.
 - 2. By looking at the fundraising totals, the numbers are reflected as cash in the balance sheet but not necessarily as income until the funds are released.
- b. Do restricted funds get reported in the budget?
 - 1. The budget only reflects the unrestricted portion, or the operative portion, and the restricted portion is reflected in the balance sheet.
- c. **Director Sanchez** asked about the cash reserves and if there is a policy on its use.
 - 1. The reserve was created to be used during times such as the pandemic and

other worst-case scenarios, where the clinic would be forced to shut down or had to operate with no patient income or grant income. What's currently in reserves is six months' worth.

2. **CEO Fecher** and **CFO Yee** will present to the board at the next meeting in August a targeted reserve funds amount, based on current policy.
- C. Fundraising Report – No questions or comments.
- D. Outreach Report– **Chair Taverner** gave high praise to Dr. Bonnie and her team's ability to reach milestones in screening children attending preschools, elementary schools, middle schools, and school districts.
- E. Board Nomination Committee – No comments or questions.


11. SUGGESTED AGENDA ITEMS FOR NEXT MEETING

- A. No board meeting in July
- B. Target reserve amount based on cash reserve policy for approval.
- C. CEO Review - closed session to start at 6 pm.
- D. Strategic plan update
- E. Financials for July and August to present to the Board in September, if not in October.

12. ADJOURN - The meeting was adjourned at 8:10 pm.

Written by
Veronica Le

Approved by



Nigel Taverner, Board Chair