



Board Meeting January 21st, 6:30 PM

Location
Sonrisas San Mateo Conference Room
Zoom Teleconference

MINUTES

1. **CALL TO ORDER AND ROLL CALL** – Chair Taverner called the meeting to order at 6:34 pm.
 - A. **Present:** Chair Nigel Taverner, Vice Chair Henry Sánchez, Secretary Clyde Hinshelwood, Board Members: Larry Cappel, Dennis Kneoppel, Rick Navarro, Steve Stielstra.
 - B. **Also Present:** CEO Tracey Fecher, CFO Vickie Yee, PHCD CEO Ana Pulido, COO Prasanthi Patel, Community Engagement Director Dr. Bonnie Jue, Development Director Spandan Chakrabarti, Dental Director Dr. Torrey Rothstein, Community Outreach Program Manager Irma Ochoa, Administrative Assistant Veronica Le.
 - C. **Absent:** Paramita Roy.
2. **MISSION MOMENT** – Community Outreach Program Manager, Irma Ochoa, introduced herself to the Board including that she's worked at Sonrisas for six years and has been working with Dr. Bonnie for the last three years. Ms. Ochoa shared the story of a young child who, at an initial school screening, had 12 teeth with decay; six months later, they were re-screened and showed additional decay. The child's mother said she had difficulty scheduling an appointment for her child. With Ms. Ochoa's assistance, the child was seen at Sonrisas for treatment. The new Salesforce app, now being used to track outreach activities, helped track the fact that that child had been screened previously and the conversation Ms. Ochoa had with the mother after the first screening. The notes from Ms. Ochoa from previous screenings and contact allowed her to provide better care coordination services.
 - A. The Board thanked Ms. Ochoa for sharing her story and praised her for her role at Sonrisas.
 - B. The Board noted that we are providing oral health education to the parents; sometimes they don't realize that their children are in pain. **Vice Chair Sánchez** suggested that many kids want to help/please their parents and don't want to be a burden. We have to get over that cultural hurdle. Dr Bonnie pointed out that we can see some kids three or four times before they get treatment.

[Director Larissa Cutler joined the meeting at 6:38 pm.]

3. **PUBLIC COMMENTS** - No public in attendance.
4. **APPROVAL OF NOVEMBER 19TH BOARD MINUTES**

Director Rick Navarro moved to approve the minutes of the November 19th meeting. Director Henry Sánchez seconded the motion and was approved by roll call. Ayes: Henry Sánchez, Clyde Hinshelwood, Larry Cappel, Larissa Cutler, Rick Navarro, Steve Stielstra, Abstained: Nigel Taverner, Dennis Kneoppel

5. **STRATEGIC PLAN FY23-FY25**
 - A. **Sonrisas Culture** - No updates.
 - B. **Sustainable Growth**
 - a. **FQHC Pathways Project Update** – CEO Fecher gave an update on the pathways project to the Board. Board members discussed the status of the current contract with SMMC, that the contract will be coming to an end on

March 16, 2025, and how to communicate with management. Dr Torrey reported that all his communications (now suspended) have been staff to staff on operational matters. There was general agreement that the driving force should be the needs of the patients. There will be an update at the next Board meeting with the financial implications of any changes.

- b. **Pescadero Clinic Update – CEO Fecher** gave an update on the progress of the Pescadero clinic as the team is in the final stages of purchasing an RV. **Director Stielstra** asked about options for cancelling the order for the RV if conditions change.
- c. **Cooking for a Cause Sponsorship Update** – Mr. Chakrabarti will be holding a workshop at the February meeting in preparation for this year's Cooking for a Cause event.
 - 1. Board participation with finding sponsorships for the event was successful last year and we'd like to repeat and expand for the coming event
 - 2. Mr. Chakrabarti welcomed feedback from Board members about last year's sponsorship workshop to improve the upcoming one:
 - It was agreed to emphasize the importance of relationship-building and support during the workshop in February.

C. **Community and Patient Engagement** - No updates.

- 6. **ANNUAL MEETING** - Election of Officers was moved to the February board meeting to allow the Board Nominating Committee to complete its discussions.
 - A. **Reappointment of Directors ACTION REQUESTED** - **Chair Taverner** thanked the Board members for serving and continuing to serve.

Director Henry Sánchez moved to approve the Reappointment of Directors. Director Steve Stielstra seconded the motion and was approved by roll call. Ayes: Nigel Taverner, Henry Sánchez, Clyde Hinshelwood, Larry Cappel, Larissa Cutler, Dennis Kneappel, Rick Navarro, Steve Stielstra

7. REPORTS

- A. **CEO Report** – No comments or questions.
- B. **CFO Report** – A report wasn't submitted but **CFO Yee** updated the Board that the Senior Accountant position had opened but was quickly filled. **CFO Yee, CEO Fecher** and Mrs. Patel collaborated to train the new Senior Accountant, Kris Kwan.
 - a. A draft of the December financials shows a positive variance so far.
 - b. **CFO Yee** will present the December and January financials at the February board meeting.
- C. **Fundraising Report** – No comments or questions.
- D. **Outreach Report** – **Chair Taverner** complimented the report and the pictures included. Dr. Bonnie shared details on the upcoming Seniors screening event (Millbrae) and that they are expecting a large number of screenings. In addition, Coastside Hope has 500 kids potentially for screening. Life has been made easier with the acquisition of the new van. Dr Bonnie credited **CEO Fecher** for the suggestion to paint it blue so it doesn't resemble a plumber's van.
 - a. Dr. Bonnie commended Diane Grech, a longtime volunteer and former Outreach Manager at Sonrisas, for donating supplies so Sonrisas can assemble 500 kits for the Adopted Family Program.
- E. **Quality Committee Report** – **Director Kneappel** reported to the Board that the Quality Committee is finalizing the metrics and timetable.
- F. **Board Nomination Committee** – There are no additional updates.

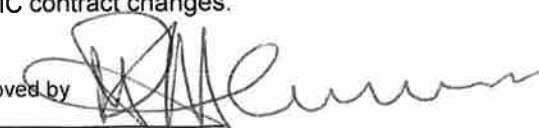
8. SUGGESTED AGENDA ITEMS FOR NEXT MEETING

- A. Cooking for a Cause Sponsorship workshop
- B. Election of Board Officers
- C. December and January financials
- D. Presentation by the San Bruno Community Foundation
- E. Financial implications and recommendations due to SMMC contract changes.

- 9. **ADJOURN** - The meeting was adjourned at 8:35 pm.

Written by
Veronica Le

Approved by


Nigel Taverner, Board Chair