



## Board Meeting February 20, 6:30 PM

Location  
Sonrisas San Mateo Conference Room  
Zoom Teleconference

### MINUTES

1. **CALL TO ORDER AND ROLL CALL** – Board Chair Taverner called the meeting to order at 6:34 pm.
  - A. **Present:** Board Chair Nigel Taverner, Vice Chair Henry Sanchez, Secretary Clyde Hinshelwood, Board Members: Larry Cappel, Dennis Kneoppel, Rick Navarro, Paramita Roy, Steve Stielstra
  - B. **Also Present:** CEO Tracey Fecher, CFO Vickie Yee, Community Resources Director Spandan Chakrabarti, Administrative Assistant Veronica Le
  - C. **Absent:** Larissa Cutler
  
2. **MISSION MOMENT** – CEO Fecher shared with the Board the feedback from the January staff meeting that primarily focused on identifying issues between the front and back office, following a Staff Survey. The conversations were highly productive, with valuable information shared; attendees were very appreciative of the initiative. The next step for the team will be brainstorming to resolve these issues at the All-Day Training for staff on March 18<sup>th</sup>.
  
3. **PUBLIC COMMENTS** - No public in attendance.
  
4. **APPROVAL OF JANUARY BOARD MINUTES**

*Director Rick Navarro moved to approve the minutes of January 23<sup>rd</sup>'s meeting. Vice Chair Henry Sanchez seconded the motion and was approved by roll call. Ayes: Nigel Taverner, Henry Sanchez, Clyde Hinshelwood, Larry Cappel, Dennis Kneoppel, Rick Navarro, Paramita Roy, Steve Stielstra.*
  
5. **ANNUAL MEETING**
  - A. **Election of Officers ACTION REQUESTED** – CEO Fecher requested a motion to approve the current slate of Officers to stay on as Sonrisas' Board Officers.

*Director Dennis Kneoppel moved to approve the Slate of Officers to extend their terms. Director Larry Cappel seconded the motion and was approved by roll call. Ayes: Nigel Taverner, Henry Sanchez, Clyde Hinshelwood, Larry Cappel, Dennis Kneoppel, Rick Navarro, Paramita Roy, Steve Stielstra.*
  
  - B. **Appointment of Director ACTION REQUESTED** – Director Hinshelwood requested a motion to nominate Paramita Roy as a Board member.

*Vice Chair Henry Sanchez moved to approve Paramita Roy as a Director on the Board. Director Dennis Kneoppel seconded the motion and was approved by roll call. Ayes: Nigel Taverner, Henry Sanchez, Clyde Hinshelwood, Larry Cappel, Dennis Kneoppel, Rick Navarro, Steve Stielstra.*
  
  - C. **Reappointment of Directors ACTION REQUESTED** – Director Hinshelwood requested a motion to approve the reappointment of Director Cutler and Director Stielstra as board members.

**Vice Chair Henry Sanchez** moved to approve the Reappointment of Director Larissa Cutler and Director Steve Stielstra. **Director Rick Navarro** seconded the motion and was approved by roll call. **Ayes:** Nigel Taverner, Henry Sanchez, Clyde Hinshelwood, Larry Cappel, Dennis Kneoppel, Rick Navarro, Paramita Roy, Steve Stielstra.

D. **Approval of FY22-23 Financial Audit Report ACTION REQUESTED – CFO Yee** informed the Board the audit went smoothly with no adjustments needed nor any concerns. This audit was overseen by the same company as the previous year. **Director Roy** asked if the audit was a regular occurrence (yes); **CEO Fecher** explained that many grantors want to see it. **Vice Chair Sanchez** added "as does the state".

**Director Larry Cappel** moved to approve the FY 22-23 Financial Audit Report. **Director Steve Stielstra** seconded the motion and was approved by roll call. **Ayes:** Nigel Taverner, Henry Sanchez, Clyde Hinshelwood, Larry Cappel, Dennis Kneoppel, Rick Navarro, Paramita Roy, Steve Stielstra.

## 6. STRATEGIC PLAN FY23-FY25

### A. Sustainable Growth

#### a. FQHC Project Update

1. **SMMC** - The increase in Sonrisas' per visit rate for adult patients is up for approval at the county's March 12<sup>th</sup>'s Board of Supervisors.
    - The Board of Supervisors made a proclamation for Pediatric Dental month, which was accepted by San Mateo County's Oral Health Coalition. Mr. Chakrabarti attended and spoke on behalf of Sonrisas and in return, Supervisor Dave Pine, spoke highly of Sonrisas.
  2. **Ravenswood** - Have not had a response to email follow up, most likely due to their CEO transition effective, December 15<sup>th</sup>.
  3. **Samaritan House** is interested in discussing the next steps. They requested a consultant to create a financial model of what an FQHC budget would look like.
    - **CEO Fecher** will reach out to Steve Russo, an FQHC consultant, whom Cheryl Fama introduced a few years ago.
  4. **North East Medical Services (NEMS) - Chair Taverner, Director Kneoppel, CEO Fecher** and Mr. Russo met with NEMS' CFO And Chief Medical Officer and had a good conversation. After Mr. Russo explained what a sub-recipient contract was, the CFO and Chief Medical Officer would like Mr. Russo to meet with the CEO of NEMS. **CEO Fecher** reported that NEMS was very business-like; the possibility of collocating their primary services was mentioned.
- b. **Cooking for a Cause Sponsorship Workshop – Spandan Chakrabarti** asked for the Board's assistance with identifying potential new sponsors for this year's Cooking for a Cause.
1. Instead of Half Moon Bay, Cooking for a Cause will be hosted at a venue on the Peninsula.
    - **Director Stielstra** asked if we can still cook outside and was reassured; there is a great space outside at Domenico Winery (the proposed venue).
  2. Sponsorship levels will be defined differently this year:
    - Two levels were added after hearing feedback from local businesses interested in a lower cost of sponsorship entry.
    - **Director Kneoppel** asked about no-shows at the event; his table was nearly empty last year. **CEO Fecher** replied that there were very few overall.
  3. Groups briefly broke out to brainstorm and list potential new sponsors:
    - Afterwards, the groups joined together to discuss their results.

## 7. ANNUAL BOARD RETREAT DATE

- A. The Annual Board Retreat was decided to be held on November 2<sup>nd</sup>.
- a. Ms. Le will send a calendar invite to the Board members, CEO Fecher and

PHCD CEO Pulido to hold the date.

**8. REPORTS**

**A. CEO Report**

- a. A full-time dentist for Half Moon Bay was recently hired. Dr. Jennifer Cai has 10 years of experience, worked in federally qualified health centers and is a strong mission match.
- b. A full-time dental assistant was also hired to alleviate the shortage of dental assistants. She has 15 years of experience, previously worked for SMMC, and speaks Spanish.

**B. CFO Report**

- a. Visits and staff are down; but expenses are also down.
- b. An HPSM incentive program has not generated the amount that was estimated in the budget. The team will research and report back to the board in March as to whether it is a timing issue, or the budget estimate is incorrect.

**C. Fundraising Report** – Mr. Chakrabarti updated the Board on a grant from Sunlight Foundation and the status of other grant requests that are in various stages of writing and preparation. He also gave an update on the March 8 Donors gathering; he is following up invitations by phone and email. The invitee list will be sent to interested Board members.

**D. Outreach Report** – No report.

**E. Board Nomination Committee** – No report.

**9. SUGGESTED AGENDA ITEMS FOR NEXT MEETING**

- A. Budget Assumptions
- B. Qualtrics Update – Maura LeBaron-Hsieh
- C. Strategic Plan Update

**10. ADJOURN** - The meeting was adjourned at 8:00 pm.

Written by  
**Veronica Le**

Approved by



**Nigel Taverner, Board Chair**