

Coachella Valley Volunteers in Medicine

**AGENDA**

**Executive Committee**

March 26, 2024 @ 12 Noon

HYBRID Meeting

<https://us02web.zoom.us/j/88674769499?pwd=dWszemNQamdQL2ZTMU1YSWp0TE9ydz09>

Meeting ID: 886 7476 9499 Passcode: 604210

- |  |                                       |
|--|---------------------------------------|
| 1. Call to Order                                   | Charlene Montgomery, Chair            |
| 2. Minutes of January 23, 2024, meeting (attached) | Stephan Scoggins, Secretary           |
| 3. Financial report (attached)                     | Barbara Limardo, Treasurer            |
| a. February  |                                       |
| b. "Temporarily Restricted Account" Update         |                                       |
| c. Proposed use of Cal Wellness Grant              | Doug Morin, Executive Director        |
| d. Other   |                                       |
| 4. Clinical Care Report                            | Greg Kuldaneck, Member-at-Large/MD    |
| a. February Operations Report (attached)           | Kristina Banda, Clinical Ops Director |
| b. Provider Credentialing                          |                                       |

Name	Role	Location
Anil Perumbeti	MD	St. Medicine

- |  |                     |
|--|---------------------|
| a. Other                                 |                     |
| 5. Executive Directors Report (attached) | Doug Morin          |
| a. Other                                 |                     |
| 6. Old Business                          |                     |
| a. Other                                 |                     |
| 7. New Business                          |                     |
| a. Personnel Issue                       | Doug Morin          |
| b. Patrick Evans – Board member          | Charlene Montgomery |
| c. Fund Raising                          | Charlene Montgomery |
| d. Other                                 |                     |
| 8. Adjourn                               |                     |

Coachella Valley Volunteers in Medicine  
Executive Committee Minutes  
HYBRID Meeting  
January 23, 2024

Present: Charlene Montgomery, Chair; Tom Thetford, Vice Chair; Stewart Fleishman, Past Chair

Present on ZOOM: Barbara Limardo, Treasurer; Stephan Scoggins, Secretary; Ron Hare, Founder

Absent: Greg Kuldane, MD-Member-at-Large; and Kristina Banda, Clinical Ops Director

Staff: Doug Morin, Executive Director

1. The meeting was called to order by Charlene Montgomery
2. 11/28/2023 Executive Minutes have been approved as presented. Motion to accept with no revisions; CARRIED
3. December Financial Report: Barbara Limardo
  - a. Financials were reviewed and discussed. Limardo raised concerns that the imaging and lab services are considerably high. Morin stated he and Banda have reviewed them and are taking action. They anticipate it will look much better in January due to POC (Point of Care) testing for those labs we can control, however, it is always subject to the tests that are ordered. There are checks in place to control costs but generally speaking, if a test is necessary and there are no other options, we will pay for the test.
  - b. Other:
    - i. Thetford suggested a Monthly Expense Statement to show itemized revenue coming in and expenses going out. Limardo stated a Profit and loss report could be created. She will discuss it further with Doug. Doug pointed out that a P&L will not help with expenses b/c we don't have a steady source of income.
    - ii. CV Wellness Foundation will be closing its doors in June 2024. They announced that they would offer endowment grants to organizations with an established endowment. In our grant submission, we stated that we would designate \$150k in a special Board restricted fund, in addition to our current Board restricted account. In our application, we indicated this fund would be used for patient care costs and otherwise, only accessed in "dire financial circumstances". The grant award amount is unknown. Further discussion suggested amending or withdrawing the application, as further restricting existing funds significantly reduces our "savings", especially at this time. Motion made to leave the grant submission as is in designating a \$150k restricted endowment with the option to accept or decline the offer if and when one is awarded.
4. Clinical Care: Doug Morin
  - a. Morin presented the Ops report and graphs. No issues noted.
  - b. Provider Credentialing – Motion to accept the following. CARRIED

Name	Role	Location
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Steven Arendt	MD	In-Clinic Street Medicine
Paul Chavin	MD	In-Clinic Street Medicine

- c. Other: None
5. Executives Directors Report: Presented and considered.
- a. Other:
- i. Our Statement of Information has been updated and filed with the Secretary of State office.
  - ii. California Care Force, the three-day medical/dental clinic held at Indio Polo Grounds on March 8, 9, and 10, asked if they could have their press conference at our Indio clinic. They also requested more participation from VIM this year, which we agreed to. As responsibilities sort out, information will be provided to Board, providers and other volunteers.
  - iii. Morin and Banda visited CV Behavioral Health and met with their director. They spoke about exploring opportunities for partnering with them for behavioral health services for our patients. It looks very favorable once they are open and established.
6. Old Business
- a. There was no Old Business
7. New Business
- a. History of Executive Committee
- i. Morin provided a brief overview of the history of the Executive Committee, stating it was to be made up of officers and at least one member-at-large who meet monthly to ensure business matters were handled promptly in those months the Board did not meet. The Executive Committee's goal throughout the year was to establish continuity between Board meetings, such as provider credentialing, and not intended to bypass or circumvent the full Board. Dr. Ron Hare, Founder, agreed with Morin's history.
- b. Board of Diversification
- i. Montgomery requested to look out for potential board members who meet some of our diversification criteria. Very interested in seeking a Hispanic business owner on the East side of the Valley.
- c. Other:
- i. Montgomery would like to recognize Donald Kagan for his work and all his hours of volunteering, a letter will be drafted.
  - ii. Planning a Board Orientation in early February for our new board members.
8. Adjourn

**Submitted by: Marie Gonzales**

**Next Exec. Meeting: March 26, 2024 at 12 Noon**

*Stephan M Scoggins 2/14/24*

\_\_\_\_\_  
Stephan Scoggins, Secretary

\_\_\_\_\_  
Date

Coachella Valley Volunteers in Medicine

**Minutes**

**BOARD OF DIRECTORS MEETING**

February 27, 2024, at 12:30 pm

Indio Clinic

Present: Charlene Montgomery, Chair; Tom Thetford, Vice Chair; Barbara Limardo, Treasurer; Stephan Scoggins, Secretary; Greg Kuldane, MD, Member-at-Large; Stewart Fleishman, Past Chair; David Gandolfo, Event Chair; Chauncey Thompson; Cindi Farrell; Walter Clark; Linda Hodsdon, PR Chair; Pat Riley; Linda Evans; Amy Hetherington; Daniela Buenrostro (Guest)

Absent: Esfandiar Nasr, MD; Ron Hare, Founder

Staff: Doug Morin, ED; Kristina Banda, Clinical Ops. Director

1. The meeting was called to order by Charlene Montgomery
2. December 20, 2023, Board Minutes were approved as presented. Motion to accept with no revisions; CARRIED.
3. Consent Agenda meeting minutes were approved as presented. Motion to accept with no revisions; CARRIED.
4. Board Elections - Charlene Montgomery
  - a. Moved and seconded to accept the following 4-year term (2024 – 2027) re-elections: CARRIED.
    - i. Charlene Montgomery
    - ii. Linda Hodsdon
5. Financial Report: Barbara Limardo

January financials were reviewed and discussed. Motion to accept with no revisions; CARRIED.

- a. Limardo reviewed the Financial Template as provided by our CPA who reconciles all monthly revenue and expenses for all bank accounts. Directors were reminded of several points to consider when reviewing the template;
  - a. The template does not consider donated professional services, patient related services, other services or in-kind rent on either the revenue or expense side. These amounts technically are a “wash” and included in the general budget for completion of our annual audit and Federal and State tax filings.
  - b. The template is based upon the Board-approved Operating Budget, but it does not show revenue or expenses items by budget accounts. Rather, the various accounts have been condensed into broader categories as shown on the template. The template refers to the month prior to when it is presented and should not be used as a statement of financial activity or position.
  - c. The template provides revenue information for all accounts and expense information solely for the operating account. As such, it shows all funds received whether they were deposited to our operating account or our Money Market (board restricted) accounts. The Cash on hand amounts shown at the bottom of

the template separate revenue into our two accounts and other investment accounts when appropriate.

- i. Morin stated that he and Limardo had discussed proposing opening a new account to be used for temporarily restricted funds, such as grant awards that have designated expenses over a longer period of time of months or even years. This would avoid use of restricted/designated funds for expenses not related to the funding source and provide a clearer picture of available operating revenue and cash needs.
    - ii. Morin further explained that whenever funds are needed in our operating account from board restricted funds, by policy, the transfer must be approved by the Board or Executive Committee. Creation of another account not requiring approval for use would ease the process and still be reported on the Financial Template. It was suggested that additional funds could be maintained in the account as a cushion for lean periods. Montgomery proposed that Morin should prepare a motion for email communication to the Executive Committee seeking approval of an account for the purposes stated and once approved, as there were no disagreements noted during the discussion, and arrange to have a new account opened.
  - b. The board suggested a list of current grants be provided. Morin indicated grant applications and awards are included in the ED Report which he will highlight and draw attention to at Board and Executive Committee meetings.
- 6. Clinical Report: Greg Kuldaneck, MD and Kristina Banda
  - a. Banda presented the January Operations Report.
  - b. Provider Credentialing- A new provider was added for approval, Kelsie Clark, NP. Motion to approve both providers: CARRIED.

Name	Role	Location
Nina Maw Maw	MD	In-Clinic
Kelsie Clark	NP	In Clinic

- c. Other:
          - i. Dr. Kuldaneck wanted to thank Dr. Bloom for his efforts to assist in the peer review process.
  - 7. ED Report: Doug Morin
- Morin presented the updated February ED Report. The updated report will be emailed to the Board and Advisory Council. Morin noted that the ED Report is intended to be the bi-monthly update to the Board, other committee members, Advisory Council and staff. As such it is prepared early in the month and again near the end of each.

Thetford asked about having a contracted development consultant at a Board meeting and Morin advised that staff are generally not represented at board meetings except to provide specific updates, such as for events before there was a director with that responsibility. He suggested further discussion should occur outside of this meeting to discuss the request.

8. Old Business:
  - a. There was no Old Business.
9. New Business
  - a. Notice of Proposed Resolution to the Articles of Incorporation.
    - i. Removed from the Agenda with cause. (See “Notice of Proposed Resolution to Bylaws” below.)
  - b. Notice of Proposed Resolution to the Bylaws.
    - i. Removed from the Agenda with cause.

Regarding notices to amend the Articles of Incorporation and Bylaws, Morin indicated we need to provide 30-day notice to the full board to amend either of them, and since we have the time for notice, he suggested to Montgomery that a group of directors could meet to review both documents and provide 30 days’ notice to all directors with their recommendations. The documents would then be placed on the April Board meeting Agenda. The task group would include: Montgomery, Riley, Limardo, Clark and Morin.

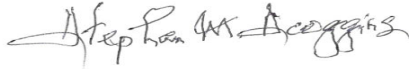
- c. Event Update: David Gandolfo, Event Chair
        - i. The Celebrity Classic Golf Tournament at Bermuda Dunes Country Club benefiting VIM will be held on May 4-5, 2024. For more information, contact Mary Martin-Coor.
        - ii. The 2024 VIMYs have been scheduled for December 12<sup>th</sup> and will be held at The Show at the Agua Caliente Casino. Patrick Evans was selected by the Event Committee to be this year's Honoree. Moving the event to The Show provides added benefits. First, we will have entertainment and are considering a “Rat Pack” theme, celebrating Frank Sinatra’s birthday on 12/12. Dinner will be on the floor of The Show, followed by the concert which is open to the public and for which VIM collects the full ticket price. The Casino will market the event at no cost to us, charging ticket purchasers a small fee. Gandolfo, Patrick Evans (Event Committee member) and Mary Martin have a meeting soon with Agua Caliente about sponsorship opportunities. More information will come soon.
      - d. Other:
        - i. The board would like to acknowledge Kristina Banda, who did a wonderful job at the Gardens for her speech at the concert series. We raised \$3,600. The turnout was not what was expected, and due to low ticket sales and changes in the event by management of The Gardens on El Paseo, it is uncertain if we will be invited to participate in the concert series in 2025.
        - ii. Montgomery indicated that she and Thetford have asked Patrick Evans to join our Board and will meet with him soon.
10. Special Report: Daniela Buenrostro
  - a. Daniela briefly described her role as Community Health Worker and discussed who “promotoras” are what they do in our outreach efforts. A “promotora”, literally a “promoter”, is a trusted member of hard-to-reach communities who assist organizations such as ours in promoting services in their community. In a sense, she vouches for us in

the community and are a vital component to our outreach efforts in targeted communities, especially in the east Valley and Desert Hot Springs areas.

11. There being no further business, the meeting was adjourned at 1:50 pm.

**Submitted by: Marie Gonzales**

**Next Board Meeting: April 23, 2024, at 12:30 pm**



3/8/2024

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**Stephan Scoggins, Secretary**

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**Date**