



## **Board Meeting March 25<sup>th</sup>, 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 6:33 pm.
  - A. **Present:** Board Chair Nigel Taverner, Vice Chair Dennis Kneepfel, Secretary Henry Sánchez, Board Members: Larry Cappel (Zoom), Larissa Cutler, Paramita Roy, Steve Stielstra (Zoom)
  - B. **Also Present:** CEO Tracey Fecher, CFO Vickie Yee (Zoom), PHCD CEO Ana Pulido, Development Director Spandan Chakrabarti, Administrative Assistant Veronica Le
  - C. **Absent:** Clyde Hinshelwood, Rick Navarro
2. **MISSION MOMENT**— CEO **Fecher** reflected on the recent data incident, emphasizing the care and diligence exercised throughout the process. Mr. Chakrabarti also shared a community engagement moment during a donor meeting at Café Capistrano in Half Moon Bay, where a local resident—later identified as a well-known figure in the community—recognized the Sonrisas name and expressed interest in the organization's work.
3. **PUBLIC COMMENTS**—No public comments.
4. **APPROVAL OF FEBRUARY 25<sup>th</sup> BOARD MINUTES**

*Secretary Henry Sánchez moved to approve the minutes of the February 25<sup>th</sup> meeting. Vice Chair Dennis Kneepfel seconded the motion and was approved by roll call. Ayes: Nigel Taverner, Dennis Kneepfel, Henry Sanchez, Larry Cappel, Larissa Cutler, Paramita Roy, Steve Stielstra.*
5. **STRATEGIC PLAN FY23-FY25**
  - A. **Sonrisas Culture**—No updates at this time.
  - B. **Sustainable Growth**
    - a. **FQHC Pathways Project Update** – Chair **Taverner** updated the board on the FQHC Pathways Project.
      1. **CEO Fecher** informed the Board that outstanding payments from SMMC have been received.
      2. A partnership with NEMS is being explored. **CEO Fecher**, Dr. Torrey, and COO Patel toured one of their dental clinics.
      3. Given the current ambiguity around Medicaid funding at a federal level and the demands of launching a new clinic at the Sequoia Healthcare District, Ravenswood has decided to withdraw their interest in partnering with Sonrisas.
      4. HPSM suggested UCSF and University of the Pacific as two potential partners.
      5. There was a discussion about how the Outreach Program and RV project could be included in any potential partnerships. **CEO Fecher** acknowledged how partnership with any other organizations affecting those programs would be taken into consideration.
    - b. **Pescadero Clinic Update**—**CEO Fecher** briefly updated the Board on the fundraising efforts for the RV project, including a grant request to the Irwin Foundation and the Atkinson Foundation.

1. Currently, approximately 70% of the \$725,000 goal has been secured through committed contributions. A few major donor commitments are still pending, with follow-up efforts currently underway.
    2. The public phase of the campaign is scheduled to launch on April 17th in Half Moon Bay at the Chamber of Commerce, with sponsorship support from Kaiser Permanente.
    3. Prior to tonight's meeting, **Director Roy** met with Mr. Chakrabarti to review the April 17th event itinerary and expressed enthusiasm in her role as Event Champion.
  - c. **Cooking for a Cause Sponsorship Progress** – Since the last board meeting in February, Mr. Chakrabarti met with six board members and will follow up with the three remaining board members to create relationship-focused plans.
    1. **Vice Chair Kneepfel** shared his personal experiences and strategies with fundraising, emphasizing the importance of personal connections and storytelling to the mission in order to encourage people to donate.
      - It was agreed that personal connections play a significant role in motivating people to donate.
  - C. **Community and Patient Engagement**—No updates at this time.
6. **DATA INCIDENT** – **CEO Fecher** updated the Board on the progress so far as a result of a recent data incident.
- A. Notifications are currently in progress.
  - B. A post-mortem meeting with the Cyber Security Committee will be coordinated in the second half of April.
  - C. The insurance company made a recommendation to conduct an annual external cybersecurity audit. **CEO Fecher** will obtain a quote to consider for the budget.
7. **REPORTS**
- A. **CEO Report** – No comments or questions.
  - B. **COO Clinical Operations Report** – **Chair Taverner** would like to know examples of quality improvement processes.
    - a. Improvements so far have been made to hygiene SOAP notes and invoice approvals.
  - C. **CFO Report** – **Secretary Sánchez** would like to know a timeline of when the books will be closed.
    - a. CFO Yee will meet with the Finance team to finalize the books, with plans to present them to the Board within two weeks.
  - D. **Fundraising Report** – Mr. Chakrabarti highlighted that early giving for Coastsides Gives begins on April 1st and will provide Board members with campaign links to share within their networks.
  - E. **Outreach Report**—No report at this time.
  - F. **Quality Committee Report** – **Vice Chair Kneepfel** announced an upcoming Quality Committee meeting focused on introducing staff to the Process Improvement (PI) process and engaging more deeply with quality metrics, including identifying key measures and discussing performance outcomes.
  - G. **Board Nomination Committee** – No updates at this time
8. **SUGGESTED AGENDA ITEMS FOR NEXT MEETING**
- A. February and March financials
  - B. Chair Taverner and Vice Chair Kneepfel will not be present; Secretary Sánchez to Chair April meeting
  - C. FY26 Budget Assumptions
    - a. Recommendation of merit increase percentages and clinical staffing plans
  - D. Data Incident update
9. **ADJOURN**—The meeting was adjourned at 8:05 pm.

Written by  
Veronica Le

Approved by

  
Henry Sanchez, Board Secretary