

Board of Directors Meeting, Executive team Summary-November 6, 2022

Medical Director-Cindy Novella:

- Jess Dawdy, our long awaited FNP, started on Tuesday, November 1. He is mainly going through orientation this week and then will start seeing patients on Friday afternoon (on a light schedule). He will be working Tuesday through Friday and sees both pediatric and adult patients.
- We have seen a rise in upper respiratory infections, strep throat, and ear infections this fall. We are continuing to rapid covid test patients outside 15 minutes before their appointments when they are coming in with any covid symptoms.
- We have been administering flu shots to patients who are at the health center for appointments. Leah continues administering covid vaccines as well as flu shots on Tuesdays and Thursdays at the back door of the health center.
- We are very excited to be bringing on a part-time pharmacist to manage the dispensary and get the new space set up. We are hoping that most refills can be filled while he is on site and the rest of the week we will have the nurses help in filling acute medications for patients with appointments.

Operations Director- Fabiola Cornejo:

Primary activities this month have been: audit, Operational Site Visit, Harvest festival planning Audit responses continue.

- New hires include: Jamie Watson, DA, Yadira Zuniga, reception, Jess Dawdy FNP starts 11/1. The credentialing policy was reviewed by the performance Improvement committee.
- Operations- Co-pay campaign and offering same-day discount for anyone eligible is still being stabilized. We are working on optimizing the dental hygienist and dentist schedule.
- We gave approximately 30 flu shots and 18 bivalent covid vaccinations at the senior center on Oct. 18th.
- Harvest festival was held Oct. 20th. We gave approximately 108 flu shots and 25 bivalent covid vaccines.
- The first payroll was run through Paylocity one pay period late on Oct. 26th. We are working on some issues working with the paylocity team. We are moving forward with hiring an Accounts Payable (AP) consultant to transition AP in-house.
- We did active shooter and earthquake preparedness training.

Executive Director-Chloe Guazzone:

Key activities this month: Harvest Festival, Security Risk Analysis, Building move-in, badge entry, LEAN planning with dental and admin, Financial transition-payroll, grants management with Wipfli.

1. The Kaiser Population Health Management Initiative (PHMI) is continuing. Please see attached information about participating organizations.
2. New building update: We received final occupancy from the county on October 7th. We moved in the following Monday and received training on the HVAC and electrical systems. Badge entry system was finalized and we started using the system on October 24th. Two sinks were installed in what will now be the acupuncture offices. We are working now on paint, furniture and clean-up.
3. We are working with Jennifer Haury, a LEAN consultant to plan for leader standard work, the all-staff retreat and a dental workshop which will be held the two days before the retreat (Nov. 29-Dec. 1)
4. We have run the first payroll using Paylocity and will transition off of i-solved once we receive information on retaining historical data. We are working on transitioning AP next and will hire a part-time contracted employee.
5. I am working on submitting the required documents to receive the community project funding through Huffman's office. We received an update that HUD is close to finding a solution and they have asked for our patience.
6. It is open enrollment now and we restructured our benefits deductions so that they are based on a percentage and will change if premiums change. We worked hard to make them equitable and saw reductions for most of our lower paid employees and small increases for our highest paid employees.
7. Roshanda the psych NP that we are sharing with other ARCH clinics is nearly ready to start seeing patients but is going through training first at each of our organizations.

	Annual Target	Monthly Target	July	Aug	Sept	Q1 TOT	Oct
John Rochat	2108	176	162	191	163	516	
Cindy Novella	1121	93	83	150	127	360	
VACANT FNP	2520	210	80	0	0	81	
VACANT MD	971	81	174	149	52	375	
Melanie Fuller	1332	111	93	108	65	266	
Amanda Farrar	312	26	0	0	22	22	
Lea Queen	1119	93	72	74	88	234	
Amy Pittelkau	1110	93	84	44	120	248	
Priya Agrawal	1387	116	0	0	185	185	
VACANT DENTIST	1387	116	106	0	1	139	
VACANT CHIROPRACTOR	971	81	0	0	0	0	
Telepsychiatrist	208	17	0	0	0	0	
Inactive Providers				23	0	22	
TOTAL	14546		854	739	823	2448	
		Unduplicated patients	2503	2486	2440		

Risk management:

There were no incidents to report this month.