

## **Board of Directors Meeting, Executive team Summary-October 6, 2022**

### **Medical Director-Cindy Novella:**

- Med department has been very busy and it has been helpful to have new MA and RN staff trained up.
- The drive-through covid vaccination was very successful and we did 265 vaccinations. We continue to offer covid boosters in clinic.
- We are working hard to find providers and have interviews lined up for a pharmacist, medical case manager and MD.

### **Operations Director- Fabiola Cornejo:**

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

- Both a dentist and RN case manager applicant backed out. New hires include: Jamie Watson, DA, Yadira Zuniga, reception, Jess Dawdy FNP starts 11/1, credentialing will be reviewed by the performance Improvement committee.
- Operations-We are working on a patient portal enrollment campaign to assist with reducing phone calls at the front. Refills, appointments, lab results requests can all come through the portal. Co-pay campaign and offering same-day discount for anyone eligible.
- We are partnering with the senior center to provide a flu shot clinic on Oct. 18<sup>th</sup>.
- Harvest festival is scheduled for Oct. 20<sup>th</sup>. All departments are planning activities.
- Open house on October 7<sup>th</sup> planning is underway.
- Audit is finalized with no findings!
- I have been doing a lot of coaching and have led two LEAN workshops with the dental department on scheduling and patient intake.
- The first payroll will be run through Paylocity starting Oct. 14<sup>th</sup>. We have sent all the data and are configuring new equipment for timekeeping. This will greatly simplify our current process.

### **Executive Director-Chloe Guazzone:**

**Key activities this month: Audit wrap-up, Security Risk Analysis, Building furnishings, Kaiser grant implementation, "open house" for the new building and financial services and payroll transition.**

1. We held a LEAN training for all new employees.
2. The Kaiser Population Health Management Initiative (PHMI) is continuing and we have implement a Plan Do Study Act (PDSA) cycle on rolling out a patient screening tool called the PRAPARE tool for social determinants of health.
3. New building update: We are having the final sign-off inspection from the county on October 7<sup>th</sup>. Servers, computers and equipment are installed and we are just waiting for the move.
4. I attended the Rural Roundtable in Anderson for the first time in 3 years. There is a new president of the California Primary Care Association (CPCA) who attended as well as lead counsel. A lot of good healthcare legislation has either been signed by the governor or is waiting for signature (billing for Associate Social Workers and Associate Marriage and Family Therapists, billing for telehealth signed into law, 340B supplemental pool payout etc.)
5. We are working with Jennifer Haurly, 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)
6. The four FQHC's are meeting weekly to discuss options for financial solutions given that Wipfli is raising their fees so significantly (quote was \$460K). I signed the contract but we have a 30-day out clause and

Amy is aware we are transitioning payroll as of Oct. 14<sup>th</sup>. We are starting there, with a transition to paylocity software and will be transitioning CFO and Accounts Payable (AP) services by December at the latest. We are interviewing a part-time accountant who could possibly take on AP.

7. I am working on submitting the required documents to receive the community project funding through Huffman’s office. We are currently waiting for an update from the project advisor regarding how to structure the budget.
8. We received our insurance renewal and premiums will go up by 8%. We also secured fire insurance to cover the new building. We are waiting for quotes for cybersecurity insurance.

	Annual Target	Monthly Target	July	Aug	Sept	Q1 TOT
John Rochat	2108	176	162	191		
Cindy Novella	1121	93	83	150		
VACANT FNP	2520	210	80	0		
VACANT MD	971	81	174	149		
Melanie Fuller	1332	111	93	108		
Amanda Farrar	312	26	0	0		
Lea Queen	1119	93	72	74		
Amy Pittelkau	1110	93	84	44		
Priya Agriwal	1387	116	0	0		
VACANT DENTIST	1387	116	106	0		
VACANT CHIROPRACTOR	971	81	0	0		
Telepsychiatrist	208	17	0	0		
Inactive Providers					23	
<b>TOTAL</b>	<b>14546</b>		<b>854</b>	<b>739</b>		
		Unduplicated patients	2503	2486		

**Risk management:**

There were no incidents to report this month.