

Board of Directors Meeting, Executive team Summary-January 5, 2023

Medical Director-Cindy Novella:

- The patient volume, as it usually does, has slowed a bit in the last month with many patients away. We do continue to see many urgent care patients with strep, Covid19, Flu, and other upper respiratory infections.
- Dr. Rochat has decided not to continue with ScribeX remote scribe service. He did not feel that it was helping with his efficiency. I continue to appreciate having a remote scribe and feel that it does help me complete my notes on time and be more efficient in my visits. Jess will be starting with a remote scribe in the next few weeks.
- A new first year resident, Dr. Mili Navani, will be rotating at AVHC for about 3 weeks.
- Our pharmacist, Mike Louis, is on-site two days per week and has taken over all aspects of the dispensary. This has freed up the nurses to focus on more patient care. They will be doing more case management for our patients with complex medical issues.

Operations Director- Fabiola Cornejo:

- Many people have been out on PTO for the holidays and now we are getting back to normal operations. The clinic was closed for two Mondays in a row for the holidays.
- We are still working on the payroll and AP transition. We hired Brandy Dalzell, an Accounts Payable (AP) consultant to transition AP in-house.
- There is a working interview scheduled for a second dentist. An interview was held for a dental assistant.

Executive Director-Chloe Guazzone:

Key activities this month: **Accounts Payable and Payroll transition, soundproofing of the new wing, painting and rehabbing 3 offices on the medical side and financial transition and grants management with Wipfli and MCHC.**

- We submitted the Non-Continuation Compete grant to HRSA. See attached budget for approval.
- The Kaiser Population Health Management Initiative (PHMI) is continuing. We have received information there will be a new round of funding for the implementation phase but do not know how much money yet. We did not request a carryover.
- New building update: Soundproofing is finished, MA RN offices were repainted and new desks went in. A solar contract was signed with vital energy solutions.
- Christie and I have ironed out the grant reconciliation to date and are ready to start working on the USDA drawdown this month.
- We are working with Jennifer Haury, a LEAN consultant. Improvement projects that developed following the retreat are being standardized.
- We hired Brandy Dalzell to support Accounts Payable, replacing Wipfli. The transition is happening now with this week's first run. The transition was successful.
- The admin team continues to provide extra support to the dental team for their huddles, training documentation and improvement work. The team is more cohesive and functioning well. AVHC has been providing additional LEAN coaching for the dental director.
- The QI and admin staff are starting to work on (Uniform Data System) UDS data validation. UDS is due February 15th.
- Newsletters went out but there was an error with the zip code for Yorkville.

- I did not include a visit graph for this month because we have received a full financial statement for November, but did not receive the graphs yet. Christie met with all the CEOs to develop a uniform set of graphs for future finance reports. We should see those in the December reports. The finance committee did not meet this month and will review November and December at January's meeting. We did end the month with a \$15,616 surplus.

Risk management: No incidents