

Board of Directors Meeting, Executive team summary-August 5, 2021

Medical Director-Cindy Arbanovella:

- We are having increased demand for symptomatic Covid19 testing but fortunately have not had any recent positive tests. However, we had one patient hospitalized. A lot of patients are calling with upper respiratory symptoms. We are going to be limited, due to supply constraints, to the number of cartridges we can order for PCR testing on the Cephied machine. We will start using the BinaxNow test (an antigen test, not as sensitive to Covid19) for symptomatic patients first (we get these free from public health) and then proceed to the Cephied test with any negative Binax tests.
- We have been short a provider since Luiza went out on early maternity leave a month ago. Mark is going to work 3 additional Tuesdays in August to help fill the need and starting August 31st, Gary Pace will be working Tuesdays and every other Friday (Mark will go back to working Mondays and Thursdays). Gary has committed verbally to working through the end of October for now.
- We are still giving the Covid19 vaccine at the health center. We are opening a vial when there is any demand. We have a few vials of the Pfizer vaccine that can be stored in the freezer for a month unconstituted. We are mainly using these for anyone under 18. We have many vials of Moderna that can be stored in the freezer for up to 6 months and in the fridge for 30 days. Right now a third dose/booster of the Covid19 vaccine is being investigated and will probably be coming in the future. We are getting a lot of calls at the clinic about when this will happen.
- Alex Gil, one of our MAs, is out on maternity leave. Wes, our nurse case manager, will be going out on paternity leave in October.

Operations Director- Fabiola Cornejo:

Current job openings are: 1 Dental Assistant (DA) positions or Registered DA and two front desk positions.

- The RDA's start date was delayed and we are working on getting her vaccinated before her start date.
- We hired a billing/front desk assistant (covering for Vanessa and front desk opening).
- We have interviewed two dentists and have one coming for a working interview.
- We have been working with the lead dental assistant to develop LEAN protocols for the dental department. She is working on policies now.

Executive Director-Chloe Guazzone:

Key activities this month:

1. To date we have provided 2,251 first dose vaccines and 2,053 second dose vaccines.
2. We are still waiting for computers and some parts for the dental operatories although four of the six are operational.
3. We continue to follow-up on fundraising briefings and pledge cards.
4. Mike De Luca came for one day to work specifically with the dental and admin teams. We are hoping to make a LEAN model for dental clinics as Jennifer (lead DA) has taken the lead on setting the dental practice up with standard practice for incoming staff.
5. Staff evaluations and raises were completed. The finance committee is recommending a sub-committee to look at our raise structure and salary levels.

6. We have received notification that we will have an Operational Site Visit from HRSA in the second quarter of 2022 (Jan-Mar). We had a kick-off call scheduled with The Write Choice Network and our Project Officer Kellie Cosby and are requesting a January date given that Uniform Data System (UDS) often takes up the month of February. We haven't received an official request for dates yet.
7. A groundbreaking ceremony was held and announcements were made to local media outlets. The building is really progressing with the foundation going in this week.
8. Congressman Huffman has recommended our collaborative project with the AV housing association for funding in the amount of \$400,000. We should discuss what role we want to play in this grant.
9. The delta variant is fueling a significant rise in Covid cases and there has been significant policy change at the state level for staff vaccination and testing requirements. We have adjusted our procedure accordingly and discuss changes at weekly staff meetings.

Finance:

- The annual finance audit is in progress and all documents are under review.
- A few zoom meetings were held with Judy Waterman regarding the state of Price-Waterman under Wipfli's management. She has been retained to "right the course" of the organization and has hired a new CFO who is in training now. She will join us at a future finance and board meeting and I am discussing with Judy what I would like her role to be.
- The FY 21-22 budget was discussed at finance committee.
- Finance reports were delayed this month but we now have year-end finance reports that are to be analyzed.

Contracts:

- While it is not a contract, the lease agreement for the additional square footage of land for the parking lot was approved by the school district on July 15th, 2021. Proof of insurance coverage was provided to the school.

HRSA:

- Current HRSA grants: The American Rescue Plan Award (ARP-A) in the amount of \$945,000 (a two-year grant). CADRE in the amount of \$1,000,000 and ARP-C in the amount of \$528,655 (a two-year grant).
- It appears we will receive the Health Professionals Shortage Area (HPSA) technical support grant through Partnership Healthcare Plan.

Collaborations:

- I am working on a shared policy for Covid vaccination for all the ARCH members and potentially other clinics in the county.
- ARCH continues to meet with each other monthly and with Adventist leadership monthly. I met with the new director of Physical Therapy at Adventist to discuss our expansion plans and potential collaboration. We have gathered data on referrals and # of appointments.
- ARCH is developing a job description and plan for hiring a shared tele-psychiatrist.

Quality Improvement:

Annual Visit data trend:

| | Annual Target | Monthly Target | Q1 TOTAL | Q2 TOTAL | Q3 TOTAL | April | May | June | FY TOTAL |
|-------------------------------|---------------|----------------|----------|----------|----------|-------|------|------|----------|
| Mark | 1460 | 122 | 339 | 393 | 360 | 115 | 131 | 64 | 1386 |
| Luiza | 1877 | 156 | 331 | 358 | 524 | 155 | 186 | 93 | 1502 |
| Cindy | 1242 | 104 | 255 | 330 | 181 | 192 | 96 | 96 | 1094 |
| Carole/Dr. Douglass/ | 0 | 0 | 180 | 0 | 48 | 0 | 0 | 49 | 376 |
| Pon | 1698 | 142 | 121 | 117 | 72 | 35 | 31 | 25 | 401 |
| Jessica | 911 | 76 | 236 | 222 | 233 | 83 | 85 | 70 | 929 |
| John | 1374 | 115 | 412 | 471 | 499 | 306 | 139 | 161 | 1874 |
| Melanie | 1028 | 86 | 41 | 164 | 263 | 100 | 60 | 90 | 718 |
| Dr. Challa/Dr. Foreha | 128 | 11 | 28 | 18 | 20 | 18 | 10 | 11 | 215 |
| Cristina | 360 | 30 | 94 | 142 | 121 | 38 | 42 | 33 | 470 |
| Lea | 914 | 76 | 347 | 314 | 290 | 108 | 96 | 101 | 1256 |
| Roberta | | | | | | | | 169 | 169 |
| TOTAL | 10992 | 916 | 2384 | 2683 | 2611 | 1150 | 876 | 962 | 10390 |
| Unduplicated Patients: | | | 2388 | | | 2274 | 2138 | | 2154 |

● **Risk Management:** None to report