

Board of Directors Meeting, Executive team summary-February 3, 2022

Medical Director-Cindy Arbanovella:

- We have been working around a number of covid-related staffing shortages over the past month. On top of this, we are having a high demand for symptomatic Covid testing during our Covid hour each day. The county just gave us a large number of Cue tests, rapid PCR tests, to use on patients who test negative on the rapid antigen but have symptoms.
- Due to the high number of Covid cases, patient-facing staff are wearing N-95 masks. We are all feeling stretched thin but are working hard to support each other. The medical staff has been making an effort to regularly take a morning and afternoon break.
- Leah has had a high demand for booster shots on Thursdays which is still the main day for administering boosters. We are still giving some Covid19 vaccines during visits the other days.
- We had a third year resident, Dr. John Lee, rotate through the clinic for 2 weeks. We all noticed what a difference there is between a second and third year resident and have enjoyed having him, though for a short amount of time.
- We received our dispensary audit report from Matthew D'anis from his end-of-year visit. There were only a few findings (the crash cart did not have a new tag and there was a lidocaine single use bottle dated as a multi-use). Linda and I have not done the dispensary inventory yet because we are still having issues with cardinal populating our orders in ComputerRx. Hopefully this will happen in the next month.
- The medical team has been working hard to get all patients on controlled medications on a new med agreement. We are identifying these patients through relevant during our morning huddle and then either the provider or Cyd Bernstein will review and complete the agreement with the patient.
- Dr. Roachat got his x-licence to prescribe suboxone (Luiza also has it and I will start the class to get mine). He also became certified to give DMV physicals.
- Mark's last clinical day was 1/27/2022. He has been helping his patients select a new AVHC provider. I will start taking over rounds at the hospital. Gary Pace will stay on with us 1 day per week once Luiza is back (February 22). This is not permanent but is greatly appreciated.

Operations Director- Fabiola Cornejo:

Primary activities this month have been:

- HR activities:
- We have interviewed several therapists to replace Jessica during her absence. We are considering adding a full-time therapist position as a permanent position as we have 28 people on the wait list. We are checking references on one candidate and hope to make an offer ASAP.
- A locum dentist, Dr. Aktar starts Wednesday February 2nd. Dr. Jamah started on every other Friday.
- Estephany Arias was promoted to QI assistant which was funded through the Kaiser grant.
- The coverage of some of the medical records duties will occur through other positions.
- The annual finance audit for FY 21 is in progress.
- We received 4500 cue tests through the county. Cue tests are Rapid PCR tests that can give results in 20 minutes. We are using these for symptomatic patients for now due to staffing levels.
- The billing, dentist, dental hygienist/assistant positions are still open.

Executive Director-Chloe Guazzone:

Key activities this month:

1. To date we have provided 6,245 1st and 2nd dose covid vaccines and 1246 boosters. These include 104 pediatric Pfizer vaccinations to 5-11 year olds. I have included our vaccination data for Partnership patients with the packet.
2. The USDA (\$1,000,000) grant is still pending although the kaiser grant was approved and the funds were received.
3. Mike De Luca came onsite for a 2 day workshop with the front desk and the dental department to work on scheduling and patient check out processes'.
4. We met with Amy Fawcett to discuss some reporting discrepancies and problems with Bridge-IT. We have follow-up items but finance has resolved how they are running the reports, however finance reports between December and January had a huge discrepancy that shows a negative balance for the year. We are also working with Amy and Lauren on some hiccups we have encountered with the use of the i-solved software for payroll.
5. Xochilt has submitted her credentialing packet and we are working on a plan for her training once her credentialing is approved by PI.
6. Various construction related items are pending including estimates for the badge entry door system and wiring as well as working with Steve about transitioning the x-ray room to the dispensary.
7. Mark is retiring February 4th and we are working on a per diem contract for care of end of life and palliative care patients.
8. The clinic made a decision to offer all employees 24 hours of sick time to use for covid related leave since the state benefit went away in August. Our employees have been very hard hit with the current surge and many are taking unpaid leave.
9. Weekly planning calls with Mercedes continue for the Operational Site Visit but now we can slow down a bit and we've reviewed the calendar of outstanding items. We are in good shape for the July date.
10. The fundraising committee has made great strides this month!

Contracts:

No updates.

HRSA:

- Current HRSA supplemental 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 has been expended, and ARP-C in the amount of \$528,655 (a two-year grant).
- Based on our review and revision of the HPSA score data, the consultant has submitted a request to change our medical score to the state.
- We received notice our site visit will either be the last week in July or first week in August. We have submitted a request for the July dates.
- UDS is due February 15th and we are working on data validation.

Collaborations:

Quality Improvement:

- Annual Visit data trend:

	Annual Target	Monthly Target	July	Aug	Sept	Q1 TO	Oct	Nov	Dec	Q2 TOT
Mark	1024	85	200	202	140	542	187	80	158	967
Luiza	1153	96	0	0	0	0	1	23	0	24
Cindy	1066	89	107	121	155	383	144	118	130	775
Pon	0	0	2	0	0	2	0	0	0	2
Jessica	1209	101	87	55	55	197	42	68	0	307
John	2007	167	219	172	170	561	116	130	189	996
Melanie	1004	84	85	61	75	221	83	72	108	484
Dr. Challa	0	0	17	7	0	24	0	0	0	24
Cristina	382	32	13	42	43	98	42	36	42	218
Lea	1450	121	50	110	123	283	92	77	103	555
Dentist	1730	144	191	61	106	0	0	0	0	0
Locum Dentist	1287	107	0	0	0	358	165	112	135	770
Dental assistant	721	60	0	0	0	0	0	18	0	18
Dental Hygienist	717	60	0	0	0	0	0	0	0	0
Case management			10	18	0	0	0	0	0	0
Locum MD			0	0	84	84	156	181	85	506
TOTAL	13750	1146	981	849	951	2753	1028	915	950	5646
Unduplicated Patients:			2193	2201		2363	2325	2345	2279	

Risk management:

There were two incidents this month.