

Board of Directors Meeting, Executive team summary-June 2, 2022

Medical Director-Cindy Arbanovella:

- We continue to feel the effects of a staffing shortage. Beyond feeling the continued effects of staff out sick with Covid19, Rich Jung, RN, is no longer working at AVHC. Luiza Savin, FNP, gave her notice that she will be leaving at the beginning of July. Gary Pace's last day was May 23rd. We are very fortunate to have a new medical assistant, Janet Martinez, who graduated the MA program at Mendocino College. I have had a few positive interviews with locums MDs. Christoph Gelsdorf will be at AVHC for a month when Luiza leaves and then I am hoping to bring on a Locums following Christoph.
- I had the honor of judging a few senior projects, one of which was Lidia Sanchez who worked alongside Leah Collins, helping with Covid vaccinations. She is interested in a career in nursing. I was very impressed with the professionalism of her presentation. Leah did a great job mentoring her.
- Covid19 vaccine boosters were approved for 5-11 year olds. Marcelle, Aileen, Vanessa, and I gave about 25 boosters on Wednesday, May 25 at the elementary school. Hopefully parents will bring their kids in for boosters on Thursday afternoons when Marcelle is giving vaccines.
- Our dispensary audit was moved to today. Our inventory is now up to date and the dispensary organized. I'm not expecting any big issues.

Operations Director- Fabiola Cornejo:

Primary activities this month have been:

HR activities:

- We are continuing to recruit for several positions with a lot of positive movement on the dental and medical teams.
- Juan Perez started in the Front Desk Supervisor position. We have several front desk interviews lined up. One MA (Janet Martinez) started last week and another accepted the offer and will start the 8th (Stephanie Alban).
- We have an offer out to a dentist and an RDA.
- We interviewed two locum MDs.
- The key activity was managing a covid outbreak that resulted in 11 positive employees and a staffing shortage for two weeks.

Finance/Billing:

- Continuing to work with Dr. Park on closing his visits and we are working on the ECW dental conversion.

Executive Director-Chloe Guazzone:

Key activities this month:

This month was largely spent managing a covid outbreak within the staff and responding by creating protocols for the remaining staff to keep everyone safe. Everyone is back at work now with the exception of one employee. Other activities that are ongoing are; continuing with the public phase of the fundraising campaign, distributing the economic impact stipend, multiple HRSA reports and preparation for the USDA grant and budget preparation.

1. Working with Ann and Dawn to enter the public phase and distribute letters to the community to solicit last donations.

2. The USDA (\$1,000,000) grant was received and The Write Choice is working on the stipulations we need to fulfill before receiving the money.
3. I participated in a visit by Jared Huffman to the AV way apartments that the housing association is purchasing. I'm working with a lawyer to draw up loan paperwork.
4. Economic impact stipends were distributed and the staff was very grateful.
5. New building update: We are working on getting art work and furnishings.
6. Prep for the Operational Site Visit continues.
7. I am working with Christie MacVitie to prepare the FY 22-23 budget. We have a preliminary draft which she will have out to the finance committee by the end of next week.
8. Continue to provide support to Miranda Ramos (Project Manager for ARCH/CHRN) in the absence of the board chair.
9. The Write Choice network will charge to manage the USDA grant but we have discussed a supplemental amount from now until September when their fiscal year starts and then folding the USDA grant management into our existing annual contract with them.

Quality Improvement:

- Annual Visit data trend: See separate attachment.

Risk management:

The covid outbreak was not discussed as an "incident" but there were several lessons learned from that event.