

Board of Directors Meeting, Executive team Summary-May 5, 2022

Medical Director-Cindy Arbanovella:

- We are in the midst of staffing shortage. One of our MAs, Terra Calderon, left a few weeks ago and this is the last week for another MA, Alex Gil. Our medical support staff is working hard to support our patients and providers but we are spread thin.
- Leah Collins will be out for the next 6-8 weeks. Marcelle will be stepping in to do Covid19 surveillance testing and to give boosters on Thursdays.
- We have seen a small rise in positive covid cases over the past 3 weeks. These patients have all been partially or fully vaccinated. Patients are presenting with congestion, cough, and sometimes fever. Paxlovid, the covid antiviral, is available in the county for patients at risk for severe disease. We have only needed to prescribe this for a few patients so far.
- Luiza and I are doing the annual dispensary inventory. We are scheduled to have our quarterly audit later this month.
- I am in the final stages of being credentialed at UVMC to be able to round on our hospitalized patients.

Operations Director- Fabiola Cornejo:

Primary activities this month have been:

- HR-We have lost two Medical Assistants and a Registered Dental Assistant so we are moving quickly to try to fill those positions. An offer has been made for an MA. Our hygienist started this month. A permanent dentist starts in June and we have 2 interviews scheduled. We have an interested part-time MD candidate and office manager candidate.
- We have submitted all the documents for the audit and they are reviewing and sending things back for explanation.
- I will attend the CPCA billing conference on the 16th in San Diego.
- We continue to monitor co-pay collection and billing statement modifications.
- We have completed the Master Fee Schedule review and it is up for approval.
- We're working on re-credentialing per OSV guidelines which have significantly changed.

Executive Director-Chloe Guazzone:

Key activities this month:

1. Ann and Dawn have officially ended their support for our campaign but are now donating their time to see us through our goal. We have launched the public phase of the campaign and are doing letters to all boxholders and a facebook campaign. We are exploring an hourly contract with Ann and Dawn to finish up loose ends and think through donor stewardship going forward.
2. Irwin grant application was submitted for the amount of \$250K for the capital campaign.
3. Thanks to Drew and Angie I attended a Health Equity Conference with the Equal Justice Initiative in Montgomery Alabama which was amazing and inspiring. I've shared the resources and spoke quite a bit about the conference with staff.
4. The USDA (\$1,000,000) grant has been granted! I've been working with Christie on folding that into the FY budget.
5. We are starting to talk about and plan for an all staff retreat in August but with the site visit, we have not made concrete plans.
6. New building update: Flooring and paint is finished. Cabinetry goes in next week. We are working on art and furnishings.
7. Prep for the Operational Site Visit continues.

8. Heidi revised the campaign video and it is up on our fundraising page.
9. I am working with Christie MacVitie to prepare a proposal in order to go out to bid for our FY21-22 audit.
10. The compensation committee provided recommendations to the Finance committee and a proposed budget for personnel has been drafted using the new guidelines. Different scenarios were presented with potential budget implications. The cost is significant and we are working out the revenue side now.
11. I continue to provide support to Miranda Ramos (Project Manager for ARCH/CHRN) in the absence of the board chair.
12. We received our Partnership scores and we scored 79 out of 100 and will receive a check for \$71,659.70.
13. We have a claim in process with our insurance provider for the closed session item from last month.
14. I've gotten three quotes for a security risk analysis and have selected a vendor. We are also exploring cyber security insurance.
15. We've started working with Steve on the dispensary remodel.

Quality Improvement:

- Annual Visit data trend:

	Annual Target	Monthly Target	July	Aug	Sept	Q1 TOTAL	Q2 TOT	Januar	Feb	March
Mark	1024	85	200	202	140	542	967	93	107	18
Luiza	1153	96	0	0	0	0	24	0	54	174
Cindy	1066	89	107	121	155	383	775	113	120	152
Pon	0	0	2	0	0	2	2	0	0	0
Jessica	1209	101	87	55	55	197	307	0	0	0
John	2007	167	219	172	170	561	996	198	137	170
Melanie	1004	84	85	61	75	221	484	90	68	120
Dr. Challa	0	0	17	7	0	24	24	0	1	0
Cristina	382	32	13	42	43	98	218	14	30	45
Lea	1450	121	50	110	123	283	555	75	102	107
Dentist	1730	144	191	61	106	0	0	7	69	13
Locum Dentist	1287	107	0	0	0	358	770	113	0	0
Locum MD			0	0	84	84	506	121	118	62
inactive provider									95	-4
TOTAL	13750	1146	981	849	951	2753	5646	824	901	857
Unduplicated Patients:			2193	2201		2363		2340	2467	2479

Risk management:

There were no incidents to report this month.