

Board of Directors Meeting, Executive team summary-June 3, 2021

Medical Director-Cindy Arbanovella:

- Wes (nurse case manager), Marcelle (Quality Improvement), Leah and Cyd (health coaches), and I will be doing an orientation for Project ECHO diabetes this Friday and Saturday. The focus is working with diabetic patients that are on insulin. Project ECHO is run through Stanford. After the orientation, we will start attending weekly webinars and case presentations with other community health centers. These are open to anyone on staff with an interest in the weekly topic. Leah and Cyd have received additional health coaching training. Because of our low type one diabetic population, we will not be participating in the data collection part of Project ECHO.
- We had a drive through vaccine clinic on May 13, 2021 for adolescents 12 and older. We had a much better turn out (about 100 students) than the previous week when we vaccinated the over 16 students. We were all very impressed by the composure of the younger students.
- We have received the Cepheid point of care Covid19 testing machine. A few staff will be trained in how to run the machine in the next few weeks. We will start off testing only for Covid19 but in the fall will likely change to testing for Covid19/RSV/FluA/FluB. We are not encountering many patients that are presenting with Covid symptoms right now but we expect to have a rise in demand for testing in the fall when students return to school full-time.
- We have a new MA, Terra Calderon. She has experience as a Vet Tech but has not been a medical assistant before. She will get her training on the job, similar to many of our MAs. She is eager to learn and we are grateful to have her on the team.
- The Nurse Practitioner we had lined up to cover Luiza's maternity leave has been accepted into a residency program. I have reached back out to UCSF to see if there are any other new NPs that are interested. Mark has offered to cover some of Luiza's days as a back-up plan.

Operations Director- Fabiola Cornejo:

Current job openings are: 2 Dental Assistant (DA) positions or Registered DA.

- Roberta Rams (Dentist) started early May and Dr. Douglass (dentist) is scheduled to start June 1st.
- Mercedes held a 2nd training on FQHC requirements for new staff.
- Pon has submitted his resignation and his last day will be Wednesday June 30th.
- There was one more angel fund distribution for Covid relief to support a family with rent.

Executive Director-Chloe Guazzone:

Key activities this month:

1. To date we have provided 2,152 first dose vaccines and 1,843 second dose vaccines.
2. We are transitioning to offering Covid vaccination on site since the number of new patients getting vaccinated is hovering around 10-20 per week.
3. The dental remodel is nearly complete with the installation of IT equipment pending.
4. Briefings (meetings with potential donors) with the fundraising consultants began on Wednesday May 26th.
5. ARP is the acronym of the month (American Rescue Plan).
6. A final bid was submitted by Casey Cupples. No other bids were received following a walk-through Steve Wood had with several contractors.
7. LEAN work with Mike De Luca is underway and we have already seen some positive changes with administrative huddles and dental team huddles. We are working on an agenda for a 3-day on-site visit

with Mike to include an all staff retreat, a dental team workday and an administrative day for follow-up and next steps. This will take place June 7, 8, 9.

8. The AVHC wellness committee has been supporting a 30-day fitness challenge with daily exercise options offered for free in the community. We would like to explore supporting classes to continue for free.
9. We are in the process of annual staff evaluations.
10. We will offer a mid-year hardship bonus due to Covid as we did last year (prorated based on FTE level). These will go through when raises go through on July 1.
11. Gift policies were presented to finance committee.

Finance:

- The annual finance audit is in progress and all documents are under review.
- I have been working on the upcoming fiscal year budget with Christie and we hope to have a draft by this weekend.
- The form 990 was presented for submission from the auditors on tax day and therefore it was submitted. It does need to be formally reviewed and approved by the board.

Contracts:

- Casey Cupples has provided a contract for approval by the board for the construction of the expansion project.

HRSA:

- The American Rescue Plan Award (ARP-A) was awarded in the amount of \$945,000 and is a two-year grant. The budget was submitted to HRSA for approval.
- We are working on the budget for ARP-C in the amount of \$528,655. We can cover much of the uncovered construction costs (parking, solar, equipment) with this grant. This budget is due June 24th.

Collaborations:

- The Health Alliance of Northern CA continues to hold weekly leadership calls and is working on APM and 340B state legislation as well as lobbying for telehealth reimbursement.
- ARCH continues to meet with each other monthly and with Adventist leadership monthly.

Quality Improvement:

- Annual Visit data trend:

	Annual Target	Monthly Target	Q1 TOTAL	Q2 TOTAL	Q3 TOTAL	April	May
Mark	1460	122	339	393	360	115	
Luiza	1877	156	331	358	524	155	
Cindy	1242	104	255	330	181	192	
Carole	0	0	180	0	48	0	
Pon	1698	142	121	117	72	35	
Jessica	911	76	236	222	233	83	
John	1374	115	412	471	499	306	
Melanie	1028	86	41	164	263	100	
Dr. Challa	128	11	28	18	20	18	
Cristina	360	30	94	142	121	38	
Lea	914	76	347	314	290	108	
TOTAL	10992	916	2384	2683	2611	1150	
Unduplicated Patients:			2388			2274	

Risk Management: None to report