

Board of Directors Meeting, Executive team Summary-May 2, 2024

Medical Director Report:

- We have run out of the supply of our Covid vaccines and are recommending patients obtain a vaccine or booster at the pharmacy.
- The county mask order for healthcare workers ended on April 30, 2024. Staff will no longer be required to mask at the health center and we will continue to support staff who decide to mask or not mask while in contact with patients. The order will be reinstated in October, 2024 at the start of the next flu season.
- The medical team, along with the reception staff, has been working on standardizing our rooming and discharge work flows. We also continue to have providers sharing offices with their assigned MAs which has improved communication and accessibility during clinical hours.

Operations Director Report:

- We have two dentist candidates and are moving forward with the dental hygienist interview.
- The temporary Dental assistant that we hired left after one week. We will be short staffed through the summer if we have two dentists.
- The Federal Torte Claims Act (FTCA) deeming application is due on June 24th so we are working on gathering the documents for that.
- We are working with front desk staff and billing staff to correct common errors that we are seeing (for example; no address listed for the patient).
- The admin department is meeting to carry LEAN work forward. We've put our work with Jennifer, the consultant, on hold for now given budget constraints.
- Security cameras were installed around the main doors.

Executive Director Report:

- We are planning for the All staff retreat in September. Lori Lewis will facilitate for us. Also, Harvest fest will take place on October 22nd. Please mark your calendars.
- The PPS reconciliation was finalized. It is up for approval tonight.
- HUD sent our application to "second level review" and we are waiting to hear what the status is (need this finalized to request the funds-400K). I am sending our project manager weekly follow-ups.
- The renewal grant for CalFresh was approved for \$15,000.
- The Navigator Grant second month's reporting and first invoice was submitted.
- Bridge IT and relevant should be running by the time of the board meeting. Finance reports will be run on the 1st out of Bridge IT.
- The Expanded Case Management (ECM) program is picking up and we have gotten the billing process figured out. We have 11 current patients and have received payment for 2.
- The compensation committee met and forecasted the payroll increase due to the wage increase (approximately 80K). See meeting notes with recommendations that were included in the board packet. There are a number of ideas from the committee and the overall recommendation is to take a long-range look ahead and develop fundraising goals given the year over year increase to get to \$25 minimum wage in

2027. We are also working on improvements with scheduling gaps and talking to staff about ensuring full-schedules and filling last minute openings.

- The fence at the 13921 HWY 128 house is being replaced this week.

Incidents: Two incidents

Visit status:

	Q1 YTD tot	Q2 YTD tot	January	Feb	March	Q3 YTD tot	April	M
John Rochat	469	870	118	97	148	1233		
Mark Apfel	74	119	0	7	14	140		
Cindy Novella	374	695	75	89	97	956		
Jess Dawdy	511	1033	164	161	189	1547		
Cary Smeltzer	83	447	68	140	134	789		
Melanie Fuller	321	647	121	84	115	967		
Amanda Farrar	212	409	60	67	70	606		
Lea Queen	196	370	47	36	69	522		
Amy Pittelkau	330	593	110	44	1	748		
Dr. Tanglao, DDS	423	831	145	129	159	1264		
VACANT DENTIST	248	352	144	156	83	735		
Crist Perez	16	29	1	0	22	52		
Cyd Bernstein	0	261	36	76	83	456		
Telepsychiatrist (Cayo Alba)	0	13	0	11	5	37		
Aurelio Guzman	128	228	0	0	18	246		
Inactive Providers	61	63	3	0	0	58		
TOTAL	3446	6960	1092	1097	1207	10356		
	2426	2560	2617	2617	*no change, relevant is unavailable			