

## **Board of Directors Meeting, Executive team summary-July 1, 2021**

### **Medical Director-Cindy Arbanovella:**

#### Board Report 7/1/21

- We had a visit in June from Matt D'Anis, our pharmacist, for our second quarter audit. We have not received the report but overall it seemed to go well. There were not any serious errors. He did look over the dental supplies and injectables which hasn't happened before during an audit.
- We have started using the Cephied point of care Covid19 testing machine. Sarah Rossi, our lead MA, was trained on how to use it and will be training some staff.
- We had a UCSF new nurse practitioner rotating through the clinic for a few weeks in June. She appreciated how well our staff works together. She was able to get some valuable primary care experience after having a mostly hands-off training during the pandemic. Our staff also learned from her as it's always valuable to have a fresh set of eyes and a different perspective.
- We have likely finished drive through Covid19 vaccine clinics at the high school. Our last was on Thursday, June 24 when we vaccinated about 65-70 adults and teens. We will continue to give Covid19 vaccines on site at the health center, just in smaller numbers.
- Luiza Savin, our Nurse Practitioner, is out on early medical leave. Mark has kindly offered to cover one of her clinical days but we will still be short staffed until we figure out longer-term coverage.
- Alex Gil, one of our MAs, will be out on maternity leave starting July 6, 2021.

### **Operations Director- Fabiola Cornejo:**

Current job openings are: 1 Dental Assistant (DA) positions or Registered DA.

- An RDA has accepted our offer and will begin on 7/14.
- The audit must be submitted by the 30<sup>th</sup> to the clearinghouse and we are wrapping up final items now.
- Vanessa will be going part-time (billing) in August when she starts Nursing school! We are working on a plan for transitioning some of her work to the 2<sup>nd</sup> medical records person and potentially hiring another person.
- Pon's last day was Wednesday June 30<sup>th</sup>.

### **Executive Director-Chloe Guazzone:**

Key activities this month:

1. To date we have provided 2,216 first dose vaccines and 1,843 second dose vaccines.
2. The dental remodel is nearly complete with the installation of four computers pending an estimated July 25<sup>th</sup> arrival date. We are able to use four of the six rooms which is adequate for now with two new dentists.
3. Briefings (meetings with potential donors) with the fundraising consultants continue with Zach Rasmuson and Brad Wiley taking on many in the wine business. Ric is also finishing with the board member briefings and has had a few more on the potential donor list.
4. An ECW upgrade took place on the 26<sup>th</sup>-27<sup>th</sup>. We are working through the glitches now.
5. The ARP-C budget was submitted. Board approval is not required as this is a guaranteed funding from HRSA, not a competitive grant. We are using this grant primarily to supplement the parts of the large construction project that were not included in the CADRE grant (\$1,000,000).

6. We had a wonderful LEAN retreat with Mike De Luca, a dental team workday and an administrative day for follow-up and next steps on June 7, 8, 9. We felt it was hugely successful with staff expressing a lot of appreciation for being together again and having team building and discussion on AVHC norms. The dental team was able to build cohesion and identify shared ideas for how the practice should run.
7. The AVHC wellness committee has been supporting a 30-day fitness challenge with daily exercise options offered for free in the community. Now they are working on a nutrition component.
8. We are in the process of annual staff evaluations.
9. We distributed a mid-year hardship bonus due to Covid as we did last year (prorated based on FTE level). The total amount distributed was just under \$50,000 to 38 staff. We were under budget this year in personnel and will draw down from the ARP-A grant for the bonus. This will likely be the final mid-year Covid hardship bonus.
10. We have received notification that we will have an Operational Site Visit from HRSA in the second quarter of 2022 (Jan-Mar). We have a kick-off call scheduled with The Write Choice Network and our Project Officer Kellie Cosby.
11. I talked tentatively to Casey about doing a groundbreaking ceremony in 3 weeks. Right now, they are starting with demo this week and fencing the construction area so they can bring in materials.

**Finance:**

- The annual finance audit is in progress and all documents are under review.
- Our CFO Angela Robinson has resigned and her last day is June 30. An update to be provided during closed session.
- The budget is still in progress. Update to be provided.

**Contracts:**

- Contract signed for

**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 have submitted the budget for ARP-C in the amount of \$528,655.
- I applied for a grant for support revising the Health Professionals Shortage Area (HPSA) through Partnership Healthcare Plan.

**Collaborations:**

- I am working on a shared policy for Covid vaccination for all the ARCH members and potentially other clinics in the county.
- 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	Jun
<b>Mark</b>	1460	122	339	393	360	115	131	
<b>Luiza</b>	1877	156	331	358	524	155	186	
<b>Cindy</b>	1242	104	255	330	181	192	96	
<b>Carole</b>	0	0	180	0	48	0	0	
<b>Pon</b>	1698	142	121	117	72	35	31	
<b>Jessica</b>	911	76	236	222	233	83	85	
<b>John</b>	1374	115	412	471	499	306	139	
<b>Melanie</b>	1028	86	41	164	263	100	60	
<b>Dr. Challa</b>	128	11	28	18	20	18	10	
<b>Cristina</b>	360	30	94	142	121	38	42	
<b>Lea</b>	914	76	347	314	290	108	96	
<b>TOTAL</b>	10992	916	2384	2683	2611	1150	876	
<b>Unduplicated Patients:</b>			2388			2274	2138	

**Risk Management:** None to report