

Board of Directors Meeting, Executive team summary-Oct 7, 2021

Medical Director-Cindy Arbanovella:

Board Report 10/7/21

- We are continuing to have a block for symptomatic covid19 testing each day. We saw a spike in positive cases following the fair. Leah Collins has been doing a great job doing most of the back-door testing. Marcelle, the MAs, and RNs are stepping in when Leah is off-site.
- We are starting to give Flu shots to patients who have a visit. We are starting to plan for a Flu drive-through clinic on October 20th at the high school.
- We are giving Pfizer 3rd dose boosters to patients who qualify. There will be a drive through booster clinic on October 6th at the high school.
- Dr. Gary Pace continues to see patients on Tuesdays and every other Friday. He has committed through the end of the year and might be willing to continue a few days per week until we find a permanent MD once Mark retires. Dr. Christoph Gelsdorf starts next week and will be working on Tuesdays and Fridays along with a few other days when providers are out.
- Wes Falatoonzadeh, RN/case manager, will be going out on paternity leave on October 15. Becca Menert, RN, is moving to Colorado. Her last day will be October 22. We are planning for our upcoming staffing shortage. We will no longer have a nurse after 5 o'clock and will only have one RN on Thursdays and Fridays.
- We had our dispensary audit on September 9th. There were no significant findings other than a few medications not stored properly. We are looking to schedule our semi-annual dispensary inventory for October.

Operations Director- Fabiola Cornejo:

Primary activities this month have been:

- Continue to provide surveillance testing which we are now offering weekly on Wednesdays from 9-10:30 at the senior center and at the school (627 total people tested with color kits).
- Supporting the billing department and Human Resources activities
- Christoph Gelsdorf will be temporarily working with us starting October 12th.
- Dr. Robert Takano will be joining our team as a locum dentist starting October 18th
- Interviews are ongoing for the open positions which are Human Resources, Medical Assistant, Billing Assistant, Front Desk, Dentist and RN.
- We had a demo for eCW Dental. We will receive an estimate and plan to move forward with transitioning dental to eCW and all departments will be under the same platform.

Executive Director-Chloe Guazzone:

Key activities this month:

1. To date we have provided 2,427 first dose vaccines and 2,232 second dose vaccines and 79 3rd dose vaccines.
2. Computers were received and the dental operatories are now set-up.
3. We continue to follow-up on fundraising briefings and pledge cards.
4. Mike De Luca worked with the administration in a 1-day workshop to standardize on-boarding and off-boarding of employees. We also worked with the clinical teams for their onboarding requirements. We will test out our process as we bring on new staff.
5. The FY 20-21 audit was finally completed and submitted to the federal clearinghouse on Sept. 28th.

6. Weekly check-in calls are being held with the Write Choice Network (WCN) to prepare for the Operational Site Visit from HRSA. We haven't received an official request for dates yet although we were told it would be in the second quarter of 2022 (Jan-Mar). The site visit will be held virtually.
7. Again, there is a surge in Covid cases including 5 adults and at least 4 students last week. Our testing team responded by supporting testing of the affected classes and teachers.
8. The prep for the HRSA site visit is well underway. Please expect heavy policy reading monthly until our site visit. We are trying to spread it out and make it a bit lighter than our last site visit. Most policies will come through committees.
9. We have retained the WCN to assist in writing a 3-year grant with USDA for nearly a million dollars. It is due October 12th (received at USDA). A budget has been prepared for mostly staffing costs and some equipment related to the construction project.
10. The health center is very understaffed right now in every department. We are losing an RN at the end of October, and have one RN going out on leave. We are still using locums to cover the dental wing and have lost our HR coordinator. Luiza is out and reception is short as well. Covid has made finding qualified applicants all the more difficult.
11. The school contract was renewed for the 21-22 school year and is going to their board this month.
12. We need to start planning for our annual newsletter. We sent out an email update to our fundraising contacts and could think about doing an email newsletter in addition to the print version.
13. The Finance committee met our new CFO Amy Fawcett at the last committee meeting.
14. We have been meeting with a Psychiatric Nurse Practitioner who may be interested in a few hours of coverage for our complex cases.
15. The wellness committee held its last produce exchange and they were all well attended.
16. AVHC will hold the annual flu shot drive through on Wednesday October 20th and we are planning for weekly Wednesday Pfizer booster shot drive-through events and 5-11 year old first shots when it is FDA approved.
17. The fiduciary committee held its quarterly review of the retirement plan.

Contracts:

- The Write Choice Network contract is up for approval. They are increasing the amount to \$65,000 and including a 3% increase each year to cover additional time managing a large amount of grants. We budgeted for \$50,000 which had not increased over the past three years. Supplemental awards will be written with a separate Scope of Work. Ultimately they would like our contract to be all-inclusive but the price is much more expensive at \$87,000.
- Contract signed with Sitelogiq for initial site assessment work for the solar array over the new parking lot.
- AV unified school district (AVUSD)/AVHC contract sent for board approval for the 21-22 school year.

HRSA:

- Current HRSA supplemental grants: The American Rescue Plan Award (ARP-A) in the amount of \$945,000 (a two-year grant). CADRE in the amount of \$1,000,000 and ARP-C in the amount of \$528,655 (a two-year grant).
- We began the planning phase of the Health Professionals Shortage Area (HPSA) technical support grant through Partnership Healthcare Plan.

Collaborations:

- ARCH is exploring a proposal by the county to start a community health worker program at each of our clinics. There has been no commitment from the county yet so we are doing research on the structure of various programs.

Quality Improvement:

- Annual Visit data trend: