

Board of Directors Meeting, Executive team summary-August 6th, 2019

Medical Director-Cindy Arbanovella:

- Dispensary software update- Sent labels to Computer Rx, those will be tested, then we can install.
- Dr. Ramnik Kaur is starting August 12th. She is living on AV way.

Operations Director- Fabiola Cornejo:

- Staffing update
 - Dentist Georgina has pulled out and will not be working here.
 - Human Resources (HR) opening-waiting on reference checks for a candidate who has experience in HR at Mendocino County and is in school for a Licensed Clinical Social Work (LCSW) degree.
 - Dr. Kaur starts August 12th.
 - Jenny (Medical Assistant) is back from Maternity leave.
 - Melanie started as a full-time employee at the beginning of August. She is working four days per week.
- Electronic Medical Record upgrade has happened. Overall there were several glitches but the transition was fairly smooth. It has taken some time to work out all the little problems we encountered.

Executive Director-Chloe Guazzone:

Key activities this month:

1. Version 11 upgrade.
2. Securing housing and onboarding for Dr. Kaur.
3. Interviewing and hiring for dentist and HR coordinator.
4. Continued LEAN activities focused on the triage process and medication dispensing.
5. Purchase of 3 CD's in the amount of 1.175 million was made through Schwab. The interest rate is 2.05%.

HRSA:

- Both grants are pending approval: Behavioral Health Expansion grant (145K) and Oral expansion (300K).
- Jennifer Clements is no longer our project officer. We now have Kelly Cosby. We had an introductory phone call.
- Our annual Service Area Competition grant is due December 2019. We have begun prepping Board requirements to ensure all is complete prior to the submission.

Collaborations:

- Adventist Health has committed \$10,000 for the diabetes educational video.

Projects:

- Building project- Dental expansion, exam room expansion, septic and parking are all being explored and in varying stages of progress. The easement documentation was submitted to the county.

- We are exploring rental office space in town, to accommodate new staff and various building projects.
- LEAN-We continue to work on many ongoing LEAN projects. The latest projects are around the medication dispensing and Triage workflow.
- Dental Mobile Van was offered to another clinic.
- Staff satisfaction survey results are posted.

Contracts/Memorandum of Understanding (MOU)/Grants:

- Housing procured for Dr. Kaur. 6-month contract signed.

Quality Improvement:

- We have been asked to present at the next Clinical Leadership Initiative (CLI) meeting at the Rural roundtable on our LEAN work.

Annual Visit data trend:

Year-to-date productivity chart										
FY18-19 YTD Visit count										
	Annual Target	Monthly target	Jan	Feb	Mar	Q3	Apr	May	June	YTD
Mark	1997	166	179	187	226	1664	86	259	201	2210
Luiza	1822	152	162	145	221	1494	217	185	188	2084
Cindy	1467	122	136	111	131	1204	181	153	119	1657
Dr. Amador	1332	111	117	89	19	743	0	0	0	743
Phan (Includes P)	2356	196	158	127	173	1562	194	278	236	2270
Jessica	1000	83	75	21	81	552	71	113	82	822
Stephanie	984	82	106	64	123	838	87	89	54	1068
MD	1798	150	0	0	22	86	0	0	0	85
Melanie			54	47	41	222	72	69	67	430
Dr. Ku			0	9	103	112	74	147	-1	333
Dr. McKenna (eff	250	21	0	2	10	54	8	10	10	78
	13006	1084	987	802	1150	8531	990	1303	956	11780
TOTAL										
			April	May	June					
			2657	2672	2654					

Risk Management: No incidents to report.