

## **Board of Directors Meeting, Executive team summary-July 11, 2019**

### **Medical Director-Mark Apfel:**

- Dispensary software update- Ordered labels, those will be tested and when V11 is in, we can install.
- Dr. Ramnik Kaur is starting early August. She is a temporary provider with potential for permanent placement.
- Cindy attended LEAN conference.

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

- Staffing update
  - We hired a temporary Medical Assistant to fill in for Daisy who is out on Maternity leave.
  - Interviewed Dentist Georgina and are checking references.
- Electronic Medical Record upgrade is still in the testing environment. Go-live date is July 19th.
- Two interviews held for Human Resources (HR) opening-position is still open.
- Seeking provider housing-have two leads, one is \$1600/month (possible 6-month lease) the other is \$1900 (wants 1-year lease).

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

#### **General Information and Updates:**

This month we have focused on; recruitment of a doctor, HR professional and temporary MA, building projects, supporting Cindy in her training, FTCA redeeming, and continued LEAN work. The building expansion is pending county permits for both the septic and additional exam room. Kelly also came for a quarterly visit and there are many billing updates and projects that she is working on with each department. Some of the bigger projects involve coding of CPT codes built into the EMR so they auto-populate the correct code.

#### **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.
- Annual FTCA redeeming application was submitted.

#### **Collaborations:**

- Working with CHRN and Adventist Health on the diabetes educational video.
- Completed a Letter of Support for Anderson Valley Fire Department in support of a cooperative agreement with an ambulance provider of their choice.
- County agreement was renewed for CalFresh support.
- Continued collaboration with the adult school on the home health aid project.

#### **Projects:**

- E-Clinical Works (ECW) Version 11 upgrade-“go live” date is July 19<sup>th</sup>.
- Building project- Dental expansion, exam room expansion, septic and parking are all being explored and in varying stages of progress.
- LEAN-We continue to work on many ongoing LEAN projects. The latest projects are around the medication dispensing and Triage workflow.
- Dental Mobile Van is available by donation. Pon will schedule a visit to see it in Yuba City.
- Staff satisfaction survey results are posted.

**Contracts/Memorandum of Understanding (MOU)/Grants:**

- Contract renewal for July 1, 2019 to June 30, 2020 for Calfresh support.
- Melanie will start at 4-days per week August 19<sup>th</sup>.
- Signed Locum contract with Dr. Kaur.

**Quality Improvement:**

- I attended the CPCA Clinical excellence conference for Region IX. It was excellent and learnings were shared with providers.

Annual Visit data trend:

Year-to-date productivity chart										
FY18-19 YTD Visit count										
	Annual Target	Monthly target	Q1 TOTAL	Q2 Total	Jan	Feb	Mar	Q3	April	May
Mark	1997	166	581	1072	179	187	226	1664	86	259
Luiza	1822	152	380	966	162	145	221	1494	217	185
Cindy	1467	122	450	826	136	111	131	1204	181	153
Dr. Amador	1332	111	256	518	117	89	19	743	0	0
Phan (Includes P)	2356	196	621	1104	158	127	173	1562	194	278
Jessica	1000	83	214	375	75	21	81	552	71	113
Stephanie	984	82	256	545	106	64	123	838	87	89
MD	1798	150	36	64	0	0	22	86	0	0
Melanie			5	80	54	47	41	222	72	69
Dr. Ku					0	9	103	112	74	147
Dr. McKenna (eff	250	21	17	42	0	2	10	54	8	10
	13006	1084	2816	5592	987	802	1150	8531	990	1303
<b>TOTAL</b>			<b>2792</b>	<b>5,480</b>						
			Novemb	March	April	May				
			2661	2605	2657	2672				

**Risk Management:** To be discussed in closed session. 3 HIPAA violations.