

Board of Directors Meeting, Executive team summary-August 6, 2020

Medical Director-Cindy Arbanovella:

- Unfortunately on Wednesday, July 28, 2020 one of our staff tested positive for Covid19. They had symptoms starting the previous Thursday/Friday and the last day at work was on Friday, July 24, 2020. The staff member is doing okay. The employee used universal precautions last week and as always both the employee and patient were in masks. The CDC views this as low risk – both parties in masks with contact for less than 15 minutes. The two other employees that share an office with that staff- member tested negative on July 28, 2020. The positive employee is doing okay and is in isolation. We have contacted patients who might have had contact with that employee last week and offered testing on July 30, 2020. Anxiety levels are high among the staff but everyone is healthy. We tested staff on July 29, 2020. We are trying to move staff around so that employees are not sharing small offices.
- The vast majority of the performance evaluations have been completed. Provider chart reviews will be happening in the next few weeks.
- We continue surveillance testing (50-75 tests, first come, first served) on Thursday mornings. The contract with UCSF should continue through August.
- Zoe Triplett, one of our MAs, is leaving to complete nursing pre-requisites. Her last day is August 7, 2020.
- Wesley Sweis, our contracted pharmacist, will visit for another small audit on August 12, 2020. We have corrected a lot of the findings from his visit in June. We have moved to special ordering controlled meds to dispense to patients in place of stocking them. We also have running logs for all controlled medications.

Operations Director- Fabiola Cornejo:

- We continue to navigate staff openings and shortages. Due to the positive staff member, we had only one front desk receptionist & MA at the end of last week, and most of this week will be the same.
- We are getting the dental van ready for delivery (last is the signage on the side of the van).
- All employees were successfully transitioned to the new benefits system and we now have an online enrollment portal where employees can manage their benefits.
- Dr. Carole Murphy has a planned start date of August 11th.

Executive Director-Chloe Guazzone:

Key activities this month:

1. COVID-19 response and updates: Regarding the outbreak testing of our positive staff member, we elected to test all staff in the building and are hopeful by the time of this report we will have all results. Tests were sent to Richmond on Thursday July 30th. We have purchased fogger machines and HEPA 13 air filtration devices for the large areas and all shared offices and exam rooms.
2. The county has extended our UCSF contract through August to continue surveillance testing and our challenge continues to be receiving results. We plan on continuing surveillance every Thursday through August.
3. The dental remodel revisions have been submitted back to the county for the permit.
4. The Septic and generator construction is in progress.
5. Staffing is a significant challenge particularly as we see more positives in the community and amongst our staff. We also anticipate potential childcare issues with staff when school starts.
6. Dr. Rochat and I filled in for Drew one day on the radio.
7. We are submitting a letter of support of the recommendations made by the LatinX alliance of Mendocino County to the Board of Supervisors.
8. Performance evaluations completed for almost all staff.

Finance:

- The FY18-19 Change of Scope request has been finalized and we are waiting the final letter of approval.

- The budget for the Expanding Capacity for Coronavirus Testing (ECT) in the amount of \$137,404 was approved. This is a federal award to be drawn down when spent but is very limited and without surveillance testing, we will be hard pressed to spend it on testing.
- Mid-year bonuses were issued for those who have continued to work during the Covid emergency.
- We received the \$20,000 grant award from the Amy Barstow foundation and submitted the annual report.
- Final CalFresh reports were submitted and a renewal was signed for this Fiscal Year for \$25,000.

HRSA:

- We are tracking three awards in the amounts of \$52,794 (C-19), \$554,705 (CARES) and \$137,404 (ECT) from HRSA as well as the Payment Protection Program in the amount of \$355,440 (not a HRSA grant, but a federal direct deposit grant to cover payroll). First quarter progress reports were submitted for all three covid grants this month.
- The annual FTCA renewal was submitted July 15th.

Collaborations:

- A new dental working group to discuss re-opening has been set-up in Mendocino County for all the clinics.
- We continue to have weekly calls with the county and now all medical facilities to advocate for an adequate response county-wide to Covid including regional surveillance testing. I have a running list of many items that require county follow-up or assistance. Mainly; getting results from surveillance or outbreak testing, getting results on the UCSF portal, problems with contact tracing delays, contact tracing for patients we have issued quarantine orders to and how to submit requisitions for UCSF specimens.
- We are providing data on no-show rates and job satisfaction to the Health Alliance in order to promote the continuation of reimbursement for virtual visits in the behavioral health department.

Quality Improvement:

- Annual Visit data trend:

	A	B	C	G	W	AA	AE	AF	AG	AH	AI	AJ
		Annual Target	Monthly	Q1 TOTAL	Q2 T	Q3 T	FY TOTAL					
3	Mark	2160	180	299	837	1144	1485					
7	Luiza	1910	159	453	915	1373	1774					
3	Cindy	1610	134	347	643	924	1155					
3	Locum Dentist	1086	91	283	469	822	403					
0	Phan	2084	174	488	882	1210	1354					
1	Jessica	713	59	223	486	704	958					
2	Stephanie	537	45	141	141	141	141					
3	John					335	740					
4	MD	892	74	289	695	692	617					
5	Melanie	480	40	259	503	736	736					
7	Dr. McKenna/For	104	9	33	66	95	102					
8	Cristina	374	31	23	69	120	190					
9	Lea	537	45	0	221	470	699					
10	TOTAL	12887	1074	2838	5927	8766	10354	plus 75 visits from inactive providers for total of 10,429				
11	Unduplicated Patients:						2496					

Risk Management: No incidents to report.

