

## **Board of Directors Meeting, Executive team summary-December 3rd, 2020**

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

- We had our quarterly dispensary audit on November 11. There were no discrepancies in our controlled med counts. Everything is in order and Wesley was pleased with our progress.
- Our long-awaited new nurse, Becca Guillian, started on Monday, November 23rd. She comes with a lot of urgent care experience (she previously ran the urgent care clinic at RCMS) and will be a positive addition to the medical team.
- We have been accepted into Stanford's Project Echo (Extension for Community Healthcare Outcomes) Diabetes program. This is the second year for the program. Our two health educators, Leah Collins and Cyd Bernstein, will receive extra training on diabetes education and will be tracking and gathering data on some of our most high risk diabetic patients. There will be short weekly webinars for anyone on the medical team that is interested and we will have endocrinologists to consult as needed. Wes, our case manager/RN, will lead our team. We won't know until early January if we will be starting at the end of January or in August (there are two cohorts of 10 clinics that will be randomly put into the two groups).
- Luiza and Sarah have been giving flu shots, by appointment, on Tuesday evenings from 5-6. Luiza has also been seeing patients for flu shots on Thursday mornings. We were able to get more high dose and regular flu shots and might be able to do another drive through clinic in the near future.

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

- Fabi is out on Maternity leave as of Thursday August 20<sup>th</sup>. She is due to return part-time January 1, 2021.

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

Key activities this month:

1. Mobile testing through Optum-serve is being arranged by the county and are due to be ready to start December 2<sup>nd</sup> although the county has not made arrangements in our individual communities yet.
2. The dental expansion is in progress.
3. The Partnership Healthcare Plan audit was completed with generally good scores overall (98% site review, 91% medical chart review). The Corrective action plan (CAP) was submitted and approved and we are participating in a program to help increase first-time annual exams for newly assigned patients. This will include 2-3 mini-audits of newly assigned patients.
4. There are two major activities that the teams are working on-the finance audit (current), and the Patient centered medical home renewal (due February 2021).
5. The large remodel project plans have been finalized with the help of the building committee. The next step is for the architect to develop the design and detailed plans for submission to the county for permitting.
6. The annual newsletter has been sent to Torrey from Lemon Fresh Design for design.
7. Dr. Murphy (dentist) is out on medical leave and Dr. Amador (locum) is filling in for three months.
8. Staffing has been a major challenge especially with holidays approaching. We hired a new RN which should help alleviate some strain on the medical side and are seeking 2 candidates for patient services representatives (greeter, reception).
9. Working with the Write Choice Network and Wipfli to draft the Budget Period Renewal due to HRSA in January.

### **Finance:**

- The annual finance audit is in progress and is virtual this year.
- The FY18-19 Change of Scope request was received with a very significant rate increase. We are working with Wipfli to find out how and when these payments will be received. We believe we will receive a lump sum check for dental, but on the medical side, they will come in little by little.

**HRSA:**

- There are three awards we are tracking 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). The PPP program has ended and we will ask for loan forgiveness in January.
- The Cadre application was approved for the expansion of the building and to improve disaster resiliency in the amount of 1 million dollars. We have submitted several of the requirements of the grant in preparation for the project.
- The annual Budget Period Renewal is due January 8<sup>th</sup> 2021. The budget will be presented to the board for approval today.

**Collaborations:**

- Weekly calls with the county and now all medical facilities to advocate for an adequate response county-wide to Covid including regional surveillance testing. We requested regular updates on the new mobile testing but have not received any. We did receive a large shipment of Biomax Now rapid Covid tests for symptomatic patients and are using them in conjunction with PCR tests. We receive results in 15 minutes.
- The Health Alliance of Northern CA continues to hold weekly calls with CEOs, COOs and Medical Directors.
- 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	Oct	Nov	Dec	
<b>Mark</b>	1460	122	339	105			
<b>Luiza</b>	1877	156	331	138			
<b>Cindy</b>	1242	104	255	104			
<b>Carole</b>	0	0	180	0			
<b>Phan</b>	1698	142	121	35			
<b>Jessica</b>	911	76	236	93			
<b>John</b>	1374	115	412	177			
<b>Melanie</b>	1028	86	41	52			
<b>Dr. Forehand</b>	128	11	28	11			
<b>Cristina</b>	360	30	94	43			
<b>Lea</b>	914	76	347	114			
<b>TOTAL</b>	10992	916	2384	872			
<b>Unduplicated Patients:</b>			2388	2383			

**Risk Management:** No incidents to report.