

Board of Directors Meeting, Executive team summary-July 2, 2020

Medical Director-Cindy Arbanovella:

- Luiza, Marcelle, and Daisy did surveillance testing on 98 Ardzrooni vineyard workers on Thursday, June 25 2020. Surveillance testing was also done on Navarro Vineyard workers on Monday, June 29, 2020. We are trying to get surveillance testing done before the county loses the lab contract with UCSF.
- We had our second quarterly dispensary audit by Wesley Sweiss. It was an extremely thorough audit. We have made a lot of positive changes but we have not had very good tracking of our controlled substances. In comparing our med invoices to medications dispensed, there was a discrepancy in the number of guaifenesin/codeine cough syrup bottles and the number dispensed. Most of the other counts were okay- luckily there was not a problem with the morphine or Ativan. We currently carry a number of controlled meds and he and I both agree that it is safest to limit these. I will be removing some of these medications from the formulary (and the dispensary) at the request of Wesley (and myself). We now have new and improved controlled med log sheets, daily counts for controlled medications, and I will be doing monthly inventory audits of controlled meds. I will have a training for the nurses and providers on the dispensary updates in the next few weeks. There are new and updated policies that will be coming for approval that reflect these new changes and tighter oversight and compliance. Due to Covid many pharmacies are also delivering meds by mail and we are exploring moving some patients over to mail-order refills so we have less volume.
- Zoe, one of our dedicated MAs, will be leaving mid-August to focus on her nursing pre-requisites. We have once again been very short handed as it is with the MAs. Larissa (from Dental) has been helping on Fridays and extra days when she can.
- Providers continue to split the day seeing patients for half of the day and doing telehealth for the other. As often as we can, patients are roomed straight away without having to wait in the waiting room (they call from their car upon arrival). We are working with our telehealth patients to have proper equipment at home that is appropriate to the visit type (eg. Blood pressure cuff). We purchased some BP cuffs to give to patients that do not have one or whose insurance doesn't cover it. We also have some O2Sat monitors for patients.

Operations Director- Fabiola Cornejo:

- We are continuing to work with our sister health centers on how to safely open dental back up. We have purchased 2 HEP Vacs in preparation.
- We will be completing about 30 surveillance tests for Navarro Vineyards on Monday.
- We have a job offer out to a dentist and are waiting to hear back from her. We do have another interview for another possible candidate dentist if this offer falls.
- We have hired a new receptionist to fill the position that was left open from Mayra transferring over to dental.
- We do have a position posted in Indeed to hire another Medical Assistant and RN due to vacant positions with Roger and Zoe leaving.
- The dental van is registered and ready to be brought over to the clinic. We are just waiting for the decal and a full detailing of the inside and outside as it has been parked for many months.

Executive Director-Chloe Guazzone:

Key activities this month:

1. COVID-19 response and updates: Due to the significant rise in cases in Mendocino county (and the state), we are placing efforts to re-open dental and acupuncture on hold. We have purchased equipment for dental to be able to open safely, and will hopefully be able to open up a bit more in July pending local cases.
2. We continue to push the county to be able to continue surveillance testing in our respective areas. For now, the county has prioritized Optum Serve in Ukiah which cannot be mobile and cannot accept test kits from us.
3. The complete list of equipment needed for the dental remodel is still pending and so is the permit.
4. The Septic contract has been signed with David Wallace.

5. Significant recruitment, interviewing and staff re-organizing this month due to short-staffing in the front desk and medical teams. The telepsychiatrist began, Dr. Lyle Forehand.

Finance:

- A contract has been signed to leave the CBAN trust which we have been a part of for years. The company we have joined is Interwest. Employees will have better insurance with a gap insurance to cover their out of pocket expenses and rates are 18% below our current rates this year and 10% below next year.
- The FY18-19 Change of Scope request has been finalized and we are waiting the final letter of approval. This is a worth a round of applause!
- 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.

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).

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 to advocate for an adequate response county-wide to Covid including regional surveillance testing.

Quality Improvement:

- Relevant has been implemented and we did a demonstration for staff. Reports on virtual vs. in-person visits are now available
- Annual Visit data trend:

	A	B	C	G	W	AA	AB	AC
		Annual Target	Monthly	Q1 TOTAL	Q2 T	Q3 T	Apri	May
1	Mark	2160	180	299	837	1144	131	95
2	Luiza	1910	159	453	915	1373	202	78
3	Cindy	1610	134	347	643	924	74	64
4	Locum Dentist	1086	91	283	469	822	0	0
5	Phan	2084	174	488	882	1210	54	43
6	Jessica	713	59	223	486	704	104	75
7	Stephanie	537	45	141	141	141	0	0
8	John					335	105	159
9	MD	892	74	289	695	692	0	0
10	Melanie	480	40	259	503	736	0	0
11	Dr. McKenna	104	9	33	66	95	0	0
12	Cristina	374	31	23	69	120	31	18
13	Lea	537	45	0	221	470	73	45
14	TOTAL	12887	1074	2838	5927	8766	774	577
15	Unduplicated Patients:						2538	2531
16								
17								

Risk Management: To be reported in closed session.