

## **Board of Directors Meeting, Executive team Summary-February 1, 2024**

### **Medical Director Report:**

- We are thrilled that Dr. Cary Smeltzer is signing on as a permanent employee with our medical team. She will be adding a partial day on Thursdays (until 2 pm) to her current schedule of Monday 9-6, Tuesday 9-5, and Wednesday until 2 pm.
- Since the December holidays we have continued to see many cases of influenza A and B, strep throat, and Covid. We have been juggling staffing shortages as staff as well as their family members have been out sick.
- We continue to have patients dropping in on Tuesdays and Thursdays for Covid vaccines and many more getting vaccinated during scheduled visits. Many patients who had Covid infections in the fall are now able to receive the vaccine.
- Cyd is meeting weekly with the Teen Center representatives from the High School. They are very eager to provide as many services as possible.

### **Operations Director Report:**

- We had an in-person interview for a dentist candidate. There is a possibility Dr. Tryon is interested in extending his contract if we do not hire a permanent candidate.
- We continue to work with Jennifer, the LEAN consultant, to refine front-desk workflows and daily standard work processes'. We are also working with her on making leader standard work visible and conducting more of the "check" process for new processes' that we have put in place.
- Melanie is increasing her acupuncture hours starting in February to 35 hours/wk.
- Fabi is out on Jury Duty this week.

### **Executive Director Report:**

- We have been meeting weekly with Christie and the PUN group for the wrap-up of the 2022 audit. They are in their final review and submitting questions back to us.
- UDS is due February 15<sup>th</sup> and data scrubbing has begun. Relevant has made the process much smoother and the quality of the data gets better each year.
- Medi-Cal Prospective Payment System (PPS) reconciliation reports were submitted.
- Billing processes are still being worked out and Amanda who supports the accounts payable process will come onsite to train Ananda in the workflow from Bill.com to Abila (our accounting software).
- Todd Crabtree from the Community Development Commission of the county visited the AV creek apartments and signed off on our categorical exclusion paperwork for the HUD grant. The next step is for HUD to review and approve it so we can request the funds (400K).
- We are starting the planning for the Navigator grant, which is managed through North Coast Clinics Network.
- Marcelle is working on Patient Centered Medical Home recertification.
- The Expanded Case Management (ECM) program is picking up and we are getting more assigned patients through Partnership Healthcare Plan.
- The AV village (Donna and Lauren) presented at a staff meeting about the village model and services.

**Incidents:**

- One employee injury, 1 compliment

**Visit status:**

	Annual Target	Monthly Target	Q1 TOTAL	Oct	Nov	Dec	Q2 TOTAL
John Rochat	1944	162	469	73	149	179	870
Mark Apfel	150	13	74	0	12	33	119
Cindy Novella	1556	130	374	127	108	86	695
Jess Dawdy	2032	169	511	159	159	204	1033
Cary Smeltzer	878	73	83	120	141	103	447
Melanie Fuller	1100	92	321	130	95	101	647
Amanda Farrar	699	58	212	72	64	61	409
Lea Queen	924	77	196	62	54	58	370
Amy Pittelkau	1000	83	330	78	93	92	593
Dr. Tanglao, DDS	1194	100	423	173	129	106	831
VACANT DENTIST	1658	138	248	0	0	106	352
Crist Perez	0	0	16	2	9	2	29
Cyd Bernstein	699	58	0	90	54	117	261
Telepsychiatrist (Cayo Alba)	72	6	0	1	3	9	13
Aurelio Guzman	768	64	128	26	32	42	228
Inactive Providers	194	16	61	0	0	0	63
<b>TOTAL</b>	<b>14868</b>	<b>1239</b>	<b>3446</b>	<b>1113</b>	<b>1102</b>	<b>1299</b>	<b>6960</b>
		<b>Unduplicated patients</b>	2426	2496	2521		2560

