

## **Board of Directors Meeting, Executive team Summary-November 7, 2024**

### **Medical Director Report:**

- We continue to be short staffed in the medical department. We are currently interviewing for another RN since April left last month. Dr. Rochat continues to be on leave. We are working to fit his patients into the other providers' schedules as well as reviewing those patients' requested medications, lab and diagnostic results, and other requests. Dr. Apfel has kindly agreed to see patients on Fridays during the month of November and is also helping to review some of Dr. Rochat's patients' lab results.
- We have been filling all of our slots on Tuesdays and Thursdays for Covid and Flu vaccines and continue giving those vaccines during patient appointments.
- Starting November 1 all staff who have not been vaccinated against Covid and Flu will need to wear a mask when in patient care areas through the end of April, 2025.
- Our medical staff vaccinated over 160 patients against the flu at Harvest Fest, an increase from last year. Fabi had picked out special gifts for our pediatric patients that were a big hit.

### **Operations Director Report:**

- Harvest Festival was held October 22<sup>nd</sup> and was very well attended. We broke a record for flu shots and the number of vendors that attended. It was great to see so many board members in attendance!
- The master fee schedule is up for approval tonight and will be implemented starting December 1<sup>st</sup> after posting the announcement in our waiting room.
- Jason Liljengren has taken a permanent position as our IT/EMR manager. He will be working a .8FTE schedule.
- Interviews are underway for the RN position and Community Health Worker position.

### **Executive Director Report:**

- We have done some staff restructuring following the award of the Behavioral Health Services Expansion grant. With all the population health programming that we have added in the past few years, we promoted Marcelle to a Director of Population Health position. She will keep doing what she was primarily doing (managing four population health programs and Quality Improvement). We are hiring for a new QI Coordinator. Amanda was promoted to Behavioral Health department manager and Steph Arias will take the lead on Enhanced Care Management.
- The master fee schedule was finalized and cleaned up, Kelly will input changes in ECW and providers will be trained on the revised schedule with many less codes than the previous MFS. This should make coding a bit easier for the providers.
- Cindy and I attended the California Primary Care Association's annual conference. There was emphasis on Prop 35, workforce development and new technology that is becoming available.
- Larann is supporting the BH team in developing consent forms for all patients that are seen in BH.
- We got approval for the federal clean energy tax credit. When we file the 990 we will be able to submit a form to request the reimbursement for 40% of the solar

installation project.

- We are due for a HRSA site visit in 2025 and are starting to prep for that with the Write Choice Network team.
- I've drafted the newsletter and will keep it short this year. We did send out a fall update letter to donors to the capital campaign.

**Incidents:** 2 employee SHARPS injuries, 1 Partnership HC Plan grievance (related to last month's complaint).

**Visit status:**

	Annual Target	Monthly Target	July	Aug	Sept	Q1 YTD tot. O
John Rochat	1233	103	157	166	108	431
Mark Apfel	140	12	17	26	9	52
Cindy Novella	956	80	75	144	101	320
Jess Dawdy	1547	129	183	96	161	440
Cary Smeltzer	789	66	157	183	133	473
Melanie Fuller	967	81	88	104	102	294
Amanda Farrar	606	51	68	87	52	207
Lea Queen	522	44	18	0	0	18
Gabby Espinoza	748	62	39	102	93	234
Dr. Tanglao, DDS	1264	105	139	177	150	466
VACANT DENTIST	487	41	0	0	2	2
Crist Perez	0	0	0	0	0	0
Cyd Bernstein	456	38	63	72	70	205
Telepsychiatrist (Cayo Alba)	37	3	2	12	7	21
Aurelio Guzman	246	21	36	22	16	74
Inactive Providers	0	0	0	0		0
<b>TOTAL</b>			1042	1191	1004	3237
		Unduplicated patients	2693	2676		2657

