

Board of Directors Meeting, Executive team Summary-Sept 5, 2024

Medical Director Report:

- We had a third-year resident from the Adventist Family Residency program for a few months in August. He will be returning for two more weeks later this month.
- We are starting to plan for vaccine administration with the approval by the FDA of the most current covid-19 vaccine. We have been short staffed on the medical team and will hopefully be able to offer the vaccine in a few drop-in time slots each week along with administration during patient visits.
- The medical team is working through staffing challenges with MA schedule changes and one MA out on medical leave for a month.
- Cyd will be recruiting four high school students as teen reps for the Redwood Room (teen clinic) in the next month. We will continue to have two students (junior) as resources for the middle school and four students that will represent the clinic at the high school.

Operations Director Report:

- Kelly and Rochelle (our billing consultants) came onsite for 2 days to meet with several staff members and review billing processes' for all departments. We are working on clean-up of the Master Fee Schedule now.
- We hired Rebekah Toohey for the Accounts Payable support position. We are sharing this position with Mendocino Coast Clinics.
- Dr. Tanglao (dentist) gave her resignation and will be leaving October 3rd. We have contracted with Dr. Tryon to return for a 6-month contract, but there will be a two-week gap without a dentist. We have confirmed that Gabby (Dental Hygienist) can still practice. We have the dentist position posted as well as a behavioral health clinician opening.
- Front-desk improvement work continues to focus on the phone system and call statistics.

Executive Director Report:

- Please share Prop 35 information with your peers.
- We have been working on follow-up items from Kelly's visit. The Master Fee Schedule is currently being reviewed for codes that we don't use and fees will be set up after that and brought to the board for review.
- A safety tour took place for our staff.
- The annual all-staff retreat will be held Sept. 10.
- Admin has been meeting with the Behavioral Health team to support them without a BH director. A contract was signed with Larann Henderson, LCSW to provide support for BH projects.
- We are waiting to hear about the Behavioral Health Service Expansion grant.
- The draw down request has been submitted for the \$400,000 Huffman grant. There is a chance we could see this money within the month!
- We did receive the Kaiser grant funds (Population Health Mangement Initiative) in the amount of ~\$260K for the next round of implementation.
- Our CFO is beginning audit prep for FY 2023 and the auditor will come on-site in the first week of October.

- We did an in-depth analysis on a revenue loss seen in this month's financials. To be discussed in closed session.
- We are due for a HRSA site visit in 2025 and are starting to prep for that with the Write Choice Network team.

Incidents: No incidents to report

Visit status:

		Annual Target	Monthly Target	July
	John Rochat	1233	103	157
	Mark Apfel	140	12	17
	Cindy Novella	956	80	75
	Jess Dawdy	1547	129	183
	Cary Smeltzer	789	66	157
	Melanie Fuller	967	81	88
	Amanda Farrar	606	51	68
	Lea Queen	522	44	18
	Gabby Espinoza	748	62	39
	Dr. Tanglao, DDS	1264	105	139
	VACANT DENTIST	487	41	0
	Crist Perez	0	0	0
	Cyd Bernstein	456	38	63
	Telepsychiatrist (Cayo Alba)	37	3	2
	Aurelio Guzman	246	21	36
	Inactive Providers	0	0	0
	TOTAL			1042
			Unduplicated patients	2693

