

Board of Directors Meeting, Executive team Summary-September 4, 2025

Medical Director Report:

- Our new RN, Munir Mohammad, started a few weeks ago. He is a new-grad from USF and came with shining references. He is training and learning our workflows. We are excited to have him on the team.
- The medical team has been working on improving communication during emergency responses/code blue. There have been 3 in the past 3 weeks and overall the medical and reception staff have been responding quickly to the situation and getting the patient the appropriate care.
- Dr. Smeltzer is continuing the Addiction Medicine Fellowship through UC Irvine and has been bringing back what she is learning to the provider meetings.

Operations Director Report:

- The dental team is still waiting for Dr. Amador to receive her CA license before she can start.
- We are interviewing a dentist that was referred to us by the recruitment agency.
- Front desk continues to be short staffed, I have been very involved in helping get support for the staff. We are recruiting for two positions.
- FTCA was submitted after a revision to all four quarterly progress reports and the annual risk management report.

Executive Director Report:

- The leadership team (Marcelle, Fabi, Cindy and I) have started planning for state and federal changes including mapping a timeline, data collection for each target population, public messaging and outreach.
- There are several presidential executive orders that conflict with CA and federal laws that we need to begin planning for within our compliance programs. CPCA is holding educational webinars.
- Policy review continues for the HRSA operational site visit that will be this year.
- Sharepoint: All policies that need board approval will be shared via a link in an email with instructions. This month we are reviewing and approving billing (reviewed by finance) and dispensary (reviewed by PI) policies.
- The "All-Boards meeting" was held in Fort Bragg with Board members from Mendocino Coast Clinics, Redwood Coast Medical Services, Mendocino Community Health Centers and Long Valley Health Center. Discussion to follow.
- FTCA annual risk management report was approved for re-submission by the Executive committee. We have since met, and planned for our 2025 FTCA submission of quarterly and annual reports.
- We are waiting for an estimate from Casey Cupples for the lobby bathroom repairs and flooring.

Incidents: 2 incidents to be discussed in PI

Visit data:

*Annual targets are what are budgeted, they are the most conservative to meet a positive bottom-line.

	Annual Target	Monthly Target	July	Aug	Sept	FY TOTAL
John Roachat	1432	119	154			
Mark Apfel	248	21	38			
Cindy Novella	1288	107	82			
Jess Dawdy	1944	162	206			
Cary Smeltzer	1863	155	145			
Melanie Fuller	1468	122	106			
Amanda Farrar	830	69	61			
Gabby Espinoza	1067	89	105			
VACANT DENTIST	1128	94	0			
Cyd Bernstein	1030	86	88			
Christine Friedrich	623	52	71			
Telepsychiatrist (Cayo Alba)	82	7	8			
William Vainer	403	34	28			
Stefan Cho-Polizzi	1009	84	117			
Inactive Providers	0	0	0			
TOTAL	14415	1201	1209			
		Unduplicated patients	2518			