

TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

MINUTES OF: February 5, 2003

The meeting was called to order at 9:21am by Chairman Laura Manuel. Roll was called with board member present:

Laura Manuel, Chairperson
Richard McDarment, Vice Chairman
Patsy Vega, Secretary
Joseph Garfield, Treasurer (9:40)
Veronica McDarment, Member
Barbara Baga, Member
Lucille Apalatea, Alternate Member
Brook Franco, Alternate Member

Board Members Absent:

Vincent Burrough, Member (Court)

Staff Members Present:

Sabrina Bustamante, Program Director
Evelyn Hunter, CHSO
Hope Balangue, Executive Secretary

MOTION #1 Patsy Vega/Barbara Baga motioned to approve the Agenda with the addition of A. Proposal for Electric, B. Program Director/Tule River Tribal Council. Votes 6, 0, 0 Motion carried

III. APPROVAL OF MINUTES

a. October 2, 2002 minutes were read.

Laura Manuel asked if the tick issue had been resolved? Mrs. Bustamante will have Walt Halen, Sanitarian look into this further and she will forward a letter to Dr. Bajwa, Housing Director of this concern.

MOTION #2 Patsy Vega/Lucille Apalatea motioned to approve the minutes of October 2, 2002 with corrections. Votes were 5-0-1 (Barbara Baga) motion carried

Item b.: delete our insert out;

Motion #1 should read: - MOTION #1 Vincent Burrough/Joseph Garfield motioned to accept Dr. Espinosa's resignation, as of 10/02/02 at the end of the day per her letter read and item #8 as stated reason to resign. 6-0-0 Motion Carried

Discussion: delete care insert card

Item G.: TRIHAB should read TRIHB

Motion #2 should read: - MOTION #2 Jeff Nieto/Marcia Estrada motioned to approve the minutes of September 4, 19, & 26 with corrections and deletions. 4-0-1 Neil Peyron Motion Carried

Last paragraph: Line 2 delete "the" insert "they" & Line 7 delete "not"

Motion #3 should read: - MOTION #3 Jeff Nieto/Neil Peyron motioned to adjourn at 2:30pm. The vote was 5-0-0, motion carried.

Joseph Garfield arrived at 9:40. Lucille Apalatea stepped down.

b. December 4, 2002 minutes were read

MOTION #3 Barbara Baga/Patsy Vega motion to approve the minutes of December 4, 2002 with corrections. Votes were 6-0-0 motion carried.

Item a, Line 2 insert: ,with documentation

Motion #7 should read: MOTION #7 Vincent Burrough/Jeff Nieto motioned to adjourn at 12:33pm. The vote was 5-0-1 (Neil Peyron) motion carried.

c. January 8, 2003 minutes were read

MOTION #4 Barbara Baga/Joseph Garfield to approve the minutes of January 8, 2003 with corrections. Votes were 6-0-0 motion carried.

Item d, Line 3: delete "with" and insert "there are"

Item d, Line 5: insert "not"

Payroll last line: insert "using software program for time-clocks"

d. January 9, 2003 minutes were read

MOTION #5 Barbara Baga/Joseph Garfield to approve the minutes of January 9, 2003 with the corrections. Votes were 6, 0, 0 motion carried.

Spelling correction: "Gaylene" should read "Gayline"

e. January 29, 2003 minutes were read

MOTION #6 Patsy Vega/Joseph Garfield to table the January 29, 2003 minutes until the next regular board meeting on March 5, 2003. Votes were 6, 0, 0 motion carried.

Chairperson Laura Manuel suggested that all meeting minutes be typed using the same format.

It was Board consensus to have Laura Manuel sign the letter for the check signers per the MSC #9 on the January 29, 2003 minutes in order to get the process started.

V. NEW BUSINESS

a. Program Director Report verbal/written

-Mrs. Bustamante requested Chairperson Manuel to sign some "Certificate of Appreciation" in recognition for the previous years Board members. She agreed.

-Pharmacy: We do not receive sample medications. Richard McDarment questioned how the prescription inventory is being handled. Currently the inventory is being done manually, we have a couple of different computerized options to explore. We need to utilize the most cost efficient software that is best suited for our needs. In the instance that medications expire we lose funds, however this is a very low occurrence. Amir Khoy, Pharmaceutical Specialist/CRIHB has resigned.

-Fiscal: We have opened a credit account with Office Max in Porterville, currently we have a \$5,000 limit. This account is for emergency purposes only. As long as the bill is paid within 30 days we do not have to pay finance charges.

-Payroll: Updated the Board on the Payroll system. We will be using this system within a couple of weeks. This new system will cut the time it takes to do the payroll in half, thus saving us time and money and freeing Fiscal staff time. With this new system the Board of Directors will each receive a "time card" which will allow the Board to swipe their card when they attend meetings. This will allow the Health Center to withhold taxes from the Board member stipend (upon their request). The Board members will receive their stipend checks bi-weekly as they come available.

-TIDES: Software system has not been tested in any Indian clinic. There is no way to get the information from the software to IHS. The licensing for this software will cost \$78,000.00 for 6 people to be able to access it. This software is neither cost efficient or compatible to suit our clinic needs. Mrs. Bustamante recommends that we send the TIDES money back and withdraw from this program. There are other more beneficial options to be explored.

-Computer Server Maintenance: The office that our servers are currently maintained in stays at too high of a temperature for compliance and safety regarding this equipment. The room should be kept at a minimum of 70 degrees for safety. Francine Gibson has an a/c unit she would be willing to sell our clinic. It was only used for one season. The Program Director will check into the compliance issues of purchasing items from staff.

-Phones: We currently own two (2) T1 lines that we are not using. We need a HUB in order to utilize these lines the cost for this will be approximately \$635. Lucille Apalatea suggested checking into the status of the tower that was supposed to be installed on or near the Reservation.

-General Information:

-Mrs. Bustamante is continuing to meet w/providers regarding employment at TRIHC.

Laura Manuel stepped out at 11:40.

-CHS has conducted 4 workshops in the past to years regarding Contract Care. The attendance at these workshops is extremely low if nothing at all.

-CHR's: CHR certification cost \$1,500 which will be paid by IHS, right now we only have 1 CHR out of 7 that is certified. The refresher class is \$500.00. Community complaint that they are not seeing their CHR's.

-Mrs. Bustamante currently has to Pharmacists in working part-time at our clinic. The Board directed her to contact Carlos regarding handling Tule Rivers medications.

-Resignations: Sheila Scheinsson PAC has resigned her last day to work is on 02/20/03. Dr. Kent Kilburn has turned resignation stating his last day of work being 02/13/03. The paperwork on both of these staff has shown them to be ineligible for re-hire.

MOTION #7 Richard McDarment/Joseph Garfield motioned to withdraw from the Tides grant, and to return the \$125,000 due to the fact this is not cost efficient or effective for our clinic needs. The vote was 6, 0, 0 motion carried.

MOTION #8 Barbara Baga/Brook Franco motioned to complete the process T1 lines and make them useful for our needs. Also to authorize the purchase for the HUB at \$635

plus installation and have the Program Director research this further and bring the information to the Board. The vote was 6, 0, 0 motion carried.

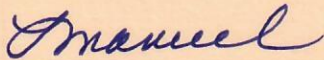
MOTION #9 Richard McDarment/Barbara Baga motioned to approve the Program Directors report. The vote was 6, 0, 0 motion carried.

b. Program Director Monthly Reports To Tribal Council

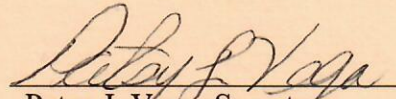
It was consensus of the Board to have the Program Director report to the Tribal Council at least quarterly or on the first Tuesday of each month at the Tribal Council regular monthly meeting.

-Building costs for Visalia are too high. Board directed Sabrina to look into other options. She has already spoken to Ron Hildebrand of TANF regarding a joint operation building.

MOTION #10 Barbara Baga/Brook Franco motioned to adjourn at 12:34. The vote was 6, 0, 0 motion carried.



Laura Manuel, Chairman


Patsy J. Vega, Secretary

Approved: March 5, 2003