

TULE RIVER INDIAN HEALTH CENTER, INC.

TULE INDIAN RESERVATION

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Minutes of Board Meeting

31 May, 2006

I. CALL TO ORDER - The meeting was Called To Order by Chairperson, Neil Peyron at 9:24 am in the Conference Room of the Health Facility.

II. ROLL CALL

- Present: Neil Peyron, Chairperson
- Teri Carothers, Vice Chairperson
- Joseph Garfield, Alternate
- Barbara Baga, member
- Vincent Burrough, Member
- Veronica McDarment, Secretary
- Yolanda Gibson (Seated 9:25 am)
- Patsy Vega, Treasurer
- Absent: Lucile Apalatea, Member
- Other Present: Vida Khow, Program Director
- Danièle Healy, Executive Secretary

III. APPROVAL OF AGENDA –

Correction: IV.B should read 2004-2005 Fiscal Audit Report

MOTION #1: Vincent Burroughs/Barbara Baga motioned to approve agenda, with corrections. The vote was 6-0-0, motion carried.

IV. NEW BUSINESS:

A. Exit Interview: Mary Catton, Nurse Supervisor

Exit Interview form was given to the Board.

Mary was asked the reason of her leaving. Her older son who is 22 years old came back from Kuwait last year and has medical problems; he needs assisted living. Her daughter is leaving and going into the military; it is affecting her son even more. Mary wants to stay closer to her son.

She loves the people & the job but commented that the Health Center

definitely has clinical issues. Policies need to be changed.

(Sick call. Employees can take 17 sick days; this is seen as a lost benefit if they do not take the sick days) .

- BCLS Certifications need to be brought up to date for all.
- Patients are sick to see people come and go (Staff turnover).
- Dr. Rao is an excellent doctor, but does not prescribe narcotics (such as Vicodin) as much as patients would like; patients have a tendency to manipulate doctors. Dr. Rao gets offended by foul language used by patients.
- We also received a patient complain that an OB-GYN was attending her child for a sore throat.
- It is difficult to attract and retain people.

Yolanda Gibson & Vincent Burroughs left the room @ 10:48 am.
Yolanda came back at 10:55 am.; Vincent came back at 11:01 am.

B. 2004-2005 Fiscal Audit Report – Inger Bianchi, CPA, TCA Partners

Introductions were made and Inger went over the Audit findings.

Overall expenses are up - off by approx \$500K over the previous years.

We need to think about collections up front; keep revenues in-house. No overdrawing. Spend Grant money in the year it is allocated.

p. 13 – Compliance = Granters see this report and wonder why things are not being taken care of.

p. 22 – Embezzlement – Board Oversight. Board needs financial statements = needs a GL and computer systems in place.

Other comments were the same as previous years – revolving over lack of electronic computer system in Finance

Inger thanked Lori and her staff for their help.

Inger has yet to be called to testify regarding the embezzlement case. FBI was here 2 weeks ago and need to come back. They are focusing on credit cards expenses.

Alicia is going through all receipts, looking at date, time and amount.

We need to put staff in place and update computer systems for next year's audit.

Once on-line, it will be easier to generate accurate reports.

C. Budget Presentation

Vida Khow signed a Customized Learning Services Agreement with Sage Software.

Up to 8 people will receive hands-on training on MIP Fund Accounting (7 days)

June 27, 28, & 29 and July 11, 12, 13, & 14. The total cost will be \$10,350, plus travel. Teri Carothers suggested to split the cost with other groups – she would be interested in attending the training herself.

- Accounting dept has been busy gathering information for FBI, etc.
- Lori Castello handed out a summary of expenses for each department
- Patsy Vega and Lori Castello will close different bank accounts next week and consolidate all accounts into one at the Citizens Bank.
- Almost no monies are allocated to training although all departments need further training.

Teri Carothers left the room at 11:52 am.

Recessed at Noon for lunch

Reconvened at 12:30 pm

- D. Visalia Clinic – Follow up at next meeting regarding the contract. Records show that we may have overpaid for the rent of the property.
- 1) The board unanimously agreed to close the Visalia clinic.
 - 2) Vida, Teri, and Vincent will meet with the Visalia staff at Noon on Thursday to announce that the clinic will close on June 30th 2006. The decision was made due to budgetary constraints and is based on our audit results. We will offer employees to transfer to Tule to fill open positions here. If they do not want to transfer, we will offer assistance and 2 weeks severance
 - 3) Vida will prepare a letter for all Visalia patients notifying them of the closure and that those scheduled after June 30th will need to come to the Tule River clinic. If CHR/Transporters decide to stay on they will continue to transport the Visalia patients to the Tule River clinic.

12:50 Yolanda Gibson left – Joseph Garfield was seated in her place.

E. Nurse Supervisor Position

- 1) The clinic requires a nurse to oversee clinical operations. We've had no nurse applicants applying for our vacant positions. This may be due to a national nursing shortage. Vida has contacted several Registry Nurse Agencies without response or availability of nurses. Their fees range from \$75 – 150/hour. Vida asked CRIHB consultants if we could get a traveling nurse from out of state. Their response was "as long as it is not a permanent position – no longer than 8 to 12 weeks, OK here at Tule River (Federal land), not Visalia.
- 2) One candidate from New Mexico is willing to accept a temporary position as long as she can bring 2 of her dogs. Best Western does not allow dogs to be in room all day without someone attending them. Unless we can find other housing nurse will be unable to come. She would accept offer of \$60/hour, travel costs and housing.
- 3) The Tribe owns 3 houses on the Reservation – if Nurse could stay in one of the house she would accept contract and could be here next Monday.
- 4) The board agreed to house her in the small house at McCormick Ranch.
- 5) Vida will call the nurse (Joyce) and offer her contract with housing with rented furniture.
- 6) Teri will send a request to Council – will rent furniture and buy staples such as cooking and linen.
- 7) Joyce will arrive on June 7th – settle in on June 8th and start work on June 9th.
- 8) Vida to draft a letter to the Tribal Council requesting approval of house for nurse.

F. Review Job Applications:

- 1) CFO – 3 candidates
 - a) Set up phone interviews for all 3 – 8:30 am on June 8th
Chairman Neil Peyron is leaving the night of June 8th for Hawaii, until June 13th and will be in San Diego June 5 – 7.
- 2) Medical Director – 2 candidates left
 - a) Mandate that they have a current CA license and are up on medicines, are PALS, BCLS, etc., certified.
 - b) Set up interviews for both.
 - c) Teri suggested we get a relocation package on hand. Vida already checked with IHS and will get a copy of their policy
- 3) Community Health Services Director – 3 candidates
 - a) Interview all 3.
Interview all 9 the same day – one half hour for each interview.

11:30 am – Otis Santos came and asked that the Health Center pay for the cost of an ambulance for 2 days at the San Juan's Fun Day (June 23 & 24, 2006). Otis was asked to have Imperial Ambulance fax a quote for \$150/day for a total of 300.00.

MOTION # 2: Patsy Vega/Vincent Burroughs motioned to approve the fee for the Imperial Ambulance, not to exceed \$300 for 2 days for the San Juan's Fun Day events. The vote was 6.0.0, motion carried.

G. Patient Complaints – Dr. Rao

Issue: There are numerous complaints from Patients that their pain medications are not being refilled by our physicians. Dr. Rao stated that he does not give automatic refill of narcotics – he may suggest to change to a medication that will be beneficial to patient in the long run. He is not here to support the patient's addiction but rather treat in other ways.

Discussion: Decision was if a patient complains because the doctor does not want to prescribe drugs, refer back to doctor.

Rudeness of patients: If a patient complains about someone being rude – fill out incident report.

Other Issue: Dr. Saljoughy is OB-GYN, not Pediatrician – a patient complained that her son should be not seen by an OB-GYN for an ear ache.

Follow-up: Yolanda should send out a notice to the community that the doctors are here to help the patients not support their drug addictions. They need to get over the counter drugs when they can. Teri suggested to include in the next newsletter.

H. OLD BUSINESS

- 1) Salary Scale: Patient Benefits Coordinator
has been employed for 25 years – not in the same position for 25 years.
Put her back at \$34K @ 5 days a week and we do not expect re-payment

- 2) Vacation Leave Policy
Employees are not following policy – need to adhere to policy –
Follow-up: put back on agenda for next meeting – refer to personnel advisory board
- 3) Update Diabetes Grant
Completed the package (Mary & Margaret)
Grant person said it was too late – for the last FY and for us to reapply (complete application) for FY 06-07.
- 4) Update 638 Contract
Application completed and submitted. Budget info updated requesting additional funds.
- 5) Strategic Planning Session dates – in August.10 & 11th. Board Meeting on August 9th with Board agreeing to schedule following two days for strategic planning.
- 6) Dr. Eddin's Loan Update
His contract states that if he left employment, he needs to make a payment in lump sum (in full) – his attorney is to work with our attorney. Lori to respond to his letter that his payment is due in full and to return his check –
- 7) Dr. Ko's Request –Requests funding for hotel costs through end of June to include some week-ends so she can search for suitable housing.

MOTION # 3. Teri Carothers/Joseph Garfield made a motion to approve the hotel charges through June, including some weekends. The vote was 6-0-0, motion carried,

I. ADJOURNMENT

MOTION #4: Vincent Burroughs/Barbara Baga motioned to adjourn at 1:48 pm. The vote was 6-0-0, motion carried.