

TULE RIVER INDIAN HEALTH CENTER, INC.

TULE INDIAN RESERVATION



P.O. BOX 768



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PORTERVILLE, CALIFORNIA 93258

BOARD MEETING

DATE: September 6, 2006

TIME: 9:00 am

MINUTES REVIEWED & APPROVED BY BOARD ON 10/25/06

MINUTES OF MEETING

I. CALL TO ORDER - The meeting was called to order by Chairperson Neil Peyron at 9:13 am.

II. ROLL CALL

Present:

Neil Peyron

Teri Carothers

Patsy Vega

Veronica McDarment

Vincent Burrough

Joseph Garfield

Yolanda Gibson - seated at 9:14 am

Barbara Baga

Others Present:

Vida Khow, Executive Director

Danièle Healy, Executive Secretary

III. APPROVAL OF AGENDA - add seat vacancy

MOTION #1: Vincent Burrough/Teri Carothers motioned to approve the agenda with addition (seat vacancy). The vote was 6-0-0; motion carried.

IV. APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION #2: Patsy Vega/Teri Carothers motioned to approve the minutes with corrections. The vote was 4-0-2; motion carried; Barbara and Yolanda abstained (were not present at last Board Meeting).

V. OLD BUSINESS

1. January 2006 meeting minutes:

We found a mistake in the minutes. We need to replace the previous Director's name with present, change Neil Peyron's title from Vice-Chair to Chairperson and sign the document.

MOTION #3: Teri Carothers/Vincent Burrough motioned to amend the Certification of Annual Health Board Elections of January 23rd, 2006: Replace previous Director's name with present, change Neil Peyron's title from Vice-Chair to Chairperson and sign the document. The vote was 6-0-0, motion carried.

2. Review - items D,E,G from last Board Meeting

a. A State Medical Site Visit is scheduled for 29 September 2006. The worksheet provided in the binder details what they will be reviewing.

b. Policy & Procedure Review

We scheduled 3 meetings for the Board to review and approve the revised Policy and Procedure Manual:

- 14 September 06 @ 9:00 am to review the personnel section (Section 3);
- 15 September 06 @ 9:00 am to review the rest of the Program policies (Sections 1, 2, 5);
- 19 September 06 @ 9:00 am to review the individual departmental policies.

c. Resignation of Medical Benefits Coordinator

Vida informed the Board that Patsy Silvas, Medical Benefits Coordinator retired/resigned.

3. Health Center Furniture/Equipment Sale

- A lot of office supplies are left; legal size paper and legal size binders will be donated to the education center; a desk and chairs were donated to the fire

department. The monies collected from the sale (\$1,273) will be used for the taxi allowance at the October Board trip.

4. BOSOP Training Schedule is starting on 9/18/06 and will focus on increasing 3rd party collection. The Trainer, Sheryl Sorrel, would like to meet with the Board to give an assessment of her visit, evaluation and recommendations on 9/21 at 9:00 am. The Scope of Work and Agenda are provided in the binder.
5. IHS Progress Report - a conference call is scheduled on 14 September 2006 @ 10:00 am. The call will be initiated from the Board Room. Neil asked Danièle to set up a conference bridge as he will be offsite but will call in.
6. Seat vacancy: Approve Yolanda Gibson to complete the vacancy as board member replacing Lucille Apalatea's term. Lucille Alplatea passed away. Novalie McDarment will be 2nd alternate. Neil will write a letter to Novalie.

Yolanda left the room at 10:02 am

RESOLUTION: Patsy Vega/Vincent Burrough motioned to approve Yolanda to complete the vacancy as board member replacing Lucile Apalatea's term. Lucile Alplatea passed away. The vote was 5-0-1, motion carried (Yolanda abstained).

Yolanda returned at 10:12 am

7. Vida introduced Dr. Norris Hollie who started with us last week as Locum, he has accepted the Acting Director position; he gave a brief background; has been practicing since 1981 - primary care since 1986. His experience at the clinic has been great so far - no problems with the community. He is on locum contract until the end of October. Vida mentioned that the agency charges a finders fee of \$20K - so far we have spent that in ads - it would be worth to hire him permanently if he so chooses.

VI. DEPARTMENTAL REPORTS

1. Mental Health - Vida summarized Sam Ho's report.

2. Community Health Services - Vida summarized Carla Nelson's report.

- Had only 1 complaint this month;
- are waiting for approval from the Casino to have a mini education program for elders at the Casino over lunch;
- Still only 2 CHR's to cover the community.

3. Contract Health Services - Vida summarized Francine's report.

- Ray Fuentes will start on the 18th, replacing Patsy Silvas as Medical Benefits Coordinator - has been Medical Benefits Coordinator at Sierra View Hospital for 18 years.

Vincent left the room 10:45 am

4. Dental Services - Vida summarized Dr. Newman's report.

- Third party billing - Dr. Newman heard about software at the IHS dental conference, Dentrrix. Once approved, the IHS offices will go up first, Tribal offices later. Several tribes are buying their own system. Vida will have Don check it out and make sure it is compatible with our RPMS system.

Vincent came back at 10:49.

- Dr. Newman needs to offer the Dental Receptionist position to the Indian preference candidate, Jamie Gibson.

5. Nursing Services

-RPMS system is showing a lot of abnormal PAP smears with HPV. The FDA just approved a vaccine that will prevent HPV (which may cause cervical cancer). Olga will obtain side effect and cost of this vaccine.

- An LVN was hired and came on board 2 weeks ago. Olga made the decision to let her go. Olga felt that she wanted to do other things (case management). The purpose of this position is doing patient care. Olga will be re-announcing the opening.

6. Fiscal Department - presented by Don Hanson

a. Status of Provider Credentialing.

Tina has been working with CAQH - Universal Private Insurance Credentialing.

11:06 - Yolanda left the room

b. Status of Bank Accounts

- Don said that the most important thing is cash. He is

reconciling and balancing checking accounts.

- Union Bank will be our primary bank as it yields 4.65% in checking account interest. Don will make the change over with IHS (to transferal monies to the UB account) and we can then close the accounts at the other banks.

c. Fiscal year YTD 3rd Party Collections

- no Medicare costs reports have been submitted; we lost \$1.5M last year according to our CPA. Don is working with CRIHB to see what we have to do and get it going.

d. Plan for FY Fiscal Department Activities

Don summarized the plan for the fiscal department activities. A full report is in the binder.

Teri informed Don that the Insurance is listed as Blue Shield at the Warnack pharmacy. She suggested we delay payment to pharmacies until they have their paperwork corrected and automatically charge CHS. Vida Asked Don to comment on this at our next meeting.

VII. NEW BUSINESS

1. Strategic Planning Document - everyone received a copy of the report. Very detailed, it will make us accountable. Jim Wiegel is coming back on Dec 15, 2006, 8:00 am - 12:00 Noon to conduct a follow-up meeting.

2. Monthly Staff Meeting Schedule

Vida explained that 4 hrs a month of administrative time off is not enough. Across the States, Indian Health Centers close half a day a week to comply with GPRA, keep up with grant requirements, in-service, HIPPA training, quality improvement, hands-on training, staff meeting, infection control program, safety orientation, emergency preparedness, strategic planning, etc. In order for staff to provide quality care, chart reviews, and comply with agencies, Vida proposes to close the clinic one half day a week on Tuesday mornings for Administrative Time off. Vida proposes to start on October 3rd. Vida will have a schedule at the next meeting and will also put it in the newsletter.

MOION #5: Teri Carothers/Patsy Vega motioned to authorizing a half day closure on Tuesday mornings for quality improvement and professional development starting Oct 3rd. The vote was 6-0-0m motion carried.

3. Travel & Training

1) September Las Vegas Conference. Require \$200 deposit for

damage fees; the \$200 will be given in cash. Individuals need to return the full amount (damage is the individual's responsibility). Vida will have Don look into debit cards for \$200.00; cards need to be in the individual's name.

2) October conference: due to no credit card, rental cars need to be paid in cash.

Vida mentioned the Board travel receipts that still need to be provided by board members- list attached. Need to clear with Fiscal prior to going on next trip. Follow policy: Expense report need to be submitted within 5 days.

Board members training in December 3, 5 - for members who are off the Board in December/January (Neil Joey, Barbara) the training is Optional.

4. Bio-Feedback Program - Alternative Health Management Program - can be used to treat a variety of health issues. Machine/program evaluates stress, pain level and identifies allergies and what body is deficient in. Animals can also be treated by this program. It does come with billing codes.

The machine prints out a report based on your DNA it can extract from a tongue swab or hair. Does brain scans.

Teri looked at a certification program -

\$20k for black box - need additional laptops - Elaine has one Scio box.

The cost would be:

- Training: \$ 2,000
- Laptop (Teri): \$ 2,300
- Scio Box (extra): \$19,000

12:04 pm - Yolanda left the room.

Need another laptop for Teri - Once we approve, do we offer it here? Teri: 3 would share the black box - offer to the community - eventually could offer as a service. Kay should meet with the physicians.

If we offer - need to look for space, schedule time - consistent dates.

Yolanda returned at 12:10 pm.

Recessed for lunch from 12:10 pm until 12:52 pm

If approved, need to approve the whole package (space allocation, adding as a service, funding, placing on organization chart as a service).

Was originally approved earlier this year - no objections to move forward.

5. Provider Productivity Report

a. Dr. Saljoughy - work schedule

Vida made the recommendation to have him come in at 1:00 pm on Tuesdays when we have "Administrative Days" - work 1.5 days instead of 2 full days. This would give us a saving of \$28.8K/year to be used towards supplies, etc.

MOTION #6: Yolanda Gibson/Barbara Baga motioned to approve Vida's recommendation to have Dr. Saljoughy start work at 1:00 pm on Tuesdays when we have administration days. The vote was 6-0-0, motion carried.

b. Mental Health Services

- Samuel Ho sees an average of one patient per day. One option would be to offer the position to an independent contractor, at \$33.00 per hour. The total cost savings would be \$54,449/year. Per our legal counsel, we would need to provide Samuel a 2 weeks notice, stating that TRICH cannot justify a permanent full time position due to not enough patients. The elimination of the position is due to business/economic conditions. Vida recommended to wait for the next pay period.

MOTION #7: Teri/Yolanda motioned to approve proposal to eliminate the Mental Health Services position due to low patient count and re-advertise for an individual contractor. (falls under IHS budget). The vote was 6-0-0, motion carried.

6. Organizational Chart - Revision

- a. Put Bio feedback program under Medical Director
- b. CFO: changed title back to CFO
- c. Patient Benefit Coordinator under CFO

MOTION #8: Teri Carothers/Vincent Burrough motioned to approve the organizational chart revisions. The vote was 6-0-0, motion carried

7. Executive Director's August Activities Report

Vida read over her report - copy of report in binder. Joyce Wesson from DHHS-IHP conducted a brief orientation program with Vida on August 30, 2006. We received additional funding. We will have a folder with all grants allocations at the next meeting.

8. October Schedule - Executive Director

Vida read over her schedule for October.

No objections, consensus was reached to approve.

MOTION #9: Teri Carothers/Barbara Baga motioned to approve Vida's schedule. The vote was 6-0-0, motion carried.

9. Wish list for CRIHB meeting
Vida needs a specific list of concerns to take to CRIHB. Board members need to e-mail their concerns to Vida. Vida will present the list at the next Board meeting

VIII. ADJOURNMENT

MOTION #10: Teri Carothers/Barbara Baga motioned to adjourn @ 1:27pm. The vote was 6-0-0, motion carried.