

# TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION  
PORTERVILLE, CALIFORNIA 93258

PHONE 784-2316

BOARD MEETING

DATE: April 4th, 2007

TIME: 9:00 am

## MEETING MINUTES

### Meeting Minutes Reviewed & Approved by the Board during 5/2/07 meeting.

I. **CALL TO ORDER:** The meeting was called to order by Chairperson Teri Carothers at 9:15 am.

II. **ROLL CALL**

**Board Members Present:**

Teri Carothers	Patsy Vega (called - will be late) 11:15 AM
Barbara Baga	Veronica McDarment - Travel
Yolanda Gibson	Vincent Burrough
Neil Peyron	Willie Carrillo - absent
	Alison Hunter - sick

**Staff Present:**

Vida Khow	Larry Anderson
Alan Barlow	Danièle Healy
Dr. Scott Devous	Inger Bianchi, CPA

III. **APPROVAL OF AGENDA:** The agenda was approved with one addition: Executive Session for Board members only.

**MOTION #1:** Barbara Baga/Vincent Burrough motioned to approve the agenda with the addition of Executive Session for Board Members only. The vote was 4-0-0, motion carried.

IV. **APPROVAL OF MINUTES OF March 7<sup>th</sup>, 2007 BOARD MEETING**

- The minutes of March 7<sup>th</sup> Board Meeting were approved with the following changes:

- Page 3, under "Discussion of Mobile medical Van":

**WEA** should read **WIA** (Workforce Investment Act) provides ... and covers workman's comp.

- MOTIN #5 should read **MOTION #5**.

- Page 4, under 5 - last sentence should read **care** for ones Alan used.

- Page 5, top line should read: Teri Carothers reminded all board members ...

- page 6, under c, last sentence: remove duplicate sentence to read: We have money and coding issues to deal with GPRA indicators.

- Page 8: MOTION #9: The vote was 5-0-1, motion carried (Veronica McDarment abstained).

- Adjournment - no further information was received on the time of adjournment of this meeting.
  - Teri Carothers asked that when a law is referenced, to give a summary of that law. (example: EMTALA). Neil asked to keep it short and just give a synopsis of the law.
- See other changes in book.

**MOTION #2:** Neil Peyron/Yolanda Gibson motioned to approve the minutes of March 7<sup>th</sup>, 2007 meeting minutes, with the changes listed above. The vote was 4-0-0, motion carried.

**V. OLD BUSINESS:**

1. Resolutions - Vida Khow
  - # 2007-001 - Board Members
  - # 2007-002 - Program Policy Manual
  - # 2007-003 - CRIHB DelegatesChairperson Teri Carothers signed original 3 resolutions.
2. Parking Lot - Alan Barlow

Alan reported that Suzanne Zaw has proposed a temporary solution at this point for the board to find parking spots when they come for meetings:

  - on the days when we have scheduled board meetings, the transporters will move their vehicles down after they clock in to make room for the board members' vehicles. Ensure to have Christina inform Outreach when the board meets.
  - Teri's concern was more regarding patients not being able to park because employees park right in front of the clinic which should not be allowed.
  - Neil mentioned that he talked to the Tribal Council. The Family assignment will move back and we will level out what is left to allow more parking spaces for the clinic.
  - Teri reminded Neil that he had promised a bus for our people to be transported between the McCarthy Ranch if we have a qualified bus driver.

*Vincent left the room @ 10:10 - returned 10:16 am*

**VI. NEW BUSINESS:**

1. Financial Statement Audit Report - Inger Bianchi, CPA, TCA Partners.

Inger went through the Audit report that was due last Friday (3/27/07) and that she is very excited to see the many positive changes.

Expenses were lower than last year but we still had a decrease in assets. This is the earliest we ever issued the audit which is also a positive sign. She commended Vida on a great job and said it is great to see qualified staff added.

**MOTION #3:** Neil Peyron/Yolanda Gibson moved to accept our TCA audit report dated June 30, 2006. The vote was 3-0-1 (Vincent Burrough had left the room).

2. Response to Financial Audit Report - Vida Khow
  - DHHS Division of Audit requires a written response by April 16, 2007. The letter of March 16<sup>th</sup> was received in our office on March 25<sup>th</sup>, 2007. With Larry and Inger's help, Vida was able to send the response letter on March 27<sup>th</sup>, 2007. The letter addresses what we have done here to address the issues in previous audits. Responding with comments helps take issues off the next audit report. Vida's hope is that Inger will be able to come back early August to start working on the first part of this year's audit.
3. Departmental Reports
  - a. Clinical Services - Dr. Devous
    - (CHS, Dental, Medical, Nursing, Outreach)
    - Dr. Devous summarized his report (copy in the binder)
    - **Diabetes** program is in final 2 weeks of entering information for the annual Diabetic Audit, which in this case is also the end of funding of a ten year period in IHS. We are hopeful that our audit scores will be very favorable.
    - **Medical.** Both physicians will be hired as permanent status after they finish their 3-months trial period. The board would like to review Dr. Devous' evaluation prior to permanent hiring; Neil assured that this will not hold up the hiring process.
    - **Optometry:** We have good candidates. Check with Francine who has been here the longest to make sure we do not re-hire someone who did not work out previously. As a side-bar, Dr. Devous heard that a Podiatrist who worked here previously, Dr. Marmaleo, was really good - Suzanne heard that at least 5 patients complained about him.
    - **Dental:** Vincent Burrough mentioned that a Tribal member complained that he had to wait for a year to have his caps replaced. Dr. Devous will check it out and follow-up.
    - **3<sup>rd</sup> party collections:** concentrating on decreasing cost and increasing revenue and efficiency.
    - **Telemedicine Services:** Teri asked how often are we using alternate medicine. Dr. Devous said that we are beginning to use rheumatology and have new vision machine that sends images/reports via telemedicine. We are also using the help of an Endocrinologist in UC Davis via telemedicine, and we will be able to participate in medical conferences via video conferencing.
    - Teri asked what we are doing with our X-ray room. It

is now used as storage which is a waste of space. We need a full-time tech in order to use the equipment, which we cannot justify a salary for right now. We are however getting closer to where it will financially be feasible to hire one. Dr. Devous was asked to bring a cost analysis at next the Board Meeting (expenditures- vs. having someone hired).

- Vida mentioned that we are working on a more user friendly phone system. **Follow up for May 2<sup>nd</sup> meeting.**
- A discussion followed whether or not we should be seeing non-Indian patients and why we ever stopped seeing non-Indian patients, after Dr, Devous suggested that it would be to our benefit to attract the Casino employees and our own members as primary providers.
- We want to get efficient so we can see all patients without waiting time. Providers need to be up on the numbers so that every patient that walks through is a billable patient.
- This month we received information that TRIHC can in fact bill as an entity and not under the individual providers, a concept which we have been told was incorrect for a long time. Teri asked Doctor Devous to track who we are seeing.
- Vida gave out the providers' productivity report to be added to the binder.

b. HR/Compliance - Alan Barlow

- Refer to report in binder.
- Alan mentioned that the revision of the organizational chart was very important. Supervisors are making strong efforts for communication. Supervisors are noticeably now starting to stand up. The transfer of Elaine to Nurse Supervisor and the hiring of Larry Anderson as Accounting Manager were very positive moves.
- Alan said he had a very unbalanced month for HR, personally.
- HR is now concentrating on full orientation of employees and is disseminating the employee survey.
- Personnel items: there was no personnel committee meeting in March; Lola Ogden was nominated Employee of the Month.
- HR metrics for March 2007 can be found on page 2 of the report.

*Morning break at 11:03 am until 11:15 am.*

d. Fiscal - Larry Anderson

- A Consultant, Scott Lewis, is here in Don's absence to help develop financial statements and reports we can download from the accounting system.
- Refer to Financial Report in binder. 1<sup>st</sup> page total

clinic wide statement of revenues and expenditures for 9 months.

- Neil questioned what happened on our fringe? Larry said that moving expenses, etc. have been included in that figure.

- We are still in the process of putting amounts in the correct accounts. Patsy asked how this will affect the prior audits. Larry confirmed that accounts are reconciled. He said that we just received a good audit report presentation from Inger for which Patsy was not present.

All statements are based on the clinic's fiscal year.

- AOA grant - Patsy questioned the \$140 charge, which Larry confirmed to be a one time charge for the rental of church usage for the elders luncheons

CalWorks - we are in deficit - We have not recognized the revenue - needs to be looked at together with IHS - will recognize from April 1 to June 30<sup>th</sup>.

- CHS: Teri questioned why CHS is broken down in different departments. Vida explained that no one has had a departmental budget since she started a year ago; this is the first time a budget has been presented. Based on our expenditures, we will allocate departmental budgets. What you see for CHS is really just the expenditures.

- Teri commented that Third Party billing is looking good.

*Yolanda left @ 11:25 am returned at 11:30 am*

4. Pharmacy Contract - Vida Khow

- See report attached.

- A 340-B Prescription Agreement contract was entered into by TRIHC and Long's Drugs September 5, 2005 as a cost savings. The agreement is a cost savings for patients without alternate resources. However, overall clinic costs remain high for pharmaceuticals. 95% of our patients go to Warnack's to get their prescriptions filled.

- Refer to detailed report in binder.

- Teri asked to Include Warnack's monthly bill to the report.

- Teri mentioned that Carlos shares with patients that we do not pay our bills on time. Dr. Devous will discuss this with Carlos.

- Teri also wants a breakdown report.

- The attorney is currently reviewing the contract.

- Teri also asked to have him include what he has billed for 3<sup>rd</sup> party in his report?

- Dr. Devous mentioned Tulare Hospital has offered to help; they would be a back-up if things do not work out with Warnack's. They would deliver medications twice a day.

Recommendation from the Board: Approve this contract and have Vida and Dr. Devous look for alternate bids

**MOTION #4:** Barbara Baga/Neil Peyron motioned to approve the contract between Tule River Indian Health Center Inc. and Warnack Pharmacy contingent upon the attorney's review and approval of the contract submitted to her. The vote was 5-0-0, motion carried.

**VI. BOARD COMMITTEE REPORTS:**

1. Personnel Committee - Patsy Vega  
There was no Personnel Committee meeting in March 07. Patsy Vega gave a copy of the agenda to be attached to the minutes and went over the agenda items that were to be discussed. These items will be discussed at the next Personnel Committee meeting scheduled for Thursday, April 26<sup>th</sup>, 2007.
2. Grievance Committee - Vincent Burrough  
There was no Grievance Committee meeting in March 07.
3. Contract Care Committee - Yolanda Gibson  
The CHS Committee Secretary (Alison Hunter) being sick, there is no report at this meeting. An update will be given at the next general board meeting.

**VII. EXECUTIVE SESSION**

**MOTION #5 :** Barbara Baga/Neil Peyron motioned to go into Executive Session, with board member sonly @ 12:02.


**MOTION #6 :** Neil Peyron/Patsy Vega motioned to come out of Executive Session at 12:45 pm

The Board directed Vida Khow to follow up on some legal issues before Dr. Devous' contract negotiations continue.

**VIII. ADJOURNMENT**

**MOTION #7:** Neil Peyron/Vincent Burrough motioned to adjourn the General Board Meeting at 12:57 am. The vote was 5-0-0, motion carried.

Approved:

 6/15/07  
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Yolanda Gibson, Tule River Health Board Secretary