

# TULE RIVER INDIAN HEALTH ADVISORY BOARD

## TULE INDIAN RESERVATION

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

BOARD MEETING

DATE: August 1st, 2007

TIME: 9:00 am

### Meeting Minutes Reviewed & Approved by the Board during the September 5<sup>th</sup>, 2007 Board Meeting.

#### I. CALL TO ORDER

Chairperson, Teri Carothers called to meeting to order at 9:12 a.m.

#### II. ROLL CALL

<u>Board Members:</u>	<u>P</u>	<u>A</u>	<u>Staff</u>	<u>P</u>	<u>A</u>
Teri Carothers	✓		Dr. Devous	✓	
Barbara Baga	✓		Alan Barlow	✓	
Yolanda Gibson	✓		Larry Anderson	✓	
Neil Peyron	✓		Danièle Healy	✓	
Veronica McDarment	✓				
Patsy Vega	✓				
Vincent Burrough (on vacation)		✓			
Willie Carrillo (joined @ 9:56 a.m. - seated @ 10:31 a.m.)	✓				
Alison Hunter (seated at 9:12 a.m.)	✓				

#### III. APPROVAL OF AGENDA:

Teri Carothers asked to add "Follow-up Executive Session with Alan Barlow" to the agenda.

**MOTION #1:** Patsy Vega/Barbara Baga motioned to approve the agenda with the addition of the Executive Session. The vote was 6-0-0, motion carried.

#### IV. APPROVAL OF MINUTES OF PREVIOUS MEETING:

The following changes were identified:

Page 2-V-1: Dr. Springer, **Deputy** Area Director for IHS.

Page 3, second bullet: **A Bi-annual joint CRIHB/North West Portland** meeting is scheduled in **Reno**.

Page 3, third bullet: Include a period after Executive Director Candidate and remove "instead of hiring Shay Welsh."

Page 3, fourth bullet: Put CRIHB in parentheses and "there are **70** line items of what the money **can be used** for.

Page 5: replace first sentence "Vincent left the meeting @ 11:42 am." (Duplicate.) with "Neil Peyron left the meeting @ 11:09 a.m."

Page 6: For information, second bullet: replace quarterly CRIHB meeting with **Bi-annual** CRIHB meeting.

**MOTION #2:** Barbara Baga/Neil Peyron motioned to approve the minutes of the July 11, 2007 Board Meeting with the changes noted above. The vote was 6-0-0, motion carried.

**V. OLD BUSINESS:**

a. Annual Funding Agreement

- Dr. Devous stated that we get the same benefit from CRIHB and IHS, except for RPMS. We would not get more or better service if we switched our RPMS monies from CRIHB to IHS. Teri Carothers mentioned that we are getting "better" service right now because they (CRIHB) realize that we may pull out; this happened last year as well. Teri believes that the money we pull out could be used to network with other facilities.

*Patsy left the room at 9:46 a.m., returned at 9:48 a.m.*

- Dr. Devous stated that if we pulled the monies from CRIHB, it would go to IHS anyway; it is taken right off the top (\$246K)

- The recommendation from our Treasurer, Neil Peyron, is to pull our RPMS dollars (approx \$29K) as a start, due to lack of service. We need to **review** our annual usage.

*Willie Carrillo joined at 9:56 a.m.*

**MOTION #3:** Neil Peyron/Patsy Vega motioned to pull our RPMS monies from CRIHB through a Board Resolution. The vote was 4-0-2 (Willie Carrillo and Alison Hunter abstained as they were not part of earlier discussions). Alan Barlow will submit a letter to the Tribal Chair, Neil Peyron, with a copy of the resolution.

*Yolanda left for TANF @ 9:58 a.m.*

b. Meeting the Fabellas. The Fabellas were unable to meet today. The meeting will be rescheduled at a later time.

**V. NEW BUSINESS:**

**a. Budget Format**

- The top page shows the preliminary consolidated budget for 2008.
- Neil confirmed that this year we can draw the \$1M gift from the Tribe in one installment on October 1, 2007.
- The \$1,179,000 in 3<sup>rd</sup> Party Revenue is an estimated number for FY2008.
- NextGen which is supported by CRIHB and already used by other sites will automatically correct billing errors (does not allow to under-code)
- One of the goals of this preliminary budget is to put "uncontrollable" expenses by individual departments in a "General Department" budget.

*Barbara Baga left the room @ 10:13 a.m., returned at 10:16 a.m.*

- The Compliance Department now includes IT, RPMS site Manager, Custodian (for safety compliance) and HR.
- The Medical Department has undergone the most consolidation; it includes DM (Diabetes Mellitus).
- The Nursing department now has a separate budget on paper, mainly for accountability, but is still overall under Medical, managed by Dr. Devous. The budget can be broken down on the forms however the Board wants to see it.
- Patsy Vega and Teri Carothers stated that they have a problem seeing a separate "Nursing Department" in the overall budget.

*Veronica left the meeting at 10:31 a.m.*

*Willie Carrillo was seated at 10:31 a.m.*

- Teri Carothers thanked Larry Anderson and Alan Barlow for the budget, stating: "We have been waiting for this for one year!"
- Neil mentioned that whatever is left over from the \$1M Tribal donation is supposed to be used for provider retention and such.
- Larry confirmed to Willie that the Medical Van lease is included under Administrative expenses.

- Larry also stated that next year capital assets will be included in the budget.

- Again, Teri Carothers commended Larry Anderson, Dr. Devous, and Alan Barlow on a job well done.

*Break from 10:45 a.m. until 10:59 a.m.*

*An Executive Committee is scheduled @ 8:00-10:00 a.m. on Monday, August 6th, followed by a Special Board Meeting @ 10:00 a.m.*

**VI. DEPARTMENTAL REPORTS:**

a. Fiscal Report

- Larry went over his report, including a 3<sup>rd</sup> Party Billing Collections Trend Chart.

- Our Auditor, Inger Bianchi will be on our premises the week of Sept 3<sup>rd</sup>.

- \$1,889,000 is our current cash balance.

*Yolanda Gibson returned at 11:10 a.m.*

b. HR/Compliance Director Report

Alan went over his report.

- Incident & Grievance Reporting has increased, but Alan believes this is also a result of increased communication.

- Employee morale is stabilizing to a more comfortable point. We are ready to do another employee survey to help us monitor changes and attitudes.

- Employee file-keeping is being revised to be in full compliance with State Licensing, JCAHO, and AAAHC requirements.

*Neil left the room at 11:14 a.m., returned 11:24 a.m.*

- 1<sup>st</sup> Departmental Budget was presented to Department Heads in a mid-month meeting and was well received.

- Weaknesses: Departmental fairness and equity; requesting change in grievance & incident response policy; tension concerning the direction of our billing and electronic health record systems commitments.

- Opportunities: Benefit of a second HR professional; it may be beneficial to return to the use of independent contracting agreements.

- Threats: Several key individuals are looking for possible positions elsewhere.

- Open positions - Donna Gallegos is interested in applying for the Outreach Director position & Larry Anderson is interested in applying for the CFO position. Dr. Devous

suggested waiting with the interview process until after the position descriptions have been revised (August 30th).

- Employment Status and Position Classification Policy - State and Federal standards have been revised to define full-time employees as those who generally work thirty-two (32) or more hours per week. All policy revisions will go into the Program Manual on yellow paper to better stand out. Teri Carothers suggested that we cite the law for any of these updates.

**MOTION #4:** Neil Peyron/Yolanda Gibson motioned to approve the policy change from 35 to 32 hr or more per week in accordance with State and Federal Standards. The vote was 6-0-0, motion carried.

*Neil left the meeting at 11:38 a.m.*

c. Executive Director/Clinical Director Report

- The Fabellas visit will be rescheduled.
- Budget information by Department taking shape
- A general CRIHB meeting report was provided.
- Gathering information on Electronic records.
- Billing collections averaging \$65K per month over the last 3 months, up over \$25k in the prior 3 months.
- Job descriptions are being edited and revised.
- RPMS expert on site for 2 days training.
- Overall company morale is much better.

Clinical Director Report:

- Dr. Devous summarized the different Departmental reports - full reports can be found in the binder.
- Teri asked Dr. Devous for a schedule of the different Diabetes Programs (walks). Willy will also provide a schedule of the Gym fitness classes.

*Alison Hunter left the room at 12:11 p.m., returned at 12:15 p.m.*

- Dr. Devous mentioned that CalWorks was not included in the report and stated that Terry Williams is doing excellent job in keeping people out of jail. Another graduation celebration occurred today and Teri Carothers noted that she was happy to see that some of those who had already graduated come to support the new graduates.
- Willie Carrillo suggested to compare the curriculum provided by Terry Williams to the one provided by TRAP and its success rate.

**MOTION #5:** Patsy Vega/Yolanda Gibson motioned to approve the Departmental Reports. The vote was 5-0-0, motion carried.

**MOTION #6:** Patsy Vega/Barbara Baga motioned to go into closed session @ 12:21 p.m. The vote was 5-0-0, motion carried.

**MOTION #7:** Patsy Vega/Barbara Baga motioned to come out of closed session @ 12:37 p.m. The vote was 5-0-0, motion carried

**VII. BOARD COMMITTEE REPORTS:**

- a. Personnel Committee Report  
Tabled until next meeting.
- b. Contract Care Committee Report  
Tabled until the next meeting
- c. Grievance Committee Report  
Tabled until the next meeting

**VIII. AJOURNMENT**

**MOTION #8:** Willie Carrillo/Yolanda Gibson motioned to adjourn @ 12:38 p.m. The vote was 5-0-0, motion carried.

*Yolanda Gibson*  
Approved: Yolanda Gibson, Secretary

*Sept 6, 2007*