

TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

BOARD MEETING

DATE: May 2nd, 2007

TIME: 9:00 am

Meeting Minutes Reviewed and Approved by the Board during 6/6/07 Meeting

I. CALL TO ORDER

Chairperson, Teri Carothers called the meeting to order at 9:25 am.

II. ROLL CALL

<u>Board Members:</u>	<u>P</u>	<u>A</u>	<u>Staff Present</u>	<u>P</u>	<u>A</u>
Teri Carothers	✓		Vida Khow	✓	
Barbara Baga	✓		Dr. Scott Devous	✓	
Yolanda Gibson		✓	Elaine Alexander	✓	
Neil Peyron	✓		Larry Anderson	✓	
Veronica McDarment	✓		Danièle Healy	✓	
Patsy Vega	✓		Alan Barlow		✓
Vincent Burrough	✓				
Willie Carrillo, seated 9:28	✓				
Alison Hunter		✓			

III. APPROVAL OF AGENDA:

Teri Carothers asked to add Executive Session and Committee Reports (Personnel, Grievance, CHS) to the agenda.

MOTION #1: Willie Carrillo/Neil Peyron motioned to accept the agenda with the additions mentioned above. The vote was 5-0-0; motion carried.

IV. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

1. APRIL 4TH GENERAL MEETING

The following changes were made:

Page 2, V-2: replace Tribal Board with Tribal Council;
change McCarty Ranch to McCarthy Ranch.

page 2, VI-1: finish sentence: Expenses were lower than last year but we still had a decrease in assets.
page 5 - last sentence: Teri also wants a breakdown report.

MOTION #2: Willie Carrillo/Neil Peyron motioned to approve the minutes of the April 4 general board meeting with THE changes noted above. The vote was 5-0-0, motion carried.

2. APRIL 18TH SPECIAL MEETING

The following changes were made:

page 1-B: change nay to any and remove part of line 6 (duplicate) ~~embezzlement in the last audit.~~

Motion #3: Barbara Baga/Neil Peyron motioned to approve the minutes of the April 18th special board meeting with the 2 changes noted above. The vote was 4-0-1 (Patsy Vega abstained; she was absent during the special meeting).

The board approved the use of a tape recorder to capture discussions that will not be recorded verbatim in the minutes.

V. NEW BUSINESS:

1. Fiscal Report - Larry Anderson

- Larry explained his report page per page.-
- Teri requested a report of actual 3rd party received versus 3rd party billed.
- Medical is very well set; Medicare will be the same way; private insurance has to be entered correctly. Teri mentioned that rarely has her insurance card been requested by the medical receptionist. Vida stipulated that the responsibility for gathering the information and demographics lies with Patient Registration and emphasized that the first step in generating a bill starts with Patient Registration.
- Teri asked Larry for a true figures as to how much money was drawn from the million dollars given by the Council; a budget of what we've done with the million and say what we will do with the rest. Vida mentioned that she sent a letter asking to waive interest penalties on April 4. (Federal interest penalty remaining is \$239K).
- Teri asked what the \$50K worth of fees and penalties are - Larry will get exact breakdown to Teri. Teri: why are we over on fringe benefits? Larry explained that new staff, increased health insurance, etc, fall under this category

- Teri also requested a breakdown of the Board's expenses.

2. Director's Report - Vida Khow

- For info: DHHHS granted \$190,626 for FY 07-08. This grant is mainly for staffing positions. This amount will be added to \$3 Million plus from IHS contract.
- Warnack will be responsible to bill for 3rd party collections directly; they will not bill the clinic; we anticipate close to \$0.5 million savings. Francine will look at the bills when they come in, together with Dr. Devous and Fiscal.
- Vida shared/handed out a copy of the close-out report from the Billing & Coding Consultant. Report attached. The Consultant was hired to help the clinic get caught up with PCC encounters. Vida explained that the national standard turnaround for getting PCC to billing is 24 hrs. We can only bill back for 6 months; The issue is Teri Carothers will not sign the consultant's check. Consultant was instructed to stay in town until the check was signed. Neil stated that the check must be signed. If the Board has an issue with the contract it can be discussed for resolution. Teri signed the check to be given to the Consultant.
- Inger Bianchi (auditor) will be here on May 3rd to gather the data for the July 1 2006 through April 30th, 2007 audit, as approved on 4/18/07 Board Meeting. Inger will present the audit at the beginning of the May 23rd meeting (Vida Exit Interview meeting).
- Applications for the Executive Director's position can be found in the board books. A special board meeting to review the applications is scheduled at 8:30 am May 4th. The selected candidates will be interviewed during a special board meeting on May 21st @ 9:00 am.
- Vida presented her Vacation request. It was approved and signed by Teri Carothers.

Vincent Burrough arrived at 10:18am.

Neil Peyron left the room @ 10:30am; returned at 10:31am.
Patsy Vega left the room at 10:53am; returned 10:57am

Break from 10:54am until 10:58am.

Neil Peyron asked to add the Program Manual to the agenda of the special board meeting on May 4th.

Continued Executive Director's report.

- Governance vs. Management
Vida Khow read her report which is included in the binder, including the recommendation that Teri Carothers be approved CEO of the clinic to address Executive Director retention. A copy of the Brown Act is also included in the binder.
- Dr. Devous commented that the advantage to select a Board Member as CEO is to give a stability that staff could use and for everyone to be on the same page.
- The Board's intention is to keep internal stability and go forward. They do not want any more firing.
- Patsy Vega noted for the record that her intention was not to degrade Vida with some of her comments. She commented that she thought Vida had done an excellent job in her tenure.
- The board is sorry to see Margaret Hernandez leave and wanted to know the reason for her departure. Vida will check with Alan Barlow and see if an exit interview was conducted.
- Neil Peyron confirmed that Board Members cannot mention specific people's name in an open meeting and for the record that the Board can be sued as a unit if you act outside when the board is not in session.
- Patsy Vega noted that the large wall calendar in the boardroom should be filled with deadlines. Whose responsibility is it?

Vincent left the room at 11:38 am; returned at 11:42 am.

- Neil Peyron mentioned that he will bring an extra laptop & printer for the Board secretary to take notes of motions.

3. Clinical Department Report - Dr. Devous

- Dr. Devous inquired whether Dr. Newman's request to step down from the director position and work a 4 day week needs to be approved by Board and how should he proceed with the providers' contracts. Teri said that these issues will be discussed in the Executive Session. A Special Board Meeting has been scheduled to review contracts on Wednesday, May 16th at 11:30 am
- Teri Carothers asked if BOSOP was still behind. Dr. Devous said yes, that since Lori Castello was transferred back from Medical to Fiscal, they have had problems catching up.
- Vida gave an envelope marked confidential with her recommendations for the Executive Session to Teri Carothers and Neil Peyron.
- Elaine Alexander read over the education section of our Policies & Procedures Manual. The general statement states that we promote education. One of her employees is asking for 20/20 week period. 20 hrs education / 20 hours work at the clinic). Elaine read her recommendation/report to support approval for this program. Teri Carothers recommends that this be discussed at the personnel committee meeting on May 8th @ 1:00 pm.

*Lunch break at 12:13pm - 12:48pm
Neil Peyron left at 12:25.*

MOTION #4: Vincent Burrough/Barbara Baga motioned to go into Executive Session. The vote was 5-0-0, motion carried. Vida was asked to leave the session. The Executive Session began at 12:49pm.

Vincent Burrough left at 1:28 pm.

MOTION #5: Patsy Vega/Veronica McDarment motioned to come out of Executive Session at 2:26pm. The vote was 4-0-0, motion carried.

VI. CONTRACTS - tabled until May 16th meeting.

1. Consultant
2. Medical Providers: Physicians, Dentists, Optometry-Ophthalmologist, LCSW

VII. AJOURNMENT

MOTION #6: Veronica McDarment/Willie Carrillo motioned to adjourn at 2:31 pm. The vote was 4-0-0, motion carried.

Approved:



Yolanda Gibson, Tule River Health Board Secretary