

# TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

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PORTERVILLE, CALIFORNIA 93258

**REGULAR** BOARD MEETING

DATE: October 10<sup>th</sup>, 2007

TIME: 9:00 a.m.

## MEETING MINUTES REVIEWED AND APPROVED BY THE BOARD AT THE NOVEMBER 7<sup>TH</sup>, 2007 BOARD MEETING

### I. CALL TO ORDER

Chairperson Teri Carothers called the meeting to order at 9:17 a.m. and made a recommendation to have Francine Gibson, CHS Officer, attend the board meetings as 2<sup>nd</sup> in line as Acting Executive Director.

### 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 (@ Elders meeting)		✓			
Vincent Burrough	✓				
Willie Carrillo		✓			
Allison Hunter		✓			

### III. APPROVAL OF AGENDA:

**MOTION #1:** Vincent Burrough/Neil Peyron motioned to approve the agenda as written. The vote was 5-0-0, motion carried.

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

#### 1. September 5<sup>th</sup>, 2007 General Board meeting minutes

**MOTION #2:** Barbara Baga/Veronica McDarment motioned to approve the minutes of September 5<sup>th</sup>, 2007 Board Meeting, with corrections highlighted in yellow. The vote was 3-0-2 (Neil Peyron left that meeting @ 10:00 a.m.; Vincent Burrough was on medical leave).

2. September 12<sup>th</sup>, 2007 Special Board meeting minutes

**MOTION #3:** Barbara Baga/Veronica McDarment motioned to approve the minutes of September 12<sup>th</sup>, 2007 Special Board meeting minutes, with corrections highlighted in yellow. The vote was 2-0-3 (Neil Peyron, Yolanda Gibson & Vincent Burrough abstained as they did not attend that meeting.)

3. October 3<sup>rd</sup>, 2007 Special Board meeting minutes

**MOTION #4:** Barbara Baga/Veronica McDarment motioned to approve the minutes of October 3<sup>rd</sup>, 2007 Special Board meeting, with corrections highlighted in yellow. The vote was 2-0-3 (Vincent Burrough, Neil Peyron, Yolanda Gibson abstained as they did not attend that meeting).

V. **OLD BUSINESS:**

1. Corporate Compliance Policy Review

Alan Barlow presented and read through a newly proposed Corporate Compliance Policy for TRIHCI.

*Vincent left the room at 9:55 a.m. & returned at 9:59 a.m.  
Yolanda left the room at 9:57 a.m. & returned at 10:12 a.m.*

**MOTION #5:** Neil Peyron/Vincent Burrough motioned to approve the new Corporate Compliance Policy, with corrections. The vote was 4-0-1 (Yolanda Gibson was absent during the vote).

VI. **NEW BUSINESS:**

1. Department of Health Care Services (DHCS) Visit/Audit  
October 23 & 24, 2007

- FYI Item: The documents that need to be filled out for the Board are included in the binder. Alan solicited guidance from Board members whom have been through this process in previous years.
- An updated brochure and updates to several policies will be required for the audit. Alan will develop these items and plan to bring them to the next Board meeting before they are formally implemented.

## 2. New Employee Engagement Survey

- A spreadsheet showing the question categories, ratings, overall average, the average of Agree/Strongly Agree responses for Survey 2 and Survey 1, and the differential between both surveys was reviewed by the board. Alan asked the Board members to read this on their own and bring questions to the next meeting, but he highlighted some positive trends under My Manager/Supervisor as well as some negative trends under Personal Development and Training. Teri Carothers would like to see on-site trainings in the future (hands-on training).

*Teri Carothers left the room at 10:19 a.m. & returned at 10:23 a.m.*

## 3. Letter to Representative Nunez

- Alan Barlow read the letter he sent to Representative Nunez (copy in binder) at the recommendation of Jim Crouch (CRIHB). The letter asks Representative Nunez to vote to override the President's veto the reauthorization of SCHIP in 2007 (State Children's Health Insurance Program).

## 4. Vision Statement

- A Vision states who we are, and the department supervisors have been reviewing our vision and adding their voice in our meetings to our strategic direction. Consequently, a proposed revision of TRIHCI Vision Statement is as follows:

**"Healthier Native American Families & Communities".**

We trust our Vision will remind everyone who we are and who we serve. The Vision Statement was voted for unanimously by the Department Heads during the DH meetings on October 3<sup>rd</sup>, and it was very well received by the staff in the General Staff meeting on October 9<sup>th</sup>.

**MOTION #6:** Neil Peyron/Yolanda Gibson motioned to accept the TRIHCI Vision Statement as submitted. The vote was 5-0-0, motion carried.

5. Marcia Estrada - Donation Request

- Marcia Estrada did not show up for the meeting.
- Alan informed the Board members that he is preparing a policy outlining guidelines for donation requests.
- In addition to the policy, or in conjunction with this policy, Yolanda suggested to design a form to be filled out for any and all donation requests.

BREAK: 10:40 a.m. - 10:50 a.m.

VII. DEPARTMENTAL REPORTS

1. Executive Director Report

- Averaged \$75,326 in monthly 3<sup>rd</sup> party collections in the 1<sup>st</sup> Quarter of FY 2007-2008.
- We have received all funds from our annual funding agreement from IHS for FY2007-2008.
- Policies governing the purpose and criteria for organizational donations and for the waiving of TRIHCI staff co-payments at the clinic are forthcoming for the Board Meeting in November 2007.
- Annual sexual harassment training was delivered to staff on October 9, 2007.
- During September-October 2007, we had both a mock OSHA survey and a preliminary Diabetes Audit to give us feedback on where we can improve.
- The California Indian Health Program will be conducting an audit on October 23 & 24, 2007.
- Our compliance hotline contract with Lighthouse Services expires this month. At that time we will transition to the hotline utilized by IHS, offered through the Office of the Inspector General. Teri asked to have a close-out meeting with Lighthouse Services. There were no compliance hotline calls reported for September 2007.
- TRIHCI Corporate Compliance policy is complete.
- Alan Barlow, Dr. Devous, & 3 board members attended the Annual Consumer Conference of the NIHB in September 2007.
- Department Heads have been working on revising our vision and mission statements.
- Interviews are being coordinated and conducted for the positions of Medical Assistant, Registered Nurse, Elder

Services Coordinator, HR Manager/compliance Officer, CFO, and Licensed Clinical Social Worker.

- The following positions have been filled: Director of Community Outreach, Medical Secretary, and Patient Registration Clerk.

- The Custodian we hired through the WIA program has concluded her services. The Elder Services Coordinator was terminated in September 2007 and the Medical Secretary was terminated in October 2007.

- The last document in report is a log of Requested Services from CRIHB for 2007-2008 that Alan will continue to update throughout the year.

## 2. Fiscal Report

- Refer to full report in binder.
- Teri Carothers reported that Patsy Vega wanted to ask for 3<sup>rd</sup> party monies for staff appreciation. Budgeted under "Employee Appreciation".

## 3. Clinical & Medical Director Report

- We went through Dr. Devous detailed report included in the binder.

- Dr. Devous also mentioned that the WIA employee is being cross trained in Medical Records as well as the medical front desk.

*Yolanda left the room at 11:40 a.m.*

- We are getting more into home visits, offering flu shots and blood sugar screenings.
- Teri Carothers asked for a status report on the Optometrist position. Dr. Devous is reviewing Dr. Cornelisson's contract.
- Teri Carothers suggested investing in a set of frames for the clinic, to avoid optometrists referring patients to themselves. Unfortunately, this will not be covered by VSP. Dr. Devous will come up with a solution.
- Alan and Dr. Devous mentioned that because we applied for a **new** FQHC number (Federally Qualified Health Center) instead of having our old number reestablished, we cannot bill back 18 months as we previously thought. We can only start billing from the date the number was issued.

VIII. COMMITTEE REPORTS

- Personnel Committee

+ Organization Chart

Alan proposed an organization chart that identifies the chain of command for the Acting Executive Director; 1<sup>st</sup>: The Director of Clinical Services; 2<sup>nd</sup>: The CHS Officer.

**MOTION #7:** Neil Peyron/Veronica McDarment motioned to approve the organization chart update. The vote was 4-0-1 (Yolanda was still out), motion carried.

+ Dental Treatment Plan Coordinator Position

This Job description has been presented to and approved by the Personnel Committee.

**MOTION #8:** Neil Peyron/Barbara Baga motioned to approve the Dental Treatment Plan Coordinator position as written. The vote was 4-0-1 (Yolanda was out), motion carried.

IX. AJOURNMENT

**MOTION #9:** Neil Peyron/Vincent Burrough motioned to adjourn at 11:58 a.m. The vote was 4-0-1 (Yolanda had not returned), motion carried.

  
Yolanda Gibson, Secretary

1/17/08