

TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

BOARD MEETING

DATE: September 5, 2007

TIME: 9:00 a.m.

MEETING MINUTES REVIEWED AND APPROVED BY THE BOARD IN THE OCTOBER 10, 2007 BOARD MEETING.

I. **CALL TO ORDER:** Chairperson, Teri Carothers called the 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	x		Dr. Devous	x			
Barbara Baga	x		Alan Barlow	x			
Yolanda Gibson	x		Larry Anderson		x		
9:15			Danièle Healy	x			
Neil Peyron	x						
Veronica McDarment	x						
9:15							
Patsy Vega	x						
Vincent Burrough		x					
(medical leave)							
Willie Carrillo	x						
seated @ 9:12							
Unseated at 9:15							
Allison Hunter	x						
Seated @ 9:12							

III. **APPROVAL OF AGENDA:**

MOTION #1: Barbara Baga/Patsy Vega motioned to approve the agenda as written. The vote was 5-0-0, motion carried.

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

1. Approval of August 1st, 2007 Board Meeting Minutes

MOTION #2: Patsy Vega, Yolanda Gibson motioned to approve the minutes of the August 1, 2007 Board meeting with corrections highlighted in yellow. The vote was 6-0-0, motion carried.

2. Approval of August 8th, 2007 Special Board Meeting Minutes

MOTION #3: Barbara Baga/Veronica McDarment motioned to approve the minutes of the August 8th, 2007 Special Board meeting minutes, with corrections highlighted in yellow. The vote was 5-0-1 (Neil Peyron abstained), motion carried.

Yolanda left the meeting at 9:32 - Willie Carrillo was seated at 9:32 a.m.

3. Approval of August 20th, 2007 Special Board Meeting Minutes

MOTION #4:: Willie Carrillo/Veronica McDarment motioned to approve the minutes of the August 20th Special Board Meeting with corrections highlighted in yellow. The vote was 5-0-1 (Neil Peyron abstained), motion carried.

V. OLD BUSINESS:

1. Status of RPMS Shares

- Alan has prepared the Resolution to remove the CRIHB shares for Neil's signature. However, Alan still feels strongly about remaining with CRIHB, especially after meeting with Dr. Carter. She is very professional and very interested in meeting our needs. Dr. Devous concurred. It will cost us \$100,000 to \$120,000 in infrastructure set up if we remove the \$29,000 shares from CRIHB.

- The decision is simple: if we went to IHS, we would have to pay between \$40K-\$70K for a new e-mail system only. Other departments such as Medical Records, etc would also be affected. IHS will help, but we would have to pay much more than what we are paying CRIHB

- Alan simultaneously sent a memo to IHS & CRIHB to find out what they are ready to offer us in terms of service. To date, he has not heard back from IHS.

Yolanda returned at 9:46 a.m. Willie was unseated at 9:46 a.m.

- Alan asked one more time to re-evaluate the resolution.

- Teri Carothers called in Linda Hoy as RPMS specialist to answer some of the Board's questions.
- Alison Hunter would like to follow Alan and Dr. Devous' recommendation - that is what they are here for. Yolanda concurred.
- The Board agreed to hold off submitting the resolution and requested that by September 25, 2007, CRIHB will have taken the necessary steps to fix the problems they have identified with our patches in order to do 3rd Party Billing through our RPMS system. 3rd party billing patches problem started in September, 2006.
- Notwithstanding which service we use, we will document and hold that party accountable.

2. **Meet the Fabellas** (Tentative - on call)

- The Fabellas were on call and could not attend this meeting. We will reschedule the meeting.

3. **Funding Agreement Report**

- For information: The IHS funding agreement with a pro-rated base amount of \$2.7 million was signed and sent back on 8/31/07.

4. **FYI: CHDP Report**

- Child Health & Disability Prevention Program did an annual Site/Chart Review on July 19, 2007 (see attached report in the binder). They gave us an outstanding report; the best report they have ever given to anybody.

VI. NEW BUSINESS

1. **Engagement Survey 1 Results**

- 32 responses out of 64 employees is strong return rate. The next survey was done in August; we will have the results & differentials by the October board Meeting.
- We plan on having bi-annual surveys.
- Teri suggested that we send out the surveys with payroll and give out a raffle ticket to those who return their survey to promote greater response. Prizes could range from a \$50.00 gift certificate at the Acorn room for example to a thoughtfully purchase gift.

Alison left the room at 10:44 - returned at 10:47 a.m.

2. Website Updates

- FYI: We are updating our website in order to increase the clinic's visibility. We will post short bios of providers and directors; Alan asked the Board members if the board wants to be represented? They confirmed that only a list of Board members with titles should appear on the website.
- When updates become available, they will be presented to the Board for approval.
- Teri suggested to have our own server and not to rely on CRIHB; she asked Alan to look at prices and come back with estimates at a future Board meeting.

Neil left at 10:50 a.m. - Willie Carrillo was seated at 10:50 a.m.

3. Policy Reviews

- Emergency Preparedness: Elaine has been working on our emergency preparedness policy manual, including the evacuation plan. It was suggested to take these policies to the Personnel Committee for initial review. (9/27/07)
- Educational Policy: The complete policy was read to the board members. The Board unanimously agreed to remove "Certification & Licensure Fees" and include this section in a different policy.

Veronica left the room at 11:14 a.m.-returned at 11:17 a.m.

Teri left the room at 11:24 a.m.-returned at 11:41 a.m.

Yolanda left the room at 11:41 a.m.-returned at 11:57.

- Teri suggested that a percentage of vacation hours go in a bank until reimbursement is complete and have the employee sign an agreement to this effect. Alan will check with our attorney to see if this is legal in California. The clinic would benefit from this.

MOTION #5: Willie Carrillo/Alison Hunter motioned to approve the policy with changes/corrections. The vote was 6-0-0, motion carried.

4. Budget Utilization Review

- Larry Anderson promised the Board to provide budget information at each Board meeting. Teri asked to add the current fiscal year beginning July 1st, 2007. Teri asked to include 3rd party revenue every month; what was billed and what we received.

5. By Request:

- Elder Services Assistance: - tabled

- Cal-WORKS Assistance: - tabled

- Fitness Contribution: Willie Carrillo is trying to get a fitness campaign going with the assistance of Elaine Alexander and Donna Gallegos. A "100 Mile Walk for the Community" program was initiated by the Gym. Employees and community members can sign up at the Gym, individuals will receive a pedometer and have their steps recorded at the Gym by a Recreation Department employee only. The prize for walking 100 miles is a nice jacket.

- Willie also passed out a Gym Schedule and announced that pilates classes are available after work (5:30 pm) every Tuesday, Wednesday & Thursday. A personal fitness trainer is also available at the Gym.

Break 12:05 p.m. - 12:25 p.m.

VII. DEPARTMENTAL REPORTS

- Board members will read reports INDIVIDUALLY

VIII. BOARD COMMITTEE REPORTS

Personnel Committee Report

- Met August 30th and covered most agenda items.
- Reviewed and approved 26 EANS with signed Evaluations.
- Discussed possible changes to proposed org chart; will be presented to the Board later.
- Indian preference and Equal Employment Opportunity Policy was read verbatim. The committee consensus was to approve the policy as written and to present it to the board for final approval at the next Board meeting.
- New employees and employees who left were reviewed.
- Medical interns completed their internship.

- Reviewed open positions: HR Manager/Compliance Officer, and CFO are major positions to be filled.
- Reviewed the new proposed Corporate Compliance Policy Consensus to approve the policy and present it to the board at the next Board meeting (the last page was missing - complete policy will be presented at the Board meeting).

MOTION #6: Willie Carrillo/Patsy Vega motioned to approve EEO policy on the table, with corrections. The vote was 6-0-0, motion carried.

Contract Care Committee Report

No report. Will have all minutes ready at the next Contract Care meeting 10/8/07.

Grievance Committee Report - tabled

For Information:

Alan proposed to develop a graphic identity. Teri suggested having a contest for our letterhead and business cards/website image.

IX. AJOURNMENT

MOTION #7: Barbara Baga/Yolanda Gibson motioned to adjourn 12:50 p.m. The vote was 6-0-0, motion carried.

Yolanda Gibson
Yolanda Gibson, Health Board Secretary

10/17/07
Date