

TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

P.O. BOX 768

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PORTERVILLE, CALIFORNIA 93258

BOARD MEETING

DATE: March 5th, 2008

TIME: 9:00 a.m.

MEETING MINUTES REVIEWED AND APPROVED DURING THE APRIL 2ND, 2008 BOARD MEETING.

I. CALL TO ORDER

Vice Chairperson, Barbara Baga called the meeting to order at 9:24 a.m.

II. ROLL CALL

<u>Board Members:</u>	<u>P</u>	<u>A</u>	<u>Staff</u>	<u>P</u>	<u>A</u>
Barbara Baga	x		Alan Barlow	x	
Yolanda Gibson	x		Dr. Devous	X	
Gayline Hunter	x		Larry Anderson	x	
Neil Peyron (Travel)		x	Francine Gibson (Training)		x
Veronica McDarment (Travel)		x	Stephanie Gibson	x	
Melanie Santos	x		Danièle Healy	x	
Amanda Sierra	x				
Evelyn Hunter seated at 9:24 a.m.	x		<u>Community Member</u>		
Nacho Diaz (Travel)		x	Freda Carothers	x	

III. APPROVAL OF AGENDA

MOTION #1: Gayline Hunter/Evelyn Hunter motioned to approve the agenda as written. The vote was 5-0-0; motion carried

IV. REVIEW PREVIOUS MEETING MINUTES

February 13th, 2008 Board Meeting

Evelyn Hunter left the room at 9:30 a.m. and returned at 9:41 a.m.

Gayline Hunter recommended that Board Members read the previous meetings' minutes prior to the Board meetings; it takes too long to read through them during the

procedures & schedule (see handout). Yolanda mentioned that the Finance committee (comprised of Board members) will be able to review the budgets monthly.

- Per capital assets procedures, items above \$5,000 need to have Board approval as well as three (3) different bids.

- Alan and Evelyn Hunter explained capital assets vs. operating expenses: *Capital assets* have a lifetime greater than 3 years such as cars, new buildings, big equipment, etc. These items are charged to operating expenses at one time. *Operating budget* items comprise operating expenses for day-to-day clinic operation (salaries, supplies, etc.).

- Larry confirmed to Melanie that each department uses the same format for budget formulation and review. The Department Heads get more detailed reports as a starting point.

- In the future, Larry will make a Grants Revenue Report part of his board report, including the draw down dates.

- Gayline was made aware that there is no policy in place for credit card purchases. Alan stated that he believes he has seen and reviewed a policy for use of our credit cards, but it may not yet be in the manual. Larry will follow-up.

- Larry confirmed to Gayline that outstanding balances are being paid off by patients with private insurance. Gayline asked for itemized medical, private pay, 3rd party collections reports.

- Melanie asked for a log of checks that are accepted or rejected when presented to board members for signature. She was informed that it is not necessarily her responsibility to approve check; it is Alan's job to verify all back-up and necessity for checks being issued. However, Yolanda Gibson noted that board members do have a responsibility to review and ask questions. In certain situation, some back-up such as MOU's may be on file, but not

attached as back-up. Board members are advised to give Alan a call when they have questions or are missing receipts.

All Orientation documents will be signed off by Larry Anderson and Stephanie Gibson.

VI. NEW BUSINESS

1. TRIHCI Review of BOD Roles and Responsibilities Training (staying compliant with the Brown Act):

- Alan stated that it was a good training; Julie Carr (Trainer) established very well the Executive Director responsibilities versus Board responsibilities. She also gave great HIPAA and CHS presentations as a skilled facilitator. Gayline confirmed that she was the best lecturer she had heard and that she emphasized that the Board needs to push down to management.

- If an employee comes to a Board member, the employee should be redirected to Human Resources (Stephanie Gibson) as a neutral party; the point is to refer them back into the organization. Another angle is the Board's time and the loss of appeal.

- Patients can file grievances; we need the feedback. All grievances go through a grievance process log. We also have incident reports.

Yolanda left the room at 11:21 a.m. and returned at 11:28 a.m.

a) We will want to revisit how Board members receive notification of agenda items and identify "drop dead" dates for agenda items and Board binders to be delivered to Board members.

- To speed up this meeting, it was agreed that meeting minutes and committee reports should be read ahead of time. Alan asked to come to an agreement and decide how long in advance the Board wants information. The consensus was to have the Board binders delivered the Monday before the board meeting. The Board members understand that this would often not give our RPMS Site Manager enough time to provide numbers, nor financial info.

b) Allocate Time Units to agenda items: All agreed that doing so will improve our focus and utilization of time

c) Implement a system to evaluate the effectiveness of BOD meetings.

- We will look to implement a system to evaluate effectiveness of changes, arriving on time, the number of meetings attended, etc. (3/4 of the meetings need to be attended per our by-laws). Alan will bring a preliminary evaluation form for the board's review at the next meeting.

- Evelyn suggested hanging a "scoreboard" with names to check off attendance. Danièle will look into this.

*Yolanda Gibson left at 11:29 a.m. and returned at 11:42 a.m.
Freda Carothers left the meeting at 11:29 a.m.*

d) Establish a standing Finance Committee.

Alan recommended that Gayline chair the Finance Committee.

2. Resolution for TRIHCI's Kids Plate Mini-Grant.

MOTION #3: Evelyn Hunter/Gayline Hunter motioned to approve the Kid's Plate Mini Grant by resolution. The vote was 4-0-0; motion carried

3. Approve Finance Policies.

- Larry read the entire policy, which is also provided in the Board binders.

- Yolanda questioned whether signing for CHS in advance conflict with this? The answer is no.

- Evelyn suggested that under CHS, 4th sentence, we add "Without CHS Eligibility **and authorization.**"

- Danièle Healy suggested replacing "You", with "**Patients**" under Direct Care, second sentence.

- We are required by law (Medicare) to try and collect from patients. However, we will make every

meeting. Alan Barlow agreed and mentioned that Danièle Healy usually has the minutes ready for review within 48 hours of the Board meeting. The minutes are usually sent out within one week, giving the Board members plenty of time to review them and send in their comments or bring them to the next Board meeting.

MOTION #2: Gayline Hunter/Melanie Santos motioned to approve the meeting minutes with corrections highlighted in yellow. The vote was 3-0-2 (Evelyn Hunter & Amanda Sierra abstained); motion carried.

V. OLD BUSINESS

1. BOD Annual Orientation (per TRIHCI's By-Laws)

a) TRIHCI Policies and *Procedures*

- Alan explained how updates of P&P work. The proposed policies are first reviewed by the Department Heads, then are brought to the appropriate committee, and then to the Board for final approval. Any updates are printed on yellow paper and are included in the Program manuals.
- It was suggested to have a signature page for the revised policies signed off by the Board Secretary in the meeting they were approved. Alan will work on implementing this procedure.

Community Member, Freda Carothers asked to join the meeting @ 10:16 a.m.

- Alan explained that Section III in the Program Manual is the Employee Handbook. Employees are informed of updates to Section III policies during a staff meeting and are asked to mention the update in the Handbook to refer to the Program Manual.
- New handbooks will be available at the next Board meeting.
- Evelyn said it is important that we use education grants to offset our costs for training.
- Stephanie Gibson briefly explained the following policies:

1. Employee Status and Position Classification (Page 31 in the Employee Handbook): Stephanie confirmed that we keep in close contact with WIA

to fill positions.

2. New employee Documentation and Orientation (page 73 in the Employee Handbook).
3. Vacation Benefits (page 58).
4. Sick Leave and Other Leave Classifications (page 60): Stephanie confirmed that Payroll keeps track of accumulated sick and vacation hours; the Department Heads receive a monthly report.

Gayline left the room at 10:44 a.m. and returned at 10:48 a.m.

5. Bereavement Leave (page 72).
6. Salary Scale (pages 149 & 150): Alan updated the salary scale in 2007 after the HR department performed a full salary survey. While revisions may happen periodically, another full salary survey probably won't be performed until 2010. However, we will adjust the scale to reflect COLA changes.

In general, each position has 2 grades (TR 4 and 5, for example) with each grade containing 10 steps. Hiring occurs on the 1st grade, and employees can be moved up to the second after 3 consecutive years of service, at their manager's discretion. We currently have annual evaluations which call for up to a 3% increase in salary, but we are looking to revise this to better suit our performance culture. Our goal is to have quarterly reviews and employees are eligible for a raise annually.

7. Indian Preference and Equal Employment Opportunity (page 17): If a candidate does not have the minimum qualifications, Indian preference does not apply. Alan and Stephanie explained the 4 levels of evaluation.

Freda Carothers asked what the job description is for our CHRs and commented that most do not know how to take a patient's blood pressure.

Alan informed Freda that IHS provides CHR training that all CHRs must attend; they do not need to be an MA or a CNA. Alan also made sure that Freda understands there is a difference between Transports, Elder coordinators and CHRs.

8. Employee conduct (page 100): Stephanie confirmed that mandatory trainings are taking place for Customer Service, Sexual Harassment, OSHA/blood-borne Pathogens, safety, fire drills, etc.
9. Complaints vs. Grievances (violates HIPPA, Confidentiality, harassment, basic rights) vs. incidents (slip & fall, safety - what happens that is out of the ordinary). No retaliation clause is posted by each time clock (State law we abide by).
10. Drug and alcohol Free Workplace (Page 90): Each new hire undergoes a pre-employment drug screening and we belong to the DOT pool.
11. Provider credentialing: will be prepared this year and brought back to the Board. (The policy will be aligned with AAAHC accreditation).

For the sake of brevity, Alan will defer the rest of the P&P to the next Board meeting. Board Members can review the booklet/manuals by next board meeting.

Employee Confidentiality & Security Acknowledgement and the Code of Conduct (copies in binder) can be reviewed individually prior to the next board meeting.

b) Fiscal Management of TRIHCI Training

- Larry Anderson explained the Board Stipend Form and how to submit it.

- Larry Anderson passed out the Donation Policy for information, including the sponsorship request form. The Executive Director has discretionary approval up to \$250. All other requests must come to the Board.

- Larry Anderson distributed and explained a memo to the Department Heads regarding the 2008-09 budget

attempt to help our patients with their payments.

- Evelyn brought up the fact that the P&P's are labeled **Procedures**. Alan will make sure this is revised throughout the entire manual.

- Evelyn would like to see more in-depth procedures to enforce the policies. Paragraph III should be called **Guidelines** not **Procedures** - heading will be changed for all policies.

MOTION #4: Gayline Hunter/Evelyn Hunter motioned to approve the Financial Policy with changes. The vote was 4-0-1 (Yolanda abstained); motion carried.

Alan asked if we could commit to have the board binder ready for review by March 31st. The Financials will be distributed at the meeting.

VII. DEPARTMENTAL REPORTS

Alan asked the Board members to read the reports individually and bring any questions they may have to the next meeting.

1. Executive Director's Report
2. Clinical Services Director's Report
3. Chief Financial Officer's Report
4. FYI: HR Manager/Compliance Officer's Report
5. FYI: Nursing/Outreach Services Report
6. FYI: CHS Report

VIII. COMMITTEE REPORTS

Alan asked the Board members to read the reports individually and bring any questions they may have to the next meeting.

1. Personnel Committee
2. CHS Committee

IX. MISCELLANEOUS

1. Alan announced that he will be leaving this afternoon to drive to Utah for the funeral of a family member and to close on the house he sold in Utah. He will be out the rest of the week and Dr. Devous will be in charge.

2. Alan recognized Larry Anderson who has been offered the permanent position of CFO. Alan has informed Larry of the Board's concerns and expectations. Congratulations, Larry!

X. AJOURNMENT

MOTION #5: Gayline Hunter/Melanie Santos motioned to adjourn at 12:06 p.m. The vote was 5-0-0, motion carried.

Melanie Santos 4-2-08

Melanie Santos, Secretary