

TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

BOARD MEETING

DATE: May 14, 2008

TIME: 9:00 a.m.

Meeting Minutes Reviewed and Approved at the June 4th, 2008 Board Meeting.

I. CALL TO ORDER

The meeting was called to order by Vice Chair Barbara Baga at 9:23 a.m.

II. ROLL CALL - 5 Minutes:

Actual time: 1 minute.

| <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 | | Francine Gibson | | x | | | |
| Neil Peyron (Travel) | | x | Larry Anderson | x | | | | |
| Veronica McDarment | x | | Danièle Healy | x | | | | |
| Melanie Santos | x | | | | | | | |
| Amanda Sierra | | x | | | | | | |
| Evelyn Hunter | x | | | | | | | |
| (seated at 9:23 a.m.) | | | | | | | | |
| Nacho Diaz (Travel) | | x | | | | | | |

III. APPROVAL OF AGENDA - 5 Minutes Actual time: 2 minutes.

MOTION #1: Gayline Hunter/Veronica McDarment motioned to approve the agenda as written. The vote 4-0-0, motion carried.

IV. REVIEW/APPROVAL OF PREVIOUS MEETING MINUTES

5-10 Minutes

Actual time: 4 minutes.

1. April 2, 2008 Board Meeting

MOTION #2: Evelyn Hunter/Gayline Hunter motioned to approve the minutes of April 2, 2008 Board meeting, with corrections noted in yellow. The vote was 4-0-0, motion carried.

V. OLD BUSINESS - 10-15 Minutes Actual time: 10 minutes.

1. Review and Adoption of Annual Board Member Evaluation format

Alan presented the HAB Standards Evaluation form he proposes the Board members use to evaluate one another. Alan read through the 5 criteria. The first bi-annual evaluation is scheduled for July 08.

MOTION #3: Evelyn Hunter/Gayline Hunter motioned to approve the adoption of the Bi-annual Board Member Evaluation format as written. The vote was 4-0-0, motion carried.

VI. NEW BUSINESS

1. Review of Patient Rights and Responsibilities.
- 10-15 Minutes Actual time: 13 minutes

This was brought to the attention of the Board members as an FYI given the recent behaviors of some of our patients. Evelyn Hunter asked to add a stipulation that the Tribal office should be informed immediately of any termination or suspension of services for any patient. Alan intends to fully implement and update this policy as a consequence of some threats our employees received during the month of April.

2. Direction to develop an ongoing MOU for Tribal funding of TRICHI. 5-10 Minutes Actual time: 8 minutes

The Tribal funding of TRIHCI has been verbal in nature in the past and was never solidified on an ongoing basis. Alan asked the Board for guidance on how to best approach this topic with tribal council---whether a verbal agreement would continue to suffice, or if another method might be preferred. Evelyn suggested submitting a budget to the Tribal office; they will want to know how we spend our money. Gayline agreed that an MOU is not the answer and that a budget may be the best way to go. A detailed list of our needs (orthodontics, dialysis and X-ray machines, etc.) should be included with a quarterly budget report to the Tribal Office.

However, Alan maintained that we have to continue the autonomy of a 638 facility as separate from tribal council.

3. **Approval of Resolution #08-003: Support for Enrollment as a CPCA member** - 10-15 Minutes- **Actual time: 15 minutes.**

Dr. Devous explained that this organization represents a group of people to share expertise, including grant monies. Different collaborative grants come with monies to train your staff, computer technology, etc. It is an untapped tool, increases availability for grants 10-fold and provides good group networking. Dr. Devous will be working with our Grant writer to make sure we are doing the things we said we would. We have to be a tribal and FQHC organization in order to join, and we can be denied membership by the CPCA Board of Directors. Dr. Devous will take ownership of reporting back to the Board if we are accepted as a member; his first report is scheduled for the August 2008 Board meeting

MOTION #4: Gayline Hunter/Melanie Santos motioned to approve Resolution #08-003 to authorize and support our enrolment as a CPCA member. The vote was 4-0-0, motion carried.

4. **Review and Approval of TRIHCI's Policy governing Credit Card Usage.**
5-10 Minutes - **Actual time: 6 minutes**

Alan read through the policy - this was previously read and approved during the Financial Committee meeting.

MOTION #5: Gayline Hunter/Evelyn Hunter motioned to approve TRIHCI's Policy governing Credit Card Usage as written. The vote was 4-0-0; motion carried.

5. **Review and Approval of TRIHCI's Policy governing Training and Development**
5-10 Minutes - **Actual time: 9 minutes**

Changed Section C. The personnel committee endorsed this policy change.

MOTION #6: Veronica McDarment/Evelyn Hunter motioned to approve

the policy change as written. The vote was 4-0-0; motion carried.

6. **Review and Approval of TRIHCI's Policy governing Vacation Benefits**

5-10 Minutes - Actual time: 13 minutes

Alan read the proposed policy change that was endorsed by Personnel Committee. The leadership team came up with boundaries. Section K was added to Policy. Gayline voiced her concern that certain employees will not take the vacation time they should, and that we should be finding ways to ensure staff take their time. Alan agreed, which is why the policy was written the way it was and requires consultation between the Executive Director and supervisors before a payout is approved. Alan emphasized the policy as part of a comprehensive solution, not as the solution in and of itself. Alan asked Larry to include the amount of vacation pay-outs in his financial report. Evelyn wants to make sure this is based on vacation time only. Alan assured the Board members that each Department Head reviews vacation and sick time taken every pay period (bi-weekly) to monitor abuse.

MOTION #7: Evelyn Hunter/Veronica McDarment motioned to approve the policy change with the addition of Section K to be monitored. The vote was 3-1-0 (Gayline opposed).

VII. DEPARTMENTAL REPORTS

1. **Executive Director's Report**

5-10 Minutes - Actual time: 45 minutes

Alan went through his report in detail.

Veronica left the room at 11:01 a.m. and returned at 11:11 a.m.

2. **Clinical Services Director's Report**

5-10 Minutes - Actual time: 12 minutes

Gayline voiced her concern regarding the low number of CHR visits. Dr. Devous stated that our goal is for CHRs to function as an extension to the clinic. This will make it easier to monitor patients. We are targeting July 2008 to start sharing positions. Gayline wants to see improvements in the Outreach Department. We need to verify how government

classifies CHRs for billing.

3. **Chief Financial Officer's Report**
5-10 Minutes - Actual time: 15 minutes

Gayline asked Larry to include his revenue report (itemizing 3rd party collections) in the future; it is missing this month. Larry reported that The Diabetes Grant has been approved for the year. Gayline questioned whether the employees driving the Gator were insured under our insurance. Alan will ensure this is the case and will reemphasize the proper utilization of company equipment.

Gayline left the room at 11:59 a.m. and returned at 12:02 p.m.

4. **CHS Officer's Report**
5-10 Minutes - Actual time: 0 minutes

Francine Gibson did not participate in the Board Meeting.

VIII. COMMITTEE REPORTS

1. Personnel Committee Report
 - a) By request: Grant Writer Activity Report
 - b) By request: CalWORKs Departmental Report (these reports are included in the binder - they were not presented by the individual employees)

Job Description for Substance Abuse Counselor: Gayline asked that we qualify mental health (training) and remove CalWORKs from the title; this position will not be funded by CalWORKs.

2. 5-10 Minutes: CHS Committee Report
3. 5-10 Minutes: Finance Committee Report

IX. FYI ITEMS

1. Additional departmental reports and documents are included for reference to the Health Advisory Board.
2. We will be looking to present and approve our budget for the 2008-2009 fiscal year at the next Board meeting.
3. We will be reviewing a report from our EHR Steering Committee regarding which direction we should pursue

at the next Board meeting.

X. INTRODUCTION VISIT

- 5-10 Minutes - Actual time: 14 minutes

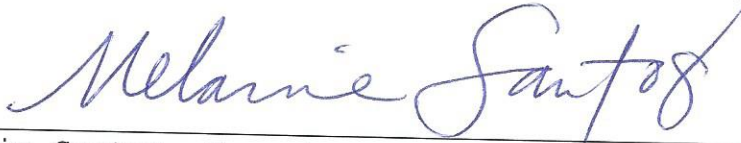
Dr. Nirupama Vemuri, Nephrology & Internal Medicine, was introduced to the new board members.

Dr. Vemuri is the Director of the Dialysis Center at Sierra View Hospital in Porterville. She is both a kidney specialist and internist. She will help with CHS patients, female exams, primarily with kidneys, and GPRA.

We are working on an arrangement wherein Dr. Vemuri can see patients here or in her Porterville office. Dr. Vemuri is currently conducting a study on a blood pressure medication that has been approved by the FDA and has been on the market for the past 2 years. She offered to include community members in her study. They will receive 3 months worth of free medication, a blood pressure cup and \$20 per visit. Dr. Devous will provide application forms for the patients and put a notice in the June Newsletter.

XI. ADJOURNMENT

MOTION #8: Evelyn Hunter/Gayline Hunter motioned to adjourn at 12:26 p.m. The vote was 4-0-0; motion carried.



Melanie Santos, Secretary