

TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

12 NOVEMBER 2008 BOARD MEETING MINUTES REVIEWED AND REVISED DURING THE DECEMBER 10, 2008 BOARD MEETING.

I. **CALL TO ORDER:** Vice-Chair, Barbara Baga called the meeting to order at 9:24 a.m.

II. **ROLL CALL:**

5 Minutes:

Actual time: 2 minutes

<u>Board Members:</u>		<u>Staff</u>	
Barbara Baga	P	Alan Barlow	P
Yolanda Gibson (arrived @ 9:31 a.m.)	L/E	Dr. Devous (Dismissed	A
Gayline Hunter	L/E	by request)	
Neil Peyron	A	Francine Gibson	P
Veronica McDarment	A	Larry Anderson	P
Melanie Santos	P	Danièle Healy	P
Amanda Sierra	P		
Evelyn Hunter (seated @ 9:25 a.m.)	P		
Nacho Diaz	T		

III. **APPROVAL OF AGENDA**

5 Minutes:

Actual time: 3 minutes

1. # 1 under New Business, FY2007-2008 Audit Results by Price, Paige & Co. is removed. The auditors will not present today because they did not receive the Fraud Risk Assessment documents to be filled out by Board members. They cannot finalize the audit until those documents are turned in.

2. Alan Barlow added #8 under New Business: Policy approval for the Accumulation of Vacation/Sick time.

3. #4, Review of Revised Organizational Chart and Positions will be moved into the Executive Session.

MOTION #1: Evelyn Hunter/Amanda Sierra motioned to approve the agenda with the changes/additions mentioned above. The vote was 3-0-0, motion carried.

IV. REVIEW/APPROVAL OF PREVIOUS MEETING MINUTES

1. 5-10 Minutes: Actual time: 4 minutes

October 8, 2008 Board Meeting

Changes were identified on pages 3, 5, 6 & 7. The changes will be highlighted in yellow.

MOTION #2: Amanda Sierra/Evelyn Hunter motioned to approve the minutes of October 8, 2008 Board meeting with corrections on pages 3, 5, 6 & 7. The vote was 3-0-0, motion carried.

2. 5-10 Minutes: Actual time: 2 minutes

September 3, 2008 Board Meeting

Changes were made and highlighted in yellow on page 2 as previously requested by Gayline Hunter.

MOTION #3: Gayline Hunter/Amanda Sierra motioned to approve the minutes of September 3, 2008 Board meeting with corrections on page 2. The vote was 3-0-0, motion carried.

V. OLD BUSINESS

1. 10-15 Minutes: Actual time: 3 minutes

Mid-Year BOD Evaluations

The Board members committed to finalize their evaluations by the end of this week.

VI. NEW BUSINESS

1. 20-30 Minutes: Removed from the agenda

~~FY 2007 2008 Audit Results by Price, Paige, and Co.~~

2. 5-10 Minutes: Actual time: 7 minutes

Review of IHS Quarterly Report, 1st QTR of FY 08-09

Alan Barlow mentioned that no quarterly reports have been submitted to IHS since October 2006, and this may be an administrative finding on our audit. Alan went through the progress report for 1st Quarter of FY 2008-2009, which was submitted to Travis Coleman of IHS. Alan committed to send in quarterly reports from now on and will make sure that this is explicitly detailed in the Executive Director's job description.

3. 10-15 Minutes: Actual time: 30 minutes

Community Outreach Director Presentation:
Departmental Vision and Progress

Alan Barlow introduced Mary Catton, Director of Community Outreach Services. Mary oversees the CHRs, Transporters, Elder Service Coordinators (Title VI), and the Diabetes Program. Mary asked what her staff can do to better serve the community.

Mary's vision for her department is going back to the basics. Mary mentioned that the department has been in transition for a while and she wants to bring it back to where it was intended to be, with specific focus on the elderly.

The CHRs are now fully staffed.

Transporters are sticking to the transportation policy and taking into consideration special needs.

Margaret Hernandez was hired back as Diabetes Program Assistant. She started on November 5th, 2008, and Mary is working on making sure the grant is in order as well.

Mary mentioned that the Outreach department is very much part of the clinic. Mary also explained that she is not "cutting out" Visalia; she brought back the 2 CHRs servicing Visalia when there were no CHRs available to service the local Community; they now have case loads of 35 patients.

The Title VI program has increased; frozen meals are delivered daily and hot meals are served once a week - no meals are left undelivered; if any meals are left over, they are delivered to the elders or disabled. Mary is trying to make sure the food is diabetic-friendly.

Charles Houston, the new Elder Services Coordinator, is spending more time with the elders and we notice a better attendance at the Elders luncheons. Alan mentioned that there is now a CHR productivity report in his CEO report.

Amanda asked what "OTHER" refers to on the CHR productivity report. Mary explained that it refers to anything outside of telephone or transport. Mary will ask Linda to detail what "OTHER" means as a footnote on further reports or expand the report to include more explicit headings.

Melanie Santos mentioned that after the bad car accident she was in recently, transporters/CHRs took her to Fresno and stayed with her all day, visited and brought flowers, checked on her and gave her rides to the clinic; all this was greatly appreciated. Mary will convey Melanie's thanks to her staff.

Mary would like to see the department more polished to address the needs of the community and stated that Board members are patients first.

Gayline stated that she wants to see diabetics & hypertension patients taken care of. She is a diabetic herself and still does not know who her CHR is; there is no follow-up. Mary mentioned that this is one of the reasons why the Diabetic program was brought back to Outreach. We want to empower the diabetics to know more about their disease. Outreach is working with Marcia Roper, Registered Dietician, to start group meetings again and meeting the Healthy Plate requirements.

A discussion followed whether CHRs could go and check on Graduates from drug court. Alan mentioned that Behavioral Health is sensitive and requires specific patient consent. Alan is now overseeing Terry

Williams' CalWORKs program; he will work on including CHRs in recovery programs. Lisa Graham, our new Substance Abuse Counselor, has the credentials to follow up with patients and she is already familiar with a lot of them.

Gayline inquired about a postcard to be sent to the community regarding the availability of NIKE shoes for diabetics. Alan did not ask Mary to send out the postcard and took responsibility for the oversight. Gayline explained that the diabetic shoes should be offered to our diabetic patients; when they stick to the plan set forth for them by their physician, they get the shoes free of charge. We also offer the shoes for \$40 for all patients and employees to purchase. Gayline suggested that a postcard or flier be developed to deliver to our patients. Alan will prepare the postcard using his excellent Photoshop skills and Mary's group will deliver them.

Mary explained that some CHRs need training. They all must have their CNA certificate but also eventually need a CHR training that used to be given in Oklahoma only. Mary is investigating a similar training in Fresno - 2 CHRs still need the training that is only offered every 6 months. Their job description specifies that they have to have CNA license and must be able to obtain CHR certification within 6 months of hire.

4. 15-20 Minutes: **Moved to Executive Session.**

Review of Revised Organizational Chart and Positions

5. 10-15 Minutes: **Actual time: 14 minutes**

Discussion of Committee By-Laws and Responsibilities

Alan referred to the Health Advisory Board Policy Approval & Implementation Log that he and Danièle have been working on. It is a very useful tool and snapshot of Board actions regarding organizational policy. This is critical to his addressing concerns and Board oversight of organizational issues. For example, there seems to be a concern about the Board's involvement in the hiring process. In Alan's experience, this has changed over time and the by-

laws only devote a short paragraph to this. Alan would like to restructure this better for the sake of uniformity, no matter who sits on the Personnel Committee.

Another example involves the recent calling of the grievance committee without following the guidelines - such action is governed by the by-laws which are very vague and thus lead to mistakes. Alan would like to prepare policies and guidelines of the Board by-laws that are more concrete and are more consistent from one year's Board to the next.

Evelyn would like to see more training and development for Board members. Alan stated that it started well with Julie Carr presentation at the McCarty Ranch and the Sexual Harassment training given by Stephanie Gibson. Alan stated that the attendance calendar put up by Danièle Healy is also good to keep Board Members accountable for their time.

Evelyn Hunter believes that all Board Members should know the Brown Act. Provider self-referrals was also mentioned as being inconsistent and not well articulated in a policy. If it is in policy then it is consistent from Board to Board. While there is nothing to formally approve, Alan appreciates the Board's support and approval to go forward with policy development to set the foundation for future Board Members.

6. 5-10 Minutes: Actual time: 2 minutes

Approval of 2009 Health Fair Date and Location

Our next Health Fair planning process was started early by Linda Hoy, who was a big contributor in last year's health fair success.

This coming year, we suggest a Western theme, on Friday, April 10th, 2009, at McCarty Ranch.

There was consensus to go ahead with the date as presented and to secure McCarty Ranch.

7. 5-10 Minutes: Actual time: 5 minutes

Approval of 2009 Holiday Schedule

Alan presented the 2009 Holiday schedule in line with the way we did it last year. This does not mirror the Tribal Holiday Calendar exactly. Gayline mentioned that the Tribal Office removed the Indian Holidays, Martin Luther King Birthday and personal holiday, and is not giving January 2nd as a holiday - employees can take that day as a vacation day. The Tribal office is closed ½ day before Christmas Day 2009 and New Year's Day 2010 instead.

Alan stated that as a staff advocate, he considers these extra Holidays a benefit and an employee retention tool that presents a small trade-off with little to no financial implication.

MOTION #4: Gayline Hunter/Evelyn Hunter motioned to remove the day after New Year's, Martin Luther King Birthday, and the two Indian Holidays, and to add ½ day before December 25, 2009 and January 1, 2010 to TRIHCI's Holiday Calendar for 2009. The vote was 4-0-0, motion carried.

Evelyn Hunter left for a doctor's appointment at 10:35 a.m.

8. 5-10 Minutes Actual time: 15 minutes

Approval to sell X-ray Equipment

This was a board meeting topic in April 30, 2007 - see Cost Analysis in binder.

Alan put this on the Board agenda because Rudy Manuel brought it up at the last Board meeting and also because we received a request to buy the equipment. Alan presented this to the Department Heads and they are all in agreement to sell. If the Board agrees to sell, Alan will get all the numbers.

Melanie questioned whether there is a grant available to buy this type of equipment? We do not have big need here for this type of equipment. We handle stabilization and then send patients on to the Hospital for X-rays.

Gayline would like to see what we paid for equipment

and its selling price. Mr. McNeil sold it to us and wants to refurbish it and sell it to another facility.

The X-Ray room would be converted to an additional exam room.

There was consensus to have Alan look at prospective buyers.

9. 5-10 minutes Actual time: 16 minutes

Policy approval for the Accumulation of Vacation/Sick time

Currently, staff is accruing vacation and sick time even while on vacation or sick leave. Alan suggests following the standard practice which is accruing for time worked only. Alan brought this up at the Department Heads meeting where the consensus was rolling out with the new calendar year. This applies to Non-exempt employees only.

The payroll program will be able keep track of it. Medical Leave and Workman's Compensation do not accrue right now. Alan feels this is fair and in compliance.

MOTION #5: Gayline Hunter/Amanda Sierra motioned to revise TRIHCI's Vacation/Sick Time Accrual policy to reflect vacation and sick time accrual for actual time worked only. The vote was 3-0-0, motion carried.

VII. DEPARTMENTAL REPORTS

1. 10 Minutes: Actual time: 19 minutes

Executive Director's Report

Alan read through his report and clarified that based on past precedent, Board members can be called into committee meetings in order to form a Quorum (they do not necessarily need to be assigned to a committee).

Gayline suggested that Francine accompany Alan to the IHS annual best practices conference in Sacramento on November 18 & 19, 2008.

The Fiscal Committee's meeting is scheduled for Monday 11/17. Alan will be traveling to Sacramento, following the meeting.

2. 10 Minutes: Actual time: 3 minutes

Clinical Services Director's Report

Alan read through Dr. Devous' report

3. 10 Minutes: Actual time: 5 minutes

Chief Financial Officer's Report

Larry read through his report. We will have our Audit report and presentation at December's Meeting.

4. 10 Minutes: Actual time: 8 minutes

CHS Officer's Report

Francine read through her report. The casino is going back to charging us 2% to cash payroll checks. There is separation between Tribal office and Health Center. Francine suggests that the Tribal office make an agreement to cover bounced checks, if any. Alan will write a letter on behalf of the Board to the Tribal office for guidance and suggest eliminating the 2% surcharge for the Health Center.

VIII. COMMITTEE REPORTS

1. 5-10 Minutes: Personnel Committee Report None

2. 5-10 Minutes: CHS Committee Report None

3. 5-10 Minutes: Actual time: 2 minutes

Finance Committee Report

Gayline Hunter reported that the committee reviewed the September meeting minutes; discussed Employee receivable; went over the preliminary audit draft which looked good.

4. 5-10 Minutes: Grievance Committee Report None

IX. EXECUTIVE SESSION Executive Director

MOTION #6: Amanda Sierra/Gayline Hunter motioned to go into Executive Session at 11:46 a.m. The vote was 3-0-0, motion carried.

MOTION #7: Gayline Hunter/Amanda Sierra motioned to come out of the Executive Session at 1:14 p.m. The vote was 3-0-0, motion carried.

MOTION #8: Gayline Hunter/Melanie Santos motioned to approve revisions to the IT Technician position description and the hiring of this position now that TRIHCI's EHR has been determined. The vote was 3-0-0, motion carried.

MOTION #9: Gayline Hunter/Melanie Santos motioned to approve revisions to the Diabetes Nurse Coordinator position description and the hiring of this position. The vote was 3-0-0, motion carried.

MOTION #10: Gayline Hunter/Amanda Sierra motioned to approve the contract to be entered into with Dr. Tim Soursa's office to provide optometry services at TRIHCI. The vote was 3-0-0, motion carried.

MOTION #11: Gayline Hunter/Melanie Santos motioned to approve the contract to be entered into with Marcia Roper to provide Registered Dietician services at TRIHCI. The vote was 2-0-1, motion carried (Amanda Sierra abstained and wanted to see the prior **contract** in place for Marcia Roper).

MOTION #12: Gayline Hunter/Amanda Sierra motioned to approve the contract to be entered into with Dr. Caroline Rolens to provide oversight to TRIHCI's MFT intern. The vote was 3-0-0, motion carried.

MOTION #13: Melanie Santos/Amanda Sierra motioned to approve updates to TRIHCI's Organizational Chart as presented. The vote was 3-0-0, motion carried.

X. FYI ITEMS

1. Additional departmental reports and documents are included for reference to the Health Advisory Board.

XI. ADJOURNMENT

MOTION #14: Gayline Hunter/Melanie Santos motioned to adjourn at 1:23 p.m. The vote was 3-0-0, motion carried.

Melanie Santos

Melanie Santos, Secretary