

TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

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APRIL 1ST, 2009 BOARD MEETING MINUTES REVIEWED AND REVISED DURING THE MAY 11TH, 2009 BOARD MEETING

- I. **CALL TO ORDER:** Chairperson, Patsy Vega called the meeting to order at 9:06 a.m.
- II. **ROLL CALL:** Chairperson, Patsy Vega roll called.

5 Minutes: Actual time: 1 minute

<u>Board Members:</u>		<u>Staff</u>	
Patsy Vega	P	Alan Barlow	P
Yolanda Gibson	L	Francine Gibson	P
Gayline Hunter	T	Stephanie Gibson	I
Amanda Sierra	L	Larry Anderson	P
Barbara Baga	P	Danièle Healy	P
Veronica McDarment	T		
Melanie Santos	P		
Joseph Garfield-seated @ 9:06 a.m.	P		
Shawn Williams-seated @9:06 a.m.	P		

P=Present; A=Absent; L=Late; I=Ill/sick; T=Travel; E=excused; V=Vacation

III. APPROVAL OF AGENDA

5 Minutes: Actual time: 10 minutes

MOTION #1: Barbara Baga/Shawn Williams motioned to approve the agenda as written. The vote was 3-0-1 (Melanie Santos abstained), motion carried.

Yolanda Gibson joined the meeting at 9:08 a.m.

IV. REVIEW/APPROVAL OF PREVIOUS MEETING MINUTES

1. 5 Minutes: Actual time: 26 minutes

Amanda Sierra joined the meeting @ 9:09a.m.

March 4, 2009 Board Meeting

MOTION #2: Shawn Williams/Yolanda Gibson motioned to approve the March 4th, 2009 Board meeting minutes, with changes highlighted in yellow. The vote was 4-0-2 (Melanie Santos and Amanda Sierra abstained), motion carried.

2. 5 Minutes: Actual time: 1 minute

March 11, 2009 Board Meeting - tabled. Amanda Sierra will prepare the minutes after she collects Gayline Hunter's notes.

V. OLD BUSINESS

5-10 Minutes: Actual time: 32 minutes

Letter to Tribal Council-Contribution to Operations

Alan presented his initial draft and suggestions for the letter to Tribal Council.

Patsy Vega reported that she liked the way Alan Barlow articulated the letter and his suggestion not to present line items. Patsy suggested that Tribal Council members, who are also Health Board members, represent the Health Board during their presentation to the Tribal council. Amanda Sierra agreed and stated that she would not vote on this issue as a Tribal Council member.

A special meeting was scheduled to go over the priorities for the contributions with all the Board members present on 4/13/09 @ 9:00 a.m.

Yolanda Gibson left the room at 10:07 a.m. and returned at 10:14 a.m.

VI. NEW BUSINESS

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

Porterville Facilities Expansion Update - Larry Anderson

Larry Anderson reported that the applications are completed and that the infrastructure (phone lines, RPMS, Greenway) is ready to go. Licensing is still on hold and could take 6 to 12 weeks after submission.

2. 15-20 Minutes: Actual time: 1 hour & 45 minutes

Policy Update - Program Organization

Alan Barlow suggested that TRIHCI policies be updated and reviewed more frequently than every 3 years, particularly those that have a broad impact and that we need to proceed on the same page. As an introductory effort on Alan's part, he suggested to start with the Program Organization policy which is the foundational policy that establishes the organizational structure. Alan will start looking at key policies in the Program Manual and bring them to the Board on a monthly basis.

Yolanda Gibson left the room @ 10:23 a.m. returned at 10:30 a.m.

Patsy Vega suggested that all policies should be approved by the Board.

During a discussion regarding the chain of command, Shawn Williams stated that the HR Manager should not be put second in command. Alan reiterated that we need to talk about the position, not the person currently occupying the position, and Chairperson, Patsy Vega agreed. Alan explained that the HR Manager/Compliance Officer makes sense because it is charged with knowing various laws and regulations. Moreover, it is not partial to any specific department. Having once held that role, Alan also clarified that the HR Manager is a facilitator and cannot override the Department Head of a certain department regarding decisions for that department.

Alan also explained that one of the underlying principles of the Acting role is that it is temporary (no more than a few days), not Interim (several weeks or months), and communication with him is still maintained in most situations.

Amanda Sierra stated that she has received several complaints regarding our HR Manager; people are not comfortable going to the HR Manager. How do we solve this? Alan said that such complaints should be brought directly to his attention and reiterated that

it has to be more than hear-say. Moreover, this is not unique to the HR Manager---every Supervisor has staff or patients who do not feel like they can approach them. In these cases, Alan cannot read minds or respond to every rumor; instances need to be documented, rumors or complaints need to be substantiated, and something tangible needs to be brought forth. It is fair to allow anyone--supervisor or not---to address those issues claimed against them. To this effect, the incident reporting process was also discussed.

Alan will revise the Program Organization policy and bring it back to a Special Board Meeting on April 13th, @ 9:00 a.m. Board members were asked to e-mail Alan any suggestions. This policy will delineate the authority of the Board, the CEO, as well as the authority and restrictions of the Acting CEO.

A side discussion followed regarding Alternative Work Schedules. Shawn Williams stated that she wants to bring everyone back to an 8-5 work schedule. Alan disagreed and Larry Anderson stated that the alternative work schedules work very well in his department and that this may be considered a retention benefit.

In explaining why Dr. Devous had implemented the Physicians 4x10 schedule, Alan reminded everyone that there was a reason why it was implemented and we should understand this reasoning---things may not have transpired as we envisioned them and we will get back on top of this, but the 4x10 schedules were not simply handed out. Initially, they were to allow physicians to look at and update charts prior to the clinic opening at 8:00 a.m. or after the clinic closed at 5:00 p.m. If it is not working and the waiting time is still too long, Alan will evaluate whether there is a valid reason to cancel this benefit. Alan wants to make evidence-based decisions and not initiate changes simply because someone does not like it; consequently, he commits to research whether there are valid reasons to make changes.

Patsy Vega asked to explain the Medical Secretary position and suggested we check and see if we can change the Health Center's mail delivery to the Tribal mailboxes. Shawn Williams remarked that she

could not understand why the Administrative Assistant had an assistant and why she was on a 4x10 schedule. Alan explained that the part-time administrative assistant was duly approved to allow Christina to work on news-letters, travel, and other assigned administrative tasks that were difficult to concentrate on while answering the phones. Moreover, she has responded by increasing the quality of her outputs for these tasks. Alan stated that while Shawn has a right to express a forceful opinion and that he will always welcome it and hear it, she can't expect him to substitute the judgment of herself or others for that of his supervisors. This has to be understood, or he can't administer this program. Supervisors are the ones accountable and charged with making things work---they get the glory as well as the blame. Consequently, he will always defer to the Department Head's decision first, as long as they are not going against our policies and guidelines or breaking the law. Everything we do has to be aligned with our strategy map. If something is not working, Alan will pass it on to the Department Head.

Melanie Santos left the room at 11:40 a.m. and returned at 11:52 a.m. Lunch break from 11:57 a.m. to 12:33 p.m.

The discussion regarding the 4x10 schedules resumed. Shawn again stated that she wants everyone to go back to the 8-5 schedule. Patsy Vega explained to her that some department heads may allow a different schedule.

Amanda Sierra reported that after her walk through the clinic last Tuesday morning, she understands that Medical Records, for example, is able to catch up on Tuesday mornings when there are no meetings scheduled.

3. 5-10 Minutes: Actual time: 7 minutes

Donation/Sponsorship Request-Delores Heggie

Amount requested is \$2,500. Per policy, Alan can only approve \$250.00 without Board approval. Larry distributed the Schedule of Donations. Amanda would like to see a breakdown of what the monies will be allocated to.

Shawn suggested allowing the standard donation amount

(\$250) and Alan agreed. Larry will contact Delores Heggie to inform her of the Board's decision.

MOTION #3: Melanie Santos/Shawn Williams motioned to donate \$250 to the Miracles on the Mountain Rodeo. The vote was 6-0-0, motion carried.

VII. DEPARTMENTAL REPORTS

1. 10 Minutes: Actual time: 35 minutes

Chief Executive Officer's Report

Alan Barlow summarized his report.

Patsy Vega questioned whether credentialing should be done in HR. Alan stated that it will be discussed in the next leadership team meeting where this ultimately should be. There are two parts, and each merits logical placement in differing departments.

Amanda Sierra asked what we do with the physician scripts when the physician leaves. Alan will check and report back.

Some refill prescriptions still show Dr. Faustina and Dr. Liss name. Alan will make Donna Gallegos, DON aware of this to ensure that when refills are called in that the pharmacist is told that this is a prescription written by a new physician, Dr. Mating.

Yolanda left the room at 1:13 p.m. - 1:20 p.m.

PTO: Larry noticed that only a few people will have a higher vacation accrual than what can be transferred over hour-for-hour. Those few people will be paid out for the excess vacation hours.

Alan mentioned that CRIHB has requested that the CEO be designated as a California Representative regarding OIT input for tribal entities. Chairperson Patsy Vega stated she would prefer that Alan not accept this assignment, mentioning "tongue-in-cheek" that CRIHB would try and steal him from us and we need him here!

Joseph Garfield reported that the Tribal Leaders asked the Tribal Health Centers to send a thank you

letter to Dr. McSwain for his past services as IHS Director. Alan will draft a letter.

Chairperson, Patsy Vega, complimented Alan on a good report.

MOTION #4. Yolanda Gibson/Barbara Baga motioned to approve the Chief Executive Officer's report as presented. The vote was 6-0-0, motion carried.

2. 10 Minutes: Actual time: 18 minutes

Chief Financial Officer's Report

Larry Anderson summarized his report. Patsy Vega asked Larry to bring a breakdown of co-pays at the next meeting.

Patsy Vega also would like better follow-up with Greenway regarding customized reports; involve Alan if necessary.

Alan Barlow reported that Judy Nieto was nominated Volunteer of the Year (HERO) by the National Resource Center on Native American Aging. There is no monetary assistance available from the NRCNAA for travel. Alan Barlow suggested that TRIHCI cover the travel cost. Patsy Vega will suggest that the Elders Council Chairperson accompany Judy to this event.

MOTION #5: Yolanda Gibson/Barbara Baga motioned to approve that travel expenses for Judy Nieto be covered by TRIHCI. The vote was 6-0-0, motion carried.

3. 10 Minutes: Actual time: 4 minutes

CHS Officer's Report

The CHS officer did not have a written report and gave a quick verbal report. The CHS department has been very busy.

Francine Gibson asked the Board to consider bringing a podiatrist back. We will have a better idea of our budgets by next meeting. Danièle Healy will check and see if we have any information on the previous

podiatrist in order to project costs and prepare a contract.

Joseph Garfield left the room at 1:46 p.m. and returned at 1:49 p.m.

Amanda Sierra left the room at 1:46 p.m. and returned at 1:50 p.m.

Reviewed the forms to be approved by the Board - see below under CHS Committee meeting.

VIII. COMMITTEE REPORTS

Chairperson Patsy Vega asked once again that the Committee Secretaries bring a hard copy of their minutes to Danièle by Friday prior to the board meeting in order to include the written Committee reports in the Board binders.

1. 5-10 Minutes: Actual time: 0 minutes

Personnel Committee Report - no meeting this month.

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

CHS Committee Report

- a. CHS Department Notice-approval

The Board members reviewed and approved the forms.

- b. Purchase Order Process-approval

The Board members reviewed and approved the forms.

Barbara Baga left the meeting at 2:06 p.m.

MOTION #6: Amanda Sierra/Joseph Garfield motioned to approve the updates to the CHS Departmental Notice and Purchase Order Process documents with changes submitted. The vote was 5-0-0, motion carried.

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

Finance Committee Report

Joseph Garfield listed the topics covered:

- Financial statements balance sheets
- Expense reports for Medical and Dental
- Licensing for doctors - would CRIHB pay for the licenses fees?
- The gas bill was \$1,100.
- Staff benefits.
- Checked utility bills; suggested to move to low energy light bulbs
- Donation funds
- Tribal contribution
- Dental Medi-Cal payments will stop on July 1 and will put a crunch on us.
- Staff cell phones
- Credit cards
- CHS is not overspending
- Nursing salary is good
- Benefits are gone from Diabetes program
- AAIR program
- Outreach is on track for their diabetes grant

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

Grievance Committee Report

There was no Grievance Committee meeting his month. Alan Barlow reported that 2 grievances were submitted in March: one was given to Francine Gibson for resolution and one is being handled by Alan Barlow.

MOTION #7: Yolanda Gibson/Melanie Santos motioned to accept the **Finance & Grievance** committee reports as submitted. The vote was 4-0-1 (Joseph Garfield abstained), motion carried.

IX. FYI ITEMS

1. Additional departmental reports and documents are included for reference to the Health Advisory Board.
2. Board Orientation training is scheduled for April 16th and 17th. Yolanda Gibson & Gayline Hunter will be going to the CRIHB meeting. Joseph Garfield will attend the training. We will need to change resolution for Joseph 30 days prior to next meeting
3. TRIHCI's Annual Health Fair will take place on April 10, 2009 at the McCarthy Ranch.

X. ADJOURNMENT

MOTION #8: Yolanda Gibson/Melanie Santos motioned to adjourn at 2:22 p.m. The vote was 5-0-0, motion carried.



Amanda Sierra, Secretary