

# TULE RIVER INDIAN HEALTH ADVISORY BOARD

## TULE INDIAN RESERVATION

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### 5 AUGUST 2009 BOARD MEETING MINUTES Reviewed and Approved during the September 2<sup>nd</sup>, 2009 Board Meeting

I. **CALL TO ORDER:** Chairperson, Patsy Vega called the meeting to order at 9:15 a.m.

II. **ROLL CALL:** Secretary, Amanda Sierra called roll.

5 Minutes:           Actual time: 1 minute

<u>Board Members:</u>		<u>Staff</u>	
Patsy Vega	P	Alan Barlow	P
Yolanda Gibson	P	Francine Gibson	P
Gayline Hunter	P	Stephanie Gibson	P
Amanda Sierra	P	Larry Anderson	P
Barbara Baga	P	Danièle Healy	P
Veronica McDarment	P		
Melanie Santos	A		
Shawn Williams	P		
Alberta Chavez (seated at 9:16 a.m.)	P		

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

III. **APPROVAL OF AGENDA**

5 Minutes:           Actual time: 4 minutes

Alan Barlow stated that Medical By-Laws, item #7-3B under New Business needs to be tabled.

**MOTION #1:** Barbara Baga/Amanda Sierra motioned to approve the agenda with the change suggested by Alan Barlow. The vote was 6-0-0, motion carried.

IV. **REVIEW/APPROVAL OF PREVIOUS MEETING MINUTES**

5 Minutes:           Actual time: 3 minutes

1. July 1, 2009 Board Meeting Minutes

The wrong minutes were copied in the binder. Copies of the correct minutes were distributed at the meeting.

**MOTION #2:** Gayline Hunter/Amanda Sierra motioned to table the July 1<sup>st</sup>, 2009 meeting minutes until the next meeting. The vote was 5-0-1 (Yolanda Gibson abstained), motion carried.

2. 5 Minutes: Actual time: 2 minutes

July 27, 2009 Special Board Meeting

**MOTION #3:** Gayline Hunter/Yolanda Gibson motioned to approve the minutes of July 27<sup>th</sup>, 2009 Special Board Meeting. The vote was 5-0-1 (Barbara Baga abstained), motion carried.

V. COMMITTEE REPORTS

1. 5-10 Minutes: Actual time: 40 minutes

Personnel Committee Report

a. Employee Policy Handbook Approval & Hiring of Relatives, Former Employees, and Board Members Approval

Alan Barlow explained the changes in the manual; the changes in policies are listed on page 5 of the manual with a brief description of the changes - refer to meeting minutes in the binder. Alan would like to disseminate the manual during the General Staff meeting on August 11<sup>th</sup>.

Gayline Hunter questioned the hiring of relatives, especially cousins. Alan reiterated that the policy prohibits relatives to have a direct reporting relationship.

Stephanie Gibson stated that we have to ensure consistency with other policies cross-over. Shawn Williams questioned the relationship between Rebecca Gahart and Margaret Hernandez. Stephanie Gibson explained that Rebecca Gahart does not supervise Margaret Hernandez; Mary Catton, Director of Nursing Services does. Rebecca and Margaret work for

the same program (Diabetes).

Gayline Hunter questioned whether we should limit the amount of family members working together in the clinic. Alan reiterated that from his administrative perspective, he does not care about the last names of employees, but rather whether or not they perform their jobs. From his standpoint, he believes we cannot do anything about the community's perceptions and we instead focus on whether or not the needs of our patients are being met. In any case, he also reminded everyone that it is within the Board's authority to change this. If it is in policy, there is no question of mitigating circumstances. Exceptions to policy set precedence.

*Amanda Sierra left the meeting at 9:55 a.m. Shawn Williams was seated at 9:56 a.m.*

Patsy Vega asked the members to review the employee manual and the Board By-Laws, page 14, pertaining to hiring.

Alan Barlow explained that if we limit the hiring of family members, it circumvents our local hiring pool and tribal members may be excluded automatically because of this policy. Certain federal laws can override policies. The Hiring of Relatives policy and approval of the employee manual will be tabled until a Special Board Meeting on Friday, August 7, 2009.

b. Dr. Vemuri - Contract Renewal

Alan Barlow presented the contract for Dr. Vemuri to serve as our in-patient provider. He explained that we are buying a service and though we can obtain the number of patients seen each month, her service is not based on patient numbers---in fact, we hope that her numbers are down because that means less of our population is in the hospital. Dr. Vemuri is also an in-patient provider for Kaweah Delta. The contract also provides for her to be set up with Greenway interface if we need her to step in as a Medical Director, and the compensation amounts reflect this agreement to ensure TRIHCI always has a provider to oversee operations.

Chairperson Patsy Vega would still like to see the



amount of patients she is seeing monthly. Alan Barlow stated that we can get this information, but he does not want this to hold up the agreement.

Francine Gibson questioned how our providers may contact her immediately and how does the hospital know to refer the patients to her? Alan Barlow explained that Dr. Vemuri has a standing order at the Sierra View District Hospital emergency room to see TRIHCI patients.

**MOTION #4:** Barbara Baga/Gayline Hunter motioned to approve Dr. Vemuri's contract with the salary increase by \$1,000.00 per month and expiration date of June 1, 2011. The vote was 6-0-0, motion carried.

Dr. Saljoughy's contract: Alan Barlow suggested to terminate Dr. Saljoughy's contract but to continue the relationship and forward referrals. Alan suggested an honorarium or \$3,500 to \$5,000. Dr. Saljoughy did save the clinic in the past by allowing us to use his credentials for operation.

**MOTION #5:** Gayline Hunter/Veronica McDarment motioned to terminate Dr. Saljoughy's contract with 3 month's severance pay of \$3,600 and special recognition at our year end party. The vote was 6-0-0, motion carried.

Alan Barlow will personally bead a stethoscope for Dr. Saljoughy. Danièle Healy will get card for Board members to sign.

Yolanda Gibson suggested contacting Marilyn Pollard at CRIHB to get her contact to get a year subscription for plaques, pens, etc.

Alan Barlow will review Dr. Cornelison's contract and report back to the Board.

A separation between the Compliance Officer and HR Manager positions was discussed. Alan Barlow wants to discuss this more with Stephanie Gibson and Larry Anderson regarding the feasibility of this separation and the budget. It will be brought up at next the Personnel Committee Meeting.

A Special Board Meeting was scheduled for Friday, August 7<sup>th</sup>, 2009 @ 7:00 a.m. to go over the policies

discussed earlier and by-laws cross-over.

At 10:40 a.m. we jumped over to New Business #1: Introduction of Dr. Sarah Hall, M.D. and Jovita Mendoza, PHN.

Francine Gibson introduced Dr. Hall who specializes in Preventive Medicine and Public Health.

Dr. Hall stated that she has mainly done Occupational Medicine for the past 5 years and has always wanted to work in this type of setting. She has worked for Indian Health Centers as a Locum physician and stated that she is impressed that this facility already has electronic records and that two weeks were set aside on her schedule to get familiar with the program. Dr. Hall is very thankful to be trained on Greenway. She is currently a contract physician but hopes to become a regular employee soon.

Alan Barlow stated that Jovita Mendoza, PHN gave the best answer to the "breaking the rules" question during the interview session. Jovita has been a nurse for a long time; she started as an LVN, then RN, and PHN. She started in Pediatrics then spent 4 years in Public Health. Jovita has 3 grown children and now just her husband shares their home with her. Her hobbies include reading, computer search, nature outings and her husband loves hunting.

Jovita mentioned that the relationship with the doctors is so easy here, which is very refreshing.

Both Dr. Hall and Jovita Mendoza are bringing backgrounds of home visits to their respective positions. Both are very genuine and will be great for our elders.

2. 5-10 Minutes: **Actual time: 18 minutes**

CHS Committee Report

Shawn Williams will report at the next meeting.

Shawn Williams wanted to make some comments regarding community members who had difficulty with 911 calls. She would like us to work with the fire department to make sure they know where every single house is on the

reservation. This should probably be referred to the Tribal office.

Shawn reported another incident. A patient with a sprained ankle was referred to the hospital where it was diagnosed that the patient had a broken foot. Francine Gibson explained that Sierra View Hospital sent the report to the patient's house instead of the clinic and is investigating why this happened.

Another incident of a patient who had suffered a heart attack and was never told. Dr. Kimm found out from his file and informed the patient.

When Mary was overseeing Outreach she did not have the CHR's visit teen mothers, and patients with hypertension. These patients should have at least monthly visits.

Alan Barlow will contact the fire department in the name of the Health Board, and will inform them of the community's concerns. Shawn Williams was asked to bring this type of concern to the CEO immediately and not wait for the next Board meeting.

3. 5-10 Minutes: Actual time: 4 minutes

Finance Committee Report

Alan Barlow read the letter to be presented to the Council on 8/13/09.

a. Fiscal Policy - Document Destruction

Gayline Hunter suggested changing the wording to "7 years after the audit is complete", wherever applicable.

**MOTION #6:** Gayline Hunter/Barbara Baga motioned to approve the fiscal policy with the changes mentioned above. The vote was 6-0-0, motion carried.

4. 5-10 Minutes: Actual time: 0 minutes

Grievance Committee Report

There was no Grievance Committee meeting this month.



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

Health Advisory Board/CEO Evaluations

Deferred to Friday August 7<sup>th</sup> meeting.

**VI. NEW BUSINESS**

1. Employee Introductions - Dr. Sarah Hall and Jovita Mendoza, PHN

See pages 4 & 5 above.

*Shawn Williams left the room at 11:23 a.m. and returned at 11:26 a.m.*

2. 10-15 Minutes: Actual time: 16 minutes

CRIHB Hall of Fame - October 2009

- a. Request to Recognize Nominees Locally

5 people will be inducted in the CRIHB Hall of Fame.

A different display will be selected for the recognition plaques to be displayed in the clinic. We will need to give our best estimate for some of the hire dates for some of the nominees. Board members recommended recognizing Laura Manuel, Joe Carrillo and Phil Hunter to be nominated to the CRIHB Hall of fame.

*Alberta Chavez left the room at 11:27 a.m. and returned at 11:32 a.m.*

Ray Flores will be recognized but not inducted in the Hall of fame. It is believed that he submitted the logo for CRIHB.

Alan Barlow recommends that we come to a consensus to match the dollar amount that CRIHB allows, and take it on a case by case and Yolanda Gibson will get more clarification from CRIHB.

*Gayline Hunter left the meeting at 11:37 a.m.*

- b. Assistance for Relatives to Attend

Alan Barlow suggested finding out who is nominated and wait for more information from CRIHB.

**Motion #7:** Barbara Baga/Shawn Williams motioned to recognize Laura Manuel, Joe Carrillo and Phil Hunter to be nominated for the CRIHB Hall of Fame. The vote was 5-0-0, motion carried.

3. 10-15 Minutes: *Actual time: 20 minutes*

TRIHCI Policy Approvals

a. Employee Use of the Clinic

*Veronica McDarment left the room @ 11:53 a.m. and returned at 11:58 a.m.*

Shawn Williams voiced her concern regarding co-pays not being paid by employees.

Alan Barlow reiterated that any concerns can be fixed by policy development and implementation---going back and simply voicing displeasure about what has been done does not benefit anyone.

Suggested changes: Remove last sentence of Section C. Leave only the first sentence in Section E and add: "no payroll deductions will be made for co-pays".

**MOTION #8:** Barbara Baga/Veronica McDarment motioned to approve the policy with the changes noted above. The vote was 5-0-0, motion carried.

b. TRIHCI Medical Bylaws - tabled

Lunch break from 12:10 p.m. until 12:30 p.m.

4. 10-15 Minutes: *Actual time: 14 minutes*

IHS Quarterly Report - CEO

Alan Barlow read through the Quarterly Report he sent to IHS.

Patsy Vega asked what the audit findings were. Alan Barlow explained that his letter to IHS Division of Audit is in the binder under the CEO report tab.



5. 15-20 Minutes: Actual time: 24 minutes

IHS Reform - Discussion Request

Alan Barlow referred the Board members to IHS Director Yvette Roubideaux' e-mail requesting input in Internal IHS reform. Alan stated that with 1/2 of the IHS budget going to 638 facilities, there is a need for an IHS reform. We are seeing more tribal systems rather than IHS systems (Greenway vs. Next gen), and this is appropriate because all healthcare is localized.

Yvette Roubideaux is asking for feedback from community members as to how IHS need to change or reform - give top 3 priorities. Alan Barlow stated that he is not sure if board members have input but is soliciting their feedback if they have it. Alan will respond to Yvette Roubideaux' request.

#### VII. DEPARTMENTAL REPORTS

1. 10-15 Minutes: Actual time: 37 minutes

Chief Executive Officer's Report

Alan Barlow read through his report.

*Alberta Chavez left the room at 1:25 p.m. and returned at 1:30 p.m.*

Patsy Vega asked for an update on the Porterville facility. Alan Barlow reported that we are still waiting on the state licensing.

Larry Anderson will prepare numbers to present to the next Finance Committee Meeting and an assessment of cost and sustainability of our Porterville clinic.

**MOTION #9:** Barbara Baga/Yolanda Gibson motioned to approve the CEO report. The vote was 5-0-0, motion carried.

2. 10-15 Minutes: Actual time: 11 minutes

Chief Financial Officer's Report

Larry Anderson summarized his report. Chairperson Patsy Vega asked how much we contributed into the pension plan - it is in the audit. Larry Anderson

reported that Rebecca Moreno is attending training on coding and will be cross trained to support Dolores Morgan who is the only one coding. Rebecca's job descriptions will need to be updated.

**MOTION #10:** Yolanda Gibson/Shawn Williams motioned to approve the CFO report; the vote was 5-0-0, motion carried.

3. 10-15 Minutes: Actual time: 14 minutes

CHS Officer's Report

Francine Gibson reported that the department's main concern is having community members verbally abusing the CHS staff regarding their misunderstanding that Contract Care is the payer of last resort.

Alan Barlow explained that we need the Board's support to deal with patients who verbally abuse our employees, according to policy. In the future, an Incident report will be filled out and security called in if necessary.

Yolanda suggested a tribal presentation explaining the CHS as community members do bring their frustrations to the Tribal Council. The Tribal Council needs to understand the process fully.

*Barbara Baga left the meeting at 2:12 p.m.*

Francine Gibson summarized the rest of her report.

**MOTION #11:** Yolanda Gibson/Veronica McDarment motioned to approve the CHS report as written. The vote was 4-0-0, motion carried.

**VIII.FYI ITEMS**

1. Additional departmental reports and documents are included for reference to the Health Advisory Board.
2. The CEO will be attending the 6<sup>th</sup> Annual Direct Service Tribes Meeting (specific to 638 programs) sponsored by IHS on August 18-20, 2009, in Oklahoma City, OK. He will also be attending a CAO-IHS Program Director's meeting the following week on an undetermined date.

Shawn Williams asked if we were still planning a 35 year

celebration. Alan reported that he has been unable to spearhead this. Shawn suggested tasking the Christmas party committee. Alan confirmed that we do not have a dedicated Events Committee and said he would be happy to delegate this to the Board if they were willing to take it on.

**IX. ADJOURNMENT**

**MOTION #12:** Shawn Williams/Yolanda Gibson motioned to adjourn at 2:22 p.m. The vote was 4-0-0, motion carried.

  
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Amanda Sierra, Secretary