

# TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

## JUNE 8, 2009 BOARD MEETING MINUTES REVIEWED AND REVISED DURING THE JULY 1, 2009 STAFF MEETING

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

II. **ROLL CALL:**

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	A	Stephanie Gibson	ML
Amanda Sierra	A	Larry Anderson	P
Barbara Baga	I	Danièle Healy	P
Veronica McDarment	P		
Melanie Santos	P		
Shawn Williams (seated @ 9:16 a.m.)	P		
Alberta Chavez (Seated @ 9:19 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: 2 minutes

1. #7 on agenda: The Board will need to go into close session.
2. It was decided to initiate the nomination of Alberta Chavez as an alternate Board member as the first point of business.

**MOTION #1:** Shawn Williams/Melanie Santos motioned to approve the agenda with the changes noted above. The vote was 5-0-0, motion carried.

IV. REVIEW/APPROVAL OF PREVIOUS MEETING MINUTES

5 Minutes: Actual Time: 22 minutes

May 11, 2009 Board Meeting

Some corrections were pointed out that will be highlighted in yellow in the revised version of these minutes.

Alan referred to the 30/10 Work -School Arrangement (pg. 158) policy; it states: (4) *TRIHCI provides educational assistance with the expectation that the investment will benefit TRIHCI. Consequently, employees seeking reimbursement or time off for educational reasons must agree in writing to repay TRIHCI in full if they leave the organization voluntarily or are terminated within one (1) year from the date of reimbursement. Specific agreements will be delineated in individualized Educational Leave contracts.*

**MOTION #5:** Yolanda Gibson/Shawn Williams motioned to approve the minutes with the corrections highlighted in yellow on the revised version of these minutes. The vote was 3-0-2 (Melanie Santos and Alberta Chavez abstained), motion carried.

V. OLD BUSINESS

1. 5-10 Minutes: Actual Time: 16 minutes

Patient Registration Progress Update - Verbal Report

Alan Barlow reported that Francine Gibson had done a great job being proactive in trying to resolve the problems with this position. She met with Mary Catton the next day and brought specific examples of what was not being done at patient registration. From there, the two of them agreed to continue to look at other system improvements and policies on an ongoing basis to effectively address these problems.

A new job description was created for a CHS Records Coordinator position and Larry was asked if this position was in the budget as Alan wants to make sure this is getting done properly. The answer was yes, it is in the budget.

Alan reported that double entry for insurance is currently happening in Greenway. He said that Mary Catton is doing a good job on standing firm on her expectations with our Patient Receptionist staff; the margin for error will be very small. Some employees are not happy but Alan feels it is OK to rise to higher standards.

Alan reported that Clinical communication is improving in general; we finally had a CHS Review Committee Meeting, and there is an ongoing need for better coordination between CHS & the Clinic.

Alan also reported that an initial providers meeting has been scheduled for the 4<sup>th</sup> Tuesday of every month to go over schedules, expectations as exempt employees, working relationships with CHS committee, medical protocols, etc.

Alan mentioned that the CHS Records Coordinator job description was added to the updated organization chart.

We will continue to report about patient registration as developments unfold. More is being done about the problem with Patient Registration; however, Francine cannot comment as she does not oversee the work of the Patient Receptionists. Patsy wants Francine to give an update on improvement in this area by the July 1<sup>st</sup> Board Meeting.

Patsy Vega and Francine Gibson explained the difference between RPMS & Greenway (electronic health records) to Alberta Chavez and why we are still using both systems; we are still working on Greenway system to develop some of the specific IHS components such as CHS.

Greenway will take 18 to 24 months for providers to be proficient; we have only been using Greenway for 6 months; it is a frustrating system but the transition to an EHR is mandated by IHS.

2. 5-10 Minutes:                    **Actual Time: 6 minutes**

Resignation of Joseph Garfield and Recognition of Alberta Chavez as our new Alternate Board Member and

CRIHB Delegate

**MOTION #2:** Yolanda Gibson & Veronica McDarment motioned to accept the resignation of Joseph Garfield as Alternate board Member. The vote was 4-0-0, motion carried.

**MOTION #3:** Yolanda Gibson & Shawn Williams motioned by resolution #2009-04 to accept Alberta Chavez as Alternate Board member. The vote was 4-0-0; motion carried.

**Motion #4:** Melanie Santos/Veronica McDarment motioned by resolution # 2009-05 to accept Alberta Chavez as CRIHB delegate. The vote was 4-0-1 (Alberta Chavez abstained), motion carried

**VI. NEW BUSINESS**

1. 15-20 Minutes:            **Actual Time: 42 minutes**

Revisions to TRIHCI BOD by-Laws

As suggested by Julie Carr following the Board training in March 2009, Alan Barlow revised the BOD By-Laws and outlined the updates in red.

Patsy Vega would like the full board to approve the by-laws updates. Alan read through the changes only.

In Article 8, Section 8 of the by-laws, Alan pointed out that he had outlined in green a discrepancy between the way committee members are actually selected and the guidelines listed. In Article 8, Section 11, Alan pointed out another area of consideration concerning the keeping of notes for each committee. These are areas the Board should address in any revisions they make.

It was suggested in a committee meeting to eliminate the Secretary position and have the **Chairperson** take the minutes.

Patsy asked the Board members to read the updates and to bring back any suggestions to keep us strong and focused.

Melanie Santos asked if we should add the fact that other members can fill in during Committee Meetings when no quorum is available and when a non-committee

09-10 Capital  
Budget

RESERVE ACCT.

ttends a meeting. While Patsy clarified  
member can be seated on a committee to  
if they are needed, this begs the  
y we have assigned roles to any  
thers are consistently going to fill in

on the language suggesting that it is  
lity of the Chair to assign a stand-in.

rd members to think broadly about the  
accountability of committees to address their agendas  
through their scope of authority. For example, what  
committee decisions, if any, are binding without being  
subject to approval of the full Board? Patsy stated  
that committees are advisory, bringing final decisions  
to the full Board.

By-Laws are the infrastructure of the Board. Patsy  
suggested bringing recommendations to next Board  
Meeting.

2. 10-15 Minutes: Actual Time: 42 minutes

Approval of 2009-2010 Capital Budget

a. Consensus for Sale of Old Vehicles

Larry explained that capital items are fixed **asset**  
items that have at least a 3-year useful life  
expectancy and cost over \$5,000 to purchase. Three (3)  
current capital expenditures for the upcoming year  
include:

1. Telephone system
2. 3 vehicles
3. **Data** storage Units

All 3 items were approved by the Finance Committee to  
bring to the Board for final approval. We currently  
have funds to cover these items if we do not receive  
the \$1M contribution from the Tribal Office. Nothing  
will be purchased until Larry and Alan have a chance  
to discuss the AFA and they will make the Board aware  
of the purchases as they occur.

**Telephone System:**

Lyle Martin, IT Specialist, was called in to explain why a new telephone system is necessary.

Lyle has told Alan about the difficulties going with the tribal lines; we need our own system as we are part of IHS and require a secured infrastructure; the fact that we need a replacement phone system is internal and has nothing to do with the Tribal system. The current system is maxed out and failing and it would cost \$25K to increase the number of lines on a system that is failing.

The new system would be through AT&T (ShorTel) or Sierra Tel, who has a Toshiba system. Both systems are good systems - ShorTel is the better system of the two; it offers the ability to pull reports and the ability to identify 911 calls and the ability for calls to show up on the Administrative Secretary's computer instead of going directly to the Sheriff's department. Our system is not just a plug-in system; it requires a lot of programming.

A Board member mentioned that the tribal office is installing phones; however, who will pay for the system after the grant money runs out; who will be responsible for the installation and maintenance? We need a business phone system.

Shortel gave a demo of their system; AT&T stands behind their product; it is slightly cheaper at \$64,000, whereas Sierra Tel costs \$70,218.

Lyle informed the Board that he has studied this for 2 years. AT&T informed us that our system will fail--- it is just a matter of when. It was not intended for more than 25 people.

The Finance Committee approved the use of Tribal Contribution funds being used for this Capital asset.

Alan stated and Larry confirmed that we can purchase this system without the tribal contribution if needed.

**Motion #6:** Yolanda Gibson/Veronica McDarment motioned to approve the purchase of the new phone system. The vote was 4-1-0 (Melanie Santos opposed), motion carried.

Melanie Santos wants it noted that she suggested to ask Lewis

Christhman if his crew was able to do the job to keep the money in the Tribe.

**Data Storage:**

The current backup system is not reliable. Lyle is looking at the "Lefthand" data storage unit that gives us a place to store information and have an effective back-up; it also lets us expand our memory, and thus as we grow, we don't have to buy a new system---we can simply add to it. At our present growth rate, it will be good for 6 to 7 years; it satisfies HIPPA to have storage outside the facility; every night, IT can send data to CRIHB; and it also allows reducing cost long term; we have 10 servers today. Greenway information has to be very secure---we can run virtual servers for the new software.

Larry & Alan are going to Sacramento to discuss AFA (Annual Funding Agreement). We have requested funding through CRIHB.

Lyle explained that we have backup battery packs on all the computers and servers and a generator feeds the clinic, not the other buildings. Alan will review our policy as to when employees can be sent home when electricity and/or water goes out.

**MOTION #7:** Shawn Williams/Yolanda Gibson made a motion to move forward with the new data storage unit acquisition. The vote was 4-0-1 (Melanie Santos abstained), motion carried.

*Yolanda left the meeting @ 11:31 a.m.*

**Replacement of Three (3) Vehicles:**

The request for new vehicles was not presented last year; now it becomes urgent. All three vehicles are 5 years old with high mileage (not GSA vehicles). Mary plans on replacing three vehicles this year and three more in consecutive years. We need a replacement to stagger the purchase of new vehicles.

Melanie Santos suggested having all vehicles the same color with magnetic signs of the clinic on the doors or signs drawn on the windows.

The *Caravans* are the older vehicles and need to be replaced. A decision will need to be made again next year if none is made this year. All 3 vehicles are in excess of 80,000 miles-repairs are getting expensive. Mary and Larry have identified the critical ones.

Shawn Williams asked if each CHR is assigned a vehicle - we have 14 vehicles for the organization - CHRs & transporters sign out their vehicle each time.

Shawn does not feel that each CHR should be assigned a vehicle and recommended that one CHR should stay in the office to answer the phone.

Patsy Vega asked what the largest repair demand for our vehicles currently is. Larry explained that warranties have expired a long time ago.

Shawn explained how things were done in the past - when there were only 15 employees and CHR's drove their own vehicles and were reimbursed for mileage. Alan invites the Board members to give their input to Mary.

Alan stated that the availability of vehicles is patient-driven not organization-driven. Responsiveness and being able to ensure that we can respond to the Community's needs requires us to have excess capacity. Patsy suggested purchasing vehicles as a fleet. Smaller cars make more sense, which is why the smaller Outback model is what was requested by Outreach.

The purchase of 3 new vehicles was not approved, with the general opinion that we do not have the funds for this type of purchase. The Board wants to look at whether we need as many vehicles as we have and if they are all warranted? We will bring this back mid-year if the need arises to purchase a new vehicle. If home visits were higher, the Board may rethink why they need that many vehicles.

Shawn suggested letting the community bid on the older vehicles to be replaced instead of trading them in.

Additional research is needed for new vehicles prior to approval.

3. 15-20 Minutes:            **Actual Time: 43 minutes**



Approval of 2009-2010 Operating Budget

Budget information was presented to the Finance Committee - copy in the binder.

Larry explained that there are no proposed salary increases for staff. There are 2 new proposed positions: CHS Records Coordinator and Clinical Applications Coordinator. The latter involves implementation of EHR. It will focus on EHR training and the ideal candidate will be familiar with computer systems in general. Both positions are budgeted.

Larry explained that the Governor of California is trying to eliminate the CA Department of Health & Human Services - IHP grant - \$185,120 & CalWORKs \$53,950.

*Veronica McDarment & Alberta Chavez left the room at 12:00 Noon. Veronica returned at 12:01 p.m. - Alberta returned at 12:05 p.m.*

Shawn Williams stated that we need to make sure that we have monies set aside to help the community members with services. We are not reducing the services we provide - we will simply not be reimbursed for them. We already have reduced Third Party Revenue projections for Dental according to the cuts scheduled to go into effect in July 2009.

Larry stated that the departmental breakdown in the binder was reviewed thoroughly by Finance Committee members.

*Break for lunch: 12:10 p.m. to 12:46 p.m.*

Larry continued going over the Comparison of Current Year Actual and Budget - Projections. It does not reflect our intended request for Tribal Contributions.

As soon as Alan receives additional direction from the Board, he will present TRIHCI's request for \$1 million dollars in Tribal Contribution funds to the Tribal Council for consideration. Patsy Vega wants to be present.

Alan stated that we still have \$2M in cash. IHS will replenish us quickly and we should be back at \$6M

shortly.

**MOTION #8:** Veronica McDarment/Shawn Williams motioned to approve the 2009-2010 Operating Budget plan subject to revisions later this year. The vote was 4-0-0; motion carried.

*Alan Recommended going down to the Personnel committee Report.*

4. 10-15 Minutes: Actual Time: 0 minutes

Review of May 2009 Employee Engagement Survey - TABLED

5. 5-10 Minutes: Actual Time: 8 minutes

Health Advisory Board Mid-Year Evaluations

Alan explained the evaluation scale and asked the Board members to return the evaluations (1 self evaluation and 3 peer evaluations) to Danièle Healy by the July Board meeting.

6. 5-10 Minutes: Actual Time: 9 minutes

CEO Mid-Year Evaluations

Alan presented 2 different evaluation forms: #1 was used last year, and #2 is similar to the Board's and organization's standardized evaluation form. The Board chose the 2<sup>nd</sup> evaluation, similar to the Board's and all staff evaluations to complete for Alan.

A follow-up meeting with full board, if possible, will be scheduled on Monday, June 15<sup>th</sup> at 9:00 a.m., followed by the Finance Committee meeting. Larry will contact Gayline Hunter to schedule this meeting.

Francine Gibson reminded the BOD that we scheduled an In Service on Medi-Cal right after the staff meeting on Tuesday, June 9<sup>th</sup>, 2009.

7. 10-15 Minutes: Actual Time: 0 minutes

Provider Contract Revisions - TABLED

- Dr. Nirupama Vemuri, Physician
- Dr. Tom Honka, Chiropractor

8. 5-10 Minutes: Actual Time: 0 minutes

BOD Review - Traditional Health Conference - TABLED

VII. DEPARTMENTAL REPORTS - TABLED

1. 10 Minutes: Actual Time: 0 minutes

Chief Executive Officer's Report - TABLED

2. 10 Minutes: Actual Time: 0 minutes

Chief Financial Officer's Report - TABLED

3. 10 Minutes: Actual Time: 0 minutes

CHS Officer's Report - TABLED

VIII. COMMITTEE REPORTS

1. 5-10 Minutes: Actual Time: 24 minutes

Personnel Committee Report

- a. Agenda and BOD Decision Items

- i. CHS Records Coordinator position
- ii. Organizational Chart Revisions
- iii. Uniform Hiring Practices policy

Alan went through the Agenda of the May 29 Personnel Committee Meeting that did not take place due to a death in a Board Member's family.

Alan read through the CHS Records Coordinator position job description.

Shawn Williams wants the job descriptions to be less demanding in order to bring our people in to meet the minimum qualifications. Alan stated that he would prefer not to lower the standards of the position, but instead we should try and bring the population standards higher through collaboration with Teri Dobson's program, summer interns, etc.

During the 2008 CHS audit, 80% of records audited were found incomplete.

The approval date will be changed to June 8, 2009. The position will be advertized internally and externally simultaneously.

MOTION #9: Veronica McDarment/Shawn Williams motioned to approve the CHS Records Coordinator position; the vote was 4-0-0; motion carried.

2. 5-10 Minutes: Actual Time: 0 minutes

CHS Committee Report - TABLED

3. 5-10 Minutes: Actual Time: 0 minutes

Finance Committee Report - TABLED

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

Grievance Committee Report - NO meeting

**IX. FYI ITEMS**

1. Additional departmental reports and documents are included for reference to the Health Advisory Board.
2. The CEO and CFO will be in Sacramento on June 16<sup>th</sup> to finalized negotiations for our 2009-2010 IHS AFA.
3. Updates to the Employee Policy Handbook will be presented to the Personnel Committee in June 2009.

**X. ADJOURNMENT**

MOTION #10: Shawn Williams/Veronica McDarment motioned to adjourn at 1:47 p.m., the vote was 4-0-0; motion carried.

  
Amanda Sierra, Secretary