

TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

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MARCH 4th, 2009 BOARD MEETING MINUTES REVIEWED AND REVISED DURING THE APRIL 1ST, 2009 BOARD MEETING.

I. **CALL TO ORDER:** Chairperson, Patsy Vega called the meeting to order at 9:12 a.m.

II. **ROLL CALL**

5 Minutes: Actual time: 2 minutes

Acting Secretary, Yolanda Gibson called roll.

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

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

III. **APPROVAL OF AGENDA**

5 Minutes: Actual time: 2 minutes

Add IX-4 Shawn Williams, and #X: Closed Session.

MOTION #1: Barbara Baga/Yolanda Gibson motioned to approve the agenda with 2 additions. The vote was 5-0-0, motion carried.

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

1. 5 Minutes: Actual time: 10 minutes

February 4, 2009 Board Meeting

MOTION #2: Barbara Baga/Shawn Williams moved to approve the minutes of February 4th, 2009 Board meeting, with corrections highlighted in yellow. The vote was 5-0-0, motion carried.

We moved ahead to **New Business - 1. Community Member Presentation Request** the allow Chris James to present his concerns.

- 10-15 Minutes: Actual time: 1 hour & 7 minutes

Although Chris James wanted to present to the entire Board, three (3) Board members were traveling on Tribal business.

Chris asked why his wife, Shelly James was overlooked for the RDA position. He disagreed with this development based on his wife's experience. After some discussion, Alan responded the points of Chris' concern based on the information he had. This case was previously brought to the Grievance Committee, and Alan reminded everyone that Indian Preference does not extend to wife/husband and that the hiring manager has the expert authority to make the final decision.

Board members suggested to further discuss our hiring process and nepotism policy during a special Board Meeting wherein all Board members could be present. This meeting was scheduled for Wednesday, March 11th, at 1:00 p.m. Alan suggested that Board members review the hiring policy prior to the Special Board meeting.

V. OLD BUSINESS

1. 5-10 Minutes: Actual time: 9 minutes

State Licensing Paperwork

This item was put on agenda at the request of the Finance Committee members. It was confirmed that all Board members have to sign the State Licensing document. Alan also checked with our legal counsel for direction, and it was communicated that we need to follow the State what the state sets forth. In

this case---it is their licensing system. Alan pointed out that the licensing of both locations was approved by a unanimous vote of 6-0-0 at the February 4 Board Meeting.

Shawn Williams stated that she decided not to sign the licensing document and wants to oppose the move to a satellite clinic in Porterville. Her reasons will be discussed in closed session.

- 2. 5-10 Minutes: Actual time: 4 minutes

Provider Contract - Dr. Vemuri

Alan talked to Dr. Vemuri about being our admitting physician at Sierra View. She would be an independent contractor, much as Dr. Hernandez currently is. Alan gave out a copy of the proposed standard provider contract.

MOTION #3: Yolanda Gibson/Barbara Baga motioned to approve the proposed contract with Dr. Vermuri and for Alan to write Dr. Hernandez releasing him of his duties. The vote was 5-0-0, motion carried.

VI. NEW BUSINESS

- 1. Community Member Presentation Request-Chris James.

Was addressed above.

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

Donation/Sponsorship Request-Carrie Franco

Carrie Franco requested a \$2,500 donation for t-shirts. Alan approved a \$250.00 limit donation, per policy. Anything above that amount needs to be approved by the Board. Shawn stated that Carrie received the money for T-shirts from the Tribal office. The Health Center already prepared a check for \$250; it will be used to include TRIHCI logo. Shawn will informally facilitate communication back to Carrie Franco.

Patsy suggested Alan formally call Marie Franco as well to let her know the check is ready.

3. 5-10 Minutes: Actual time: 15 minutes

Community Member Request-Marie Franco

Marie Franco is a Direct Care and CHS eligible patient who wants to have a cosmetic procedure done and paid for by CHS. This was brought to the CHS Committee and Dr. Ko explained that the procedure would be dangerous for her and offered alternative treatments. Francine Gibson sent her a letter on behalf of the CHS Committee on 12/31/08 explaining the situation and gave her 30 days to respond. Marie dated her letter January 20, 2008 but the postmark reads January 29th, 2009. It was too late to bring this matter to the February Board meeting.

Yolanda Gibson left the room at 10:52 a.m. and came back at 10:59 a.m.

Marie refused the alternate procedures offered by Dr. Ko and asked to bring the matter in front of the Board for consideration for payment.

As a side note, Shawn Williams asked if Alan had finished working the CHS policy. Alan explained that he offered to benchmark other facilities to see what they have in place as far as CHS policy. Shawn would like to call a CHS meeting to start working on the policy. She wants a copy of the policy Francine currently has.

The Board is in consensus to support the letter sent by Francine Gibson on behalf of the CHS Committee. Marie should go with the alternative procedure proposed by the dentist or pay out of pocket for the cosmetic procedure. Alan will contact Marie directly.

4. 10-15 Minutes: Actual time: 21 minutes

Discussion - Clinic Schedule

The Finance Committee discussed the clinic schedule and raised their concern regarding the Patient Receptionists schedule and asked why the Dental department was not staggering their lunch breaks.

Shawn Williams asked why not hire two temporary data entry people to enter patients' history data to decrease the time patients have to spend with the Receptionists giving their information. Alan asked all Board members to remember that if employees or patients report a problem to them, they should redirect them to their supervisor or to Alan---not wait for monthly meeting. Three people at the front desk should not fall behind; it is a matter of keeping people on task.

Alan stated that it is not a matter of personnel, but matter of execution. Alan has discussed this with the Director of Nursing.

Yolanda Gibson reported that Nurses and Doctors are asking the same questions, which is redundant. This should not be the case - Alan will talk to them. We knew going in that the transition to Greenway EHR was not going to be easy and would take time. Alan pointed out that we are only 4 months into a 24 month process. Greenway has provided training here and we are sending 4 people to super-user training in April.

Alan again asked Board members to report operational problems in the clinic immediately as they occur.

~~The discussion will resume during the CHS meeting on March 18th.~~

MOTION #4: Shawn Williams/Veronica McDarment motioned to go into closed session at 11:26 a.m. The vote was 5-0-0, motion carried.

Alan Barlow was asked to leave the closed session at 12:10 p.m.

MOTION #5: Barbara Baga/Yolanda Gibson motioned to come out of closed session at 12:53 p.m. The vote was 5.0.0, motion carried.

Yolanda Gibson left the meeting @ 12:58.

MOTION #6: Shawn Williams/Barbara Baga motioned that the CHS policy be worked on by Francine Gibson and Alan Barlow and brought back to the CHS **Committee** at the March 18th 2009 Committee meeting. The vote was 4-0-0, motion carried.

Lunch break from 1:00 p.m. to 1:16 p.m.

5. 10-15 Minutes: Actual time: 9 minutes

Discussion - Tribal Contribution to TRIHCI Operations

Shawn suggested addressing this with the full board. The Board will address the Tribal Office to receive contributions that would not be addressed in the normal budget.

Tabled to 3/11/09 special meeting

6. 10-15 Minutes: Actual time: 1 minute

Review and Discussion - TRIHCI Organizational Chart

Tabled until March 11th, 2009 Special Board meeting.

7. 10-15 Minutes: Actual time: 19 minutes

Discussion - TRIHCI Vehicle Fleet

Refer to Larry's memo in the binder, together with the list of vehicles.

We need to replace 3 vehicles for the Outreach Department. Stephanie suggested a small truck to run local errands. Joseph Garfield would like to see a blank mileage sheet kept in each vehicle.

Patsy Vega asked why Mary and Alan are driving their company vehicle home and to the office. Alan explained that these cars have been attached to the positions, not the person, and this had been the practice when he took over.

Barbara questioned why employees use their own vehicle for training and are paid mileage. Because we do not have enough vehicles - 3 vehicles are currently in the shop for maintenance.

Joseph asked where we take the vehicles for maintenance. Alan will check with Mary Catton. Operating costs are similar for a GSA or leased car. We need to re-address the purchase of a handicap van. We did a cost estimate a few years ago, they are very expensive but we have a definite need. Larry will get

another estimate.

8. 10-15 Minutes: Actual time: 2 minutes

Discussion - Travel and Reimbursement Costs

Patsy Vega wants to make sure that all receipts are turned in after travel. Larry discussed this in the Leadership team meeting and sent an e-mail to All Staff.

9. 20-25 Minutes: Actual time: 8 minutes

IHS Request - "A Conversation to Renew the Indian Healthcare System"

Alan solicited questions to be brought to the Santa Ynez Annual Tribal Consultation Meeting on March 24th and suggested that Board members bring their questions to the Special Board meeting on March 11th. Alan will consolidate the questions for the presentation. Yolanda Gibson, Joseph Garfield, Shawn Williams, and Gayline Hunter will attend the presentation.

VII. DEPARTMENTAL REPORTS

1. 10 Minutes: Actual time: 20 minutes

Chief Executive Officer's Report.

Several items were already covered during the meeting. Alan summarized his report.

Optional benefits (MediCal) were on schedule to be cut in the State budget. This will be discussed in the Leadership Team meeting and we will try to come back to the Board with a solution.

Patsy asked that all new employees be introduced to the Board members.

Joseph asked Alan for an update on the new logo - Alan printed out the proposed version.

Patsy Vega asked to invite the elders (80-100 years old) to be recognized at the Health Fair in view of the 35th anniversary of the Health Center.

2. 10 Minutes: Actual time: 1 minute

Chief Financial Officer's Report

Larry summarized his report. The next Finance Committee Meeting is scheduled for Friday, March 20th.

MOTION #7: Barbara Baga/Joseph Garfield motioned to accept the CEO's report as written. The vote was 4-0-0, motion carried.

MOTION #8: Joseph Garfield/Barbara Baga motioned to accept the CFO's report as written. The vote was 4-0-0, motion carried.

3. 10 Minutes: Actual time: 0 minutes

CHS Officer's Report - No report - CHS Officer on vacation & medical leave.

VIII. COMMITTEE REPORTS

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

Personnel Committee Report

- a. Policy Approval - Paid Time Off
Tabled until March 11th, 2009

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

CHS Committee Report - no meeting this month.

3. 5-10 Minutes: Actual time: 1 minute

Finance Committee Report - refer to Larry Anderson's report

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

Grievance Committee Report - no meeting this month.

IX. FYI ITEMS

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

Barbara asked why Vince Hernandez still shows as not seeing anyone - it is a question of sign-in sheets

not being turned in. Alan spoke with Vince and Monica, and this should be remedied.

Alan reported that Physicians are doing well. Stephanie mentioned that she witnessed Sandra Peeke partnering very well with Jan, and actually the whole department working well together.

MOTION #9: Barbara Baga/Veronica McDarment motioned to accept the additional departmental reports. The vote was 4-0-0, motion carried.

2. Board Orientation training scheduled for March 5th and 6th has been cancelled. Julie Carr has suffered a loss in her family, and we will look to reschedule at her earliest availability.
3. TRIHCI's Annual Health Fair will take place on April 10, 2009 at the McCarthy Ranch.
4. Shawn Williams - was moved up in the agenda.

X. CLOSED SESSION - was moved up in the agenda.

XI. ADJOURNMENT

MOTION #10: Barbara Baga/Shawn Williams motioned to adjourn at 2:42 p.m. The vote was 4-0-0, motion carried.


Amanda Sierra, Secretary