

# TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

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PORTERVILLE, CALIFORNIA 93258

## MAY 11, 2009 BOARD MEETING MINUTES REVIEWED AND REVISED DURING THE JUNE 8, 2009 BOARD MEETING

I. **CALL TO ORDER:** Chairperson, Patsy Vega called the meeting to order at 9:44 a.m.

II. **ROLL CALL**

5 Minutes: Actual time: 1 minute

Chairperson, Patsy Vega called roll.

**Board Members:**

Patsy Vega  
Yolanda Gibson  
Gayline Hunter (9:51 a.m.)  
Amanda Sierra  
Barbara Baga  
Veronica McDarment  
Melanie Santos  
Joseph Garfield (seated at 9:44 a.m.)  
Shawn Williams (seated at 9:44 a.m.)

**Staff**

P	Alan Barlow	P
P	Francine Gibson	L
E/L	Stephanie Gibson	I
E	Larry Anderson	P
E	Danièle Healy	P
P		
E		
L		
E/L		

III. **APPROVAL OF AGENDA**

5 Minutes: Actual time: 2 minutes

Two additions were recommended under New Business:

#6: IHP Authorization to Bind

#7: Donation request

**MOTION #1:** Yolanda Gibson/Shawn Williams motioned to approve the agenda with the two additions under New Business. The vote was 4-0-0, motion carried.

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

1. 5 Minutes: Actual time: 6 minutes

April 1, 2009 Board Meeting

Chairperson, Patsy Vega, pointed out some corrections that will be highlighted in yellow on the revised version of the minutes.

**MOTION #2:** Gayline Hunter/Joseph Garfield motioned to approve the meeting minutes, with corrections. The vote was 4-0-1 (Gayline Hunter abstained), motion carried.

**V. OLD BUSINESS**

1. 25-30 Minutes: Actual time: 22 minutes

Tribal Contribution Discussion on Proposed Expenditures

- Chairperson, Patsy Vega, asked the board members if they had contributed any more information to the Schedule of Expenditures Alan Barlow had prepared.
- Larry Anderson, CFO, explained that we have to be very careful when we prepare our budgets; some grants do not cover the total program (e.g. Diabetic Program, AOA Grant); the Behavioral Health program is anticipating the same contribution amount from AAIR, but these monies need to be allocated to fund the 2 positions. The CalWORKs grant is not sufficient to fund Terry William's salary.
- Gayline Hunter would like to have confirmation from CRIHB that funds can be allocated to salaries. Larry mentioned that it is important to have a Finance meeting prior to allocating the funds. Larry also mentioned that Outreach has no funding.
- Gayline Hunter does not like the idea of using funds for ongoing programs; she would rather see funds be allocated to "one-time things" like orthodontics, not to fund staff.
- Joseph Garfield suggested the Health Center take over TRAP.

Resignation: Joseph Garfield mentioned that he accepted a position out of town and that he will have to step down from the Health Advisory Board.

We will need to send another resolution to CRIHB regarding its delegates and reassign committee members. Alberta Chavez will be contacted as the candidate who received the next highest number of votes during the January 17<sup>th</sup>, 2009 Health Board elections. Chairperson, Patsy Vega, asked Danièle Healy to send a letter to Alberta Chavez.

2. 5-10 Minutes: Actual time: 24 minutes

Christmas Committee Request

- The Board does not like the idea of having the 2009 Christmas Party in Visalia as suggested by the Christmas Party Planning Committee. Is the Board going to override the committee or is the committee allowed to decide on a venue?
- It was suggested to call Alicia Herrera into the meeting, as Chairperson of the Christmas party planning committee. Yolanda Gibson expressed her concern about the distance and possible excessive alcohol consumption and told Alicia that the Board would like to have the venue relocated to Porterville.
- If we are going to override the committee and the Board will deny any location outside of Porterville for any type of party, this statement should be put into policy.
- Shawn Williams reminded us of the big tent at the Casino that can be used for large functions.
- Yolanda Gibson suggested the Armory or the small Veteran's hall on Mill in Porterville.
- Alicia stated that we may not be able to get out of the contract that was signed on March 2nd. However, no deposit was made. Alicia called the hall that had been reserved, but was unable to talk to Dennis, the Catering Manager. His assistant suggested having a dry bar and not serving alcohol. Yolanda reiterated that distance was a factor in the Board's decision, not only the alcohol consumption,
- Alicia will check if the contract refers to any contractual obligations if we break the contract and call the Catering Manager back tomorrow.

There was consensus to give the 2009 Christmas Party Committee 30 days to find another location.

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

Capital Expenditure Request

- The Board members discussed whether or not to approve the Digital Sensor expense. Dr. Newman was called into the meeting at 11:11 a.m.
- Dr. Newman explained that there are discrepancies on the screen; the sensor is being repaired under warranty; while one sensor is out for repair, only 2 child and 2 adult sensors are available which results in wait and backlog.
- Dr. Newman explained his concern: they do not make that particular brand anymore and the new ones do not plug into the computer.
- Dr. Newman will discuss with Lyle what the cost will be for new docking stations that will enable him to use the new or the old sensors in the same docking station. Dr. Newman will give a price comparison to the Board. Larry Anderson asked to bring it back to Finance Committee meeting on Monday, May 18<sup>th</sup>.
- Some patents have shared their concerns about Panorex radiation - Dr. Newman will discuss this during the June staff meeting. Tabled

**VI. NEW BUSINESS**

1. 10-15 Minutes: Actual time: 32 minutes

Discussion on CHR assignments - Mary Catton, Director of Outreach Services

- Mary Catton stated that the Outreach Department has made a lot of progress; she is proud of the team.
- **CHR:** All current CHRs are certified and have a food handling certificate. In addition, all safety seat technicians are certified - the certification takes 5 days. Once car seats are given out, they can keep them; sometimes they give out 2 as long as those who receive them (e.g., grandparents) attend the training/education. Mary is working on a new grant for car seat safety.
- Mary will have the CHRs that are trained in car seat safety start working with the Transportation staff and suggested giving in-services to teach our own staff. Adrianna Gibson, CHR, is working with tribal members on car safety training and enforcement through education.

Information shared with transporters by patients will be given to CHRs. CHRs always take patients' blood pressure and check their medication; when the blood pressure is too high, they contact the DON but also the physician. Mary reported that our physicians are feeling more comfortable trusting the CHRs. CHRs currently document in both systems, RPMS & Greenway. Physicians can see how many CHR visits occurred, and the blood pressure history. Same with Rebecca and diabetes - it has been a gap to bridge.

- It would be great for the CHRs to have a laptop to enter "refusal of service" they currently use a form or refusal letter that patients sign off. Yellow slips go on their door "we missed you".
- CHRs cover 45 people each; Mary will provide the Board with a list of patients assigned to each CHRs. Mary was asked to make sure the CHRs document every contact, even the refusals.

Shawn asked if all high risk patients were assigned a CHR. Patients do not want to be considered high risk. High risk is where the clinic will have to connect with Outreach. Mary was asked what she considers high risk: cardio vascular, diabetes, history of depression, HBP, autism.

- **Transportation:** A new Transporter, Bernice Vasquez, started this past month; she is working into the position very well. They had several transports to San Francisco.
- **Elder Services:** Mary is very proud of this team; they are getting close to the end of the grant; they have increased their service area to Cow Mountain; they also changed food supplier - the meals are now coming from Fresno and the community seems happy with the food; the team is working closely with our dietician, Marcia Roper, to ensure the food is diabetic friendly; we do not provide hot meals through this service; We are working with the Casino and other Porterville restaurants to provide diabetic friendly hot meals once a week; a "Movies Day" was a big success, but they are boycotting Jenny Lin's for their extremely poor customer service. Another Movie Day is scheduled for May 21<sup>st</sup>, 2009; the Elders enjoy getting together. A new addition to Elder services is Lacy Santos; Mary is very impressed

with her skills; she is currently working with Charles Houston on numbers for the grant. We have a good candidate for the part-time Elder Services Coordinator position.

- **The Diabetes Program** is doing well; the recent audit went very well. Mary is trying to bridge the clinic with Outreach with the help of Rebecca Gahart, Diabetes Educator; as soon as diabetes is diagnosed, referrals are sent to our dietician and diabetes educator.
- Yolanda Gibson asked if we saw a lot of ATV accidents on the Reservation. Mary stated that she has not been in the clinic long enough to answer that questions, but she will follow-up on this. The Outreach department is researching an education/training program on ATVs and Helmets, similar to the car seat training program. Mary is already in contact with the helmet training people.
- **Patient registration:** Mary was surprised how disjointed this group is; two of the employees go to school and one employee is full time. Board members were concerned that employees going to school may not be beneficial to their job (Shawn Williams asked to insert this). They were not assigned specific duties. When Mary took over, she re-allotted more specific duties to each employee which seems to be working out better. Registrations were behind; their priority is updating all registrations and making sure that from now on registrations are completed right there and then and any backlog is caught up.
- **Nike shoes:** We still have still some shoes from the first order - patients need to come pick them up and get some diabetic education at the same time. Also patients are encouraged to attend the walks, also including some education. The next walk is scheduled for Thursday, May 14<sup>th</sup>. The patients will be walking in the Gym, get their blood pressure taken and be offered a diabetic-friendly lunch. CHRs are checking blood sugar during the monthly healthy plate luncheons; A new motivator was introduced: those who attend 6 Healthy Plate Meals will receive a 3 months membership at Curves.

Lunch break @ 12:21 p.m. until 12:56 p.m. Actual time:35 minutes

2. IHS Quarterly Report (3<sup>rd</sup> Quarter)- Chief Executive Officer

Presented by Alan Barlow during an informal session prior to a quorum being formed.

3. Review of Chief Executive Officer Activities with Tribal entities

Presented by Alan Barlow during an informal session prior to a quorum being formed.

4. 10-15 Minutes:           Actual time: 16 minutes

Provider Contract Approval - Dr. Tom Honka, Chiropractor

Alan proposed a 3 month contract with Dr. Honka to provide Chiropractic & Wellness services twice a week, on Tuesdays and Thursdays, 10:00 a.m. till 12:00 Noon. Dr. Honka will only be paid per patient. The initial visit may be more expensive - and the consequent visits' charge will depend on the EM.

**MOTION #3:** Gayline Hunter/Yolanda Gibson motioned to approve the contract for Dr. Honka as presented. The vote was 5-0-0, motion carried.

5. 10-15 Minutes:           Actual time: 20 minutes

CRIHB activities update - Yolanda Gibson

Yolanda Gibson reported that the 40<sup>th</sup> anniversary of CRIHB is coming up. Tribal members will be inducted in Hall of fame (have to be deceased). Four Tribal Members have been recognized; they need to be nominated and background and pictures need to be provided. Gayline would like to assign the project to someone.

Yolanda Gibson reported that CRIHB's new website is up and running and very informative. Gayline also reported that the Chairperson of CRIHB is also chairperson of NIHB.

Yolanda announced that a one-day diabetes conference will be held on Saturday, June 20, 2009 in Sacramento. It was suggested to have the bus cost for the trip be taken out of Elders grant.

Yolanda also announced the 10<sup>th</sup> Annual Joint Meeting

on July 20-23, 2009 (Northwest Portland Area Indian Health Board and California rural Indian Health Board) and the 20<sup>th</sup> Annual Native American Women's conference in Sacramento on July 8-10, 2009.

Yolanda presented a Sponsorship Request from a youngster supporting an organization to provide homes for Katrina victims - St Bernard Project. Yolanda suggested to give the standard \$250 - they are looking to collect \$1,000 per student and there are 7 students in the group. Gayline Hunter suggested Danièle fax our official sponsorship request form. (done)

**MOTION #4:** Yolanda Gibson/Shawn Williams motioned to approve the \$250.00 donation for Jose Santiago representing the St. Bernard Project. The vote was 5-0-0, motion carried.

6. 5 Minutes: Actual time: 3 minutes

SB 52 Grant IHP - estimated at 185,220 for mid-level providers - Authorization to Bind approval.

**MOTION #5:** Yolanda Gibson/Joseph Garfield motioned to approve the authorization to bind as presented. The vote was 5-0-0, motion carried.

7. 5 Minutes: Actual time: 2 minutes

Donation Request. Request by Joseph Garfield for sweat lodge funds. Alan asked Joseph to abstain from voting. The requested amount is outside Alan's scope.

**MOTION #6:** Shawn Williams/Gayline Hunter motioned to approve the \$500.00 donation request by Joseph Garfield. The vote was 4-0-1 (Joseph Garfield abstained), motion carried.

**VII. DEPARTMENTAL REPORTS**

1. 10 Minutes: Actual time: 36 minutes

Chief Executive Officer's Report

- Alan stated that we need to re-engage the board why we are reporting this way and how we will report in the future, following the strategy map.



- Alan summarized his report and mentioned that he would like to have a special strategic planning meeting with the board to review/update the strategic map.
- Gayline asked when Dr. Saljoughy's contract will be up. She is concerned that he is not effective, not having gone over 10 visits per month. She would rather see a podiatrist. Alan Barlow mentioned that he has been in contact with Dr. Marmolejo.
- Alan mentioned that neither Dr. Saljoughy nor Dr. Tran had an agreement on file; he will prepare agreements for Dr. Tran & Dr. Saljoughy.
- Shawn Williams asked whether a PHN should do home visits. Yes, Rebecca Gahart should go if it is diabetic related. Shawn Williams related that Christina Dabney has done home visits, as assigned by her previous supervisor; she is not an LVN and should not be representing the clinic. (Christina is working on getting her LVN license).
- Alan Barlow explained the difference between home visit (CHRs) and home health (in home treatment - injections, changing of dressing, etc.)
- Chairperson, Patsy Vega asked for job description of all positions. Alan will work on getting this compiled and archived in the Board room.
- Alan explained that the patients' names were not taken off of the triage report in his Director's report. He asked the Board members to consider this document very confidential or to shred it after reading through it.
- Gayline Hunter noticed employee names on the triage report and asked to check if the employee did clock out for their visit, especially the first name on the list.
- Alan referred to Dr. Honka's agreement mentioned earlier and will hopefully present Dr. Marmolejo's contract next month.
- Joseph Garfield asked about Dr. Rodriguez (who offered specials during our 2008 Health Fair) who is newer in his practice - just starting - and have more time to practice here. Alan stated that Dr. Honka will give us more flexibility because he is more established and also offers more "wellness" services. Dr. Rodriguez offers a cash only operation; if we are referring clients to him, we must be able to bill.
- At 10:21 a.m., Francine Gibson took over from Alan who went to Porterville for a radio session on the

clinic.

*Patsy stepped out at 10:21p.m. and returned @ 10:25 a.m.*

2. 10 Minutes: Actual time: 24 minutes

Chief Financial Officer's Report

- Larry stated that several items were covered in the CEO report, handed out financial statements and summarized his report.
- Gayline questioned the travel & training and staff recruitment numbers.
- Larry explained that physician recruitment, relocation expenses, etc. go under *general*. Gayline asked Larry for a breakdown of Behavioral Health.
- Joseph suggested that we do an audit on vendors & contractors for Mental Health.
- Alan reported that our auditor from CRIHB said that our clinic (CalWORKs) was the best he has ever seen. We need to remember this for Department of the year award.

**MOTION # 7:** Gayline Hunter/Joseph Garfield motioned to accept the CEO and CFO reports as presented- motion carried 5-0-0.

3. 10 Minutes: Actual time: 40 minutes

CHS Officer's Report

- Francine summarized her report.
- Alan Barlow will take Francine and Larry to IMG who is the replacement for La Vida. We still need to sign agreement with IMG. Board members inquired about the in-service dates:
  - Alma Bravo will give an in-service on TCMS/MediCal on Tuesday Jun 9<sup>th</sup>, 2009 after our Staff Meeting;
  - Dori Silvera will give an in-service on Aging & Adult Services on July 7<sup>th</sup>, 2009 after our staff meeting.
- The board discussed the backlog in Patient Registration and indicated that positions need to be filled by 3 full time employees.
- The Board had requested that Alan & Francine finalize their discussion as to where patient registration should reside by March 2009. If Patient Registration falls under CHS, Apple Yazzie could apply for the position. Alan reiterated that we

cannot create a position for Apple Yazzie. If a new position is created under CHS, it has to be posted internally first. Meetings were scheduled to finalize this but due to cancelations turnover, sickness, training, this has not yet been finalized. Alan assured the Board that he will have the description ready to go by the June 3<sup>rd</sup> Board meeting.

*Yolanda left the room at 2:06 p.m. and returned at 2:12 p.m.*

Gayline Hunter stated that this is an ongoing problem and that no-one is taking accountability due to changing supervisors. Alan Barlow committed to resolve the problem; he will be meeting with Francine Gibson & Mary; Alan will work on the position and steps that will need to go into policy; Alan stated that Francine will make it a priority to discuss with Mary sooner than the May 19<sup>th</sup> meeting; Alan will commit to make a special board meeting topic to discuss Patient Registration.

**MOTION #8:** Gayline Hunter/Veronica McDarment motioned to approve the CHS report as presented. The vote was 5-0-0, motion carried.

**VIII. COMMITTEE REPORTS**

1. 5-10 Minutes: Actual time: 18 minutes

Personnel Committee Report

a. Uniform Hiring Practices policy

Alan read through the policy

- The revised date will be changed to today, 5/11/09.
- Change HR Manager to HR Manager/Compliance Officer.

*Gayline left the room at 2:33 returned at 2:37*

**MOTION #9:** Gayline Hunter/Joseph Garfield motioned to approve the Uniform Hiring Practices policy with corrections. The vote was 5-0-0, motion carried.

2. 5-10 Minutes: Actual time: 1 minute

CHS Committee Report

There was no CHS committee meeting during April 2009

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

Finance Committee Report

There was no Finance committee meeting during April 2009

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

Grievance Committee Report

There was no Grievance committee meeting during April 2009

**IX. FYI ITEMS**

1. Additional departmental reports and documents are included for reference to the Health Advisory Board.
2. TRIHCI's 2009-2010 AFA renewal documentation has been included for your reference.
3. Several provider and/or supervisory position interviews with the Health Advisory Board will need to take place in the upcoming weeks.  
- Alan suggests conducting these interviews during the Personnel Committee Meeting in the future (e.g. for Physicians, DON & MD.)

**CONSENSUS** to conduct provider interviews during Personnel Committee Meetings. We already have people in positions; it will be an easy transition.

4. 2009-2010 budget review and approval will go before the Finance Committee on May 18<sup>th</sup> 2009 @ 9:00 a.m. and before the full Board on June 3<sup>rd</sup>, 2009.
5. There will likely be a need for the Grievance Committee to assemble in May 2009.
6. Joseph Garfield gave his verbal resignation from the Board as of Monday, May 18<sup>th</sup>, 2009. He will need to be replaced him on the Board as well as a CRIHB representative. A resolution will need to be prepared. This will be put on the June 3<sup>rd</sup> board agenda. Joseph will need to prepare a letter of resignation and Alan will send a letter to next person in line, Alberta Chavez.

**X. ADJOURNMENT**

**MOTION #10:** Yolanda Gibson/Veronica McDarment motioned to adjourn at 3:07 p.m. The vote was 5-0-0, motion carried.

**PRIOR TO QUORUM - NOT RECORDED**

Patsy Vega asked Alan to start his report prior to a Quorum. Alan summarized his quarterly IHS report - refer to the detailed quarterly report in the binder.

Patsy asked to give an informal update of what he has been working on with the Tribal Office.

- Alan has been working with Linda Santos and the tribal Enrollment committee regarding DNA testing for enrollment purposes only (see letter to Linda Santos in binder). Alan will follow up regarding Tribal/Clinic authorizations.
- Economic stimulus discussion at Tribal office - Alan was asked to attend these meetings to give his guidance and input.
- Patsy is concerned that Alan is being called to the Tribal office on situations that should be handled here.
  - o A patient was concerned about the treatment of her leg. Alan explained what the clinic could do for her and what she should do for herself. Patsy is concerned that meeting was called outside of full board. Alan stated that no business or Policies and Guidelines were discussed; it was more a consult with a patient.
- Dan Hackey asked Alan to participate in a radio talk show in an effort to make the clinic more a part of the Tribal network.

Joseph Garfield arrived at 9:41 a.m.

Manda Sierra

6/10/09