

TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

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PORTERVILLE, CALIFORNIA 93258

4 November 2009 Board Meeting Minutes Reviewed & Revised during the December 2nd, 2009 Board Meeting

I. **CALL TO ORDER:** Chairperson, Patsy Vega called the meeting to order at 9:14 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	Francine Gibson	P
Yolanda Gibson	P	Stephanie Gibson	E
Gayline Hunter arrived & seated @ 9:40 a.m.	A	Larry Anderson	P
Amanda Sierra	P	Danièle Healy	P
Barbara Baga	P		
Veronica McDarment arrived @ 9:17 a.m.	L	<u>Other:</u>	
Melanie Santos	P	Lan Bui, Auditor	
Shawn Williams seated @ 9:15 a.m.	P		
Alberta Chavez seated @ 9:15 a.m. and unseated @ 9:17 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

MOTION #1: Barbara Baga/Yolanda Gibson motioned to approve the agenda as written. The vote was 6-0-0, motion carried.

IV. REVIEW/APPROVAL OF PREVIOUS MEETING MINUTES

1. 5 Minutes: actual time: 9 minutes

October 7, 2009 BOD minutes

One correction was noted on the last page. *Melanie Santos left the room at 2:30 p.m. and returned at 2:45*

p.m.

MOTION #2: Shawn Williams/Amanda Sierra motioned to approve the October 7, 2009 Board meeting minutes with one change. The vote was 6-0-0; motion carried.

VII. AUDITORS REPORT

1. 30 minutes: actual time: 1 hour 30 minutes

Presentation of June 30, 2009 Audit Report

Lan Bui, Auditor, presented the Price Page & Co. Auditors report. No difficulties or adjustments were found during this audit. She explained that "depreciation", "allocation of expenses", based on dept, and "allows for bad debt" are subjective numbers.

Gayline Hunter arrived at 9:40 a.m.

Note 2: Larry Anderson needs to make an adjustment in the \$800 difference for petty cash, it is now \$1,000 no longer \$200.

Alberta Chavez left the room at 9:53 a.m. and returned at 10:02 a.m.

Note 4 - Larry Anderson explained to Melanie Santos that the Greenway program did not cost anything in the Porterville clinic, except for a phone line wiring.

Gayline would like us to audit the pension plan. When we explored the possibility of a pension plan audit last year, a firm from Indianapolis was recommended. The audit fee could be as high as \$20,000, plus travel expenses.

There are still 8 or 9 former employees on the list who still have money in the pension plan with Lincoln. If we keep the number of employees below 100 we may not need an audit.

Veronica McDarment left the room at 10:10 a.m. & returned at 10:12 a.m.

Board members want to make sure that Greenway files are backed-up daily by I.T.

Francine Gibson stated that the client response on page 18 is not complete; Darlene (Apple) Yazzie does not audit the non-Indian files.

Lan Bui reminded the Board that the deadline to approve the 2008/2009 tax return is November 15, 2009, or we will need to file an extension. The tax return documents were presented to the Board at last board meeting as well as the finance committee.

Shawn Williams left the room at 10:33 a.m. and returned at 10:35 a.m.

MOTION #3: Gayline Hunter/Amanda Sierra motioned to approve the 2008/2009 tax return, form 990 that was previously presented to the Board and to the Finance Committee. The vote was 6-0-0, motion carried.

MOTION #4: Gayline Hunter/Barbara Baga motioned to approve the TRIHCI audit report for year ending 6/20/2009. The vote was 6-0-0, motion carried.

Note: Chairperson, Patsy Vega asked Francine Gibson, interim CEO to check with the departments that have findings and to follow-up with them on their recommendations. She stated that findings are there for us to improve our systems.

Patsy Vega asked to re-evaluate all personnel files with an update at the next Personnel Committee meeting and update all background checks & fingerprinting.

Shawn Williams wants to see the people in positions that have the same findings as previous year be disciplined. Melanie Santos recommended that no raises be given to employees until the audit is complete.

V. COMMITTEE REPORTS

1. Personnel Committee Report

MOTION #7: Melanie Santos/Veronica McDarment motioned to go into executive session @ 11:38 a.m. The vote was 6-0-0, motion carried.

MOTION #8: Barbara Baga/Veronica McDarment motioned to come out of executive session @ 11:47 a.m. The vote was 6-0-0; motion carried.

MOTION #9; Amanda Sierra/Barbara Baga motioned to return into executive session at 1:12 p.m. The vote was 6-0-0, motion carried.

MOTION #10: Barbara Baga/Veronica McDarment motioned to come out of executive session at 1:52 p.m. The vote was 6-0-0, motion carried.

MOTION #11: Gayline Hunter/Barbara Baga motioned to approve the increase for Dr. Kimm in the amount of \$10,000 as of 10/26/09, upon satisfactory evaluation in six months, with an increase of \$2,500 at that time.

Veronica McDarment left the meeting @ 2:00 p.m. Alberta Chavez was seated at 2:00 p.m.

Judy Nieto resignation was discussed and ideas tossed around on what to give her as an incentive for her 25 years of service.

The Personnel Committee approved to fill the open Patient Transporter and Medical Assistant positions. These positions will be flown in-house first then externally, if no internal candidates are found.

2. CHS Committee Report

October, 21 meeting: Alberta Chavez read through the printed report in the binder.

3. Finance Committee Report

The following was discussed during the Finance Committee Meeting:

- 2008-09 checks.
- Donation policy.
- Procedures for Tribal Contributions policy - are in the binder under Larry's report.
- Dr. Lord's property; Sierra View Hospital wants to take over the property. Larry will check on licenses once more and will talk to Dr. Lord about the possibility of getting out of lease.
- Give Linda Hoy a code to the copier
- Ray Fuentes' office - confidentiality
- Some board members do not like the idea of paying for recruitment expenses for interviewees (travel, car rental & hotel)
- Roll book for health center.
- Motion to recommend to the Board to have the bonus distributed evenly across all employees, with supervisors 15%.

MOTION #12: Melanie Santos/Barbara Baga motioned to approve the recommendation for the bonus pool allocation with 15% to supervisors and the remaining distributed among employees evenly and to be distributed the week of November 16. Larry Anderson was asked to make a correction to the supervisors' list to include Jovita Mendoza. The vote was 5-0-1, motion carried.

A discussion followed regarding the separation of the Compliance Officer & HR manager positions. According to Shawn Williams & Melanie Santos, Stephanie Gibson cannot be a supervisor due to conflict of interest; no definition of conflict was given. This will be brought back to the Personnel Committee meeting.

Barbara Baga left the meeting at 2:27 p.m.

Melanie Santos left the room at 2:30 p.m. and returned at 2:40 p.m.

MOTION #13: Yolanda Gibson/Gayline Hunter motioned to approve all committee reports as presented: The vote was 6-0-0, motion carried.

VI. OLD BUSINESS

1. 10-15 Minutes: **actual time: 37 minutes**

Tribal Contributions Update

Larry Anderson prepared policies & procedures at the request of the Tribal Council. Patsy Vega argued that this had already been approved by the Council and why don't they just rescind. Francine Gibson suggested asking for only half the promised monies (\$500,000) for operational expenses. Medical contributions will require a lot more work and board meetings. Patsy Vega stated that the Tribal Council approved the funds for tribal member health. Gayline Hunter will go back and read the motion to check when this was approved by Council.

Yolanda left the room at 2:40 and returned at 3:00 p.m.

Francine Gibson read through the draft policies & procedures document.

Changes will be made as follows:

Page 2, section 3.a & 4.a.: ...will be taken directly

out of Wells Fargo Bank.

Policy: add: for Tule River CHS Tribal enrolled eligible members.

Gayline Hunter left the room at 3:03 p.m. & returned at 3:07 p.m.

Francine Gibson will bring the policies & procedures to the council together with the original report.

MOTION #14: Amanda Sierra/Melanie Santos motioned to approve the tribal contributions policies and procedures, with changes. The vote was 3-0-2 (Yolanda Gibson & Gayline Hunter abstained).

2. 10-15 Minutes: Actual time: 9 minutes

Porterville Clinic Update

Larry talked to Dr. Lord. Sierra View District Hospital is very interested in the building. Has sent list of equipment we bought that are still there - we may be able to sell back some of the equipment we purchased from Dr. Lord.

Larry Anderson made some calls on licensing but has not heard back yet.

Patsy Vega asked Francine Gibson to check the lease and see if we would be charged any fees to get out of the contract.

MOTION #15: Melanie Santos/Gayline Hunter motioned to put a hold on any further expenses for purchases for Cherry Street. The vote was 5-0-0, motion carried.

3. 10-15 Minutes:

Bonus Pool Allocation Approval

Refer to motion #12 above.

VII. NEW BUSINESS

1. 10-15 Minutes: actual time: 43 minutes

CEO Selection jumped here because Shawn had to leave.

Shawn Williams asked to jump to this topic as she had to leave the meeting.

Discussion on next CEO selection. Melanie Santos recommended Francine Gibson be put in the position

permanently. Francine Gibson stated that she is not interested in the full time CEO position as it would take her away from Direct Patient Care. She accepted the temporary position only.

Patsy Vega & Gayline Hunter questioned whether the 3 selected candidates are what we are looking for.

Melanie Santos left the room at 11:08 a.m. & returned at 11:20 a.m.

Shawn Williams left the meeting at 11:09 a.m.

MOTION #5: Yolanda Gibson/Barbara Baga motioned to approve the selection of Mr. Michael Cook for the CEO position should he accept it; the second candidate would be Zahid Sheik. The vote was 3-1-2; motion carried. Gayline Hunter opposed; Amanda Sierra & Melanie Santos abstained.

Veronica McDarment left the room at 11:30 a.m. and returned at 11:33 a.m.

For the record: Chairperson Patsy Vega asked Larry Anderson & Danièle Healy who they would prefer fill the CEO position and they both voted for Martha Schrock.

The Board members recommended to start the new CEO salary @ \$90,00 for 6 months and after satisfactory evaluation, increase the CEO salary up to \$100,00.

MOTION #6: Amanda Sierra/Gayline Hunter motioned to approve the recommendation to start the new CEO salary @ \$90,00 for 6 months and after satisfactory evaluation, increase up to \$100,00. The vote was 6-0-0; motion carried.

2. 20-30 minutes: Actual time: 42 minutes

Dr. IqBal Bal Interview

Francine Gibson, Interim CEO asked Dr. Bal the provider's standard interview questions.

Alberta Chavez left the room at 12:41 p.m. and returned at 12:45 p.m.

MOTION #9: Gayline Hunter/Barbara Baga motioned to approve the hiring of Dr. Bal, at the recommendation of Dr. Kimm. The vote was 5-0-1 - Melanie Santos abstained.

We broke for lunch at 12:42 p.m. until 1:12 p.m.

3. 5-10 Minutes: **actual time:**

Approval of Marcia Roper's Agreement

Larry Anderson assured the Board members that this was a standard Contractor's agreement that had been reviewed by legal counsel.

To be consistent, it was suggested to change Executive Director to Chief Executive Officer (CEO).

MOTION #16: Gayline Hunter/Yolanda Gibson motioned to approve the contract with a title change. The vote was 5-0-0, motion carried.

4. 5-10 Minutes: Approval of Dr. Kimm's Raise

Discussed in closed session - **Refer to Motion #11 above.**

5. 5-10 Minutes: Review 2010 Elections documents

Tabled - will be reviewed at a special 2010 Elections Committee meeting

VIII. DEPARTMENTAL REPORTS

1. 10-15 Minutes: Chief Executive Officer's Report - tabled
2. 10-15 Minutes: Chief Financial Officer's Report - tabled.

However, Larry Anderson read Dr. Kimm's report on the sale of the X-ray room equipment

3. 10-15 Minutes: CHS Officer's Report - tabled
4. 10-15 Minutes: HR/Compliance Officer's Report - tabled

IX. FYI ITEMS

1. Additional departmental reports and documents are included for reference to the Health Advisory Board.
2. CRIHB "Thank You" letter for \$1,000 donation to annual raffle event and \$3,000 donation towards the first ever "California Indian Health Hall of Fame Awards", signed by James Allen Crouch.
3. CRIHB 40th Anniversary Award plaque honoring TRIHCI.

4. Thank you letter and appreciation award from Linda Hoy, Chairperson of the 2009 TRIHCI Health Fair.
5. Thank you letter from 2010 National Scout Jamboree for \$200 donation towards their trip to the 2010 National Scout Jamboree.
6. IHS quarterly Financial Status Report.

X. ADJOURNMENT

MOTION #17: Gayline hunter/Amanda Sierra motioned to adjourn at 3:31 p.m. The vote was 5-0-0, motion carried.

Amanda Sierra

Amanda Sierra, Secretary