

# TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

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## 7 OCTOBER 2009 BOARD MEETING MINUTES REVIEWED & REVISED DURING THE 4 NOVEMBER 2009 BOARD MEETING

I. CALL TO ORDER: Chairperson Patsy Vega called the meeting to order at 8.16 a.m.

II. ROLL CALL

5 Minutes: Actual time: 1 minute

Secretary, Amanda Sierra called roll:

<u>Board Members:</u>		<u>Staff</u>	
Patsy Vega		P Alan Barlow	P
Yolanda Gibson		A Francine Gibson	P
Gayline Hunter (arrived & seated @ 9:05 a.m.)	L	L Stephanie Gibson	L
Amanda Sierra		P Larry Anderson	L
Barbara Baga		P Danièle Healy	P
Veronica McDarment (arrived @ 8:19 a.m.)	L		
Melanie Santos	P		
Shawn Williams (arrived & seated @ 8:51 a.m. & unseated @ 9:05 a.m. - reseated @ 10:00 a.m.)	L		
Alberta Chavez (seated @ 8:17 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: 4 minutes

Chairperson Patsy Vega inquired whether we should reschedule the interviews to another day in order to allow Board Members to attend a community member's funeral. It was agreed to wait until 9:00 am when all Board Members were present to decide.

MOTION #1: Barbara Baga/Amanda Sierra motioned to approve the agenda as written. The vote was 4-0-0, motion carried.

Veronica McDarment and Stephanie Gibson arrived at 8:19 a.m.

IV. REVIEW/APPROVAL OF PREVIOUS MEETING MINUTES

1. 5 Minutes: Actual time: 14 minutes

September 2, 2009 Board Meeting

Some corrections were noted and will be highlighted in yellow in the final version. Amanda Sierra asked to be consistent and include first and last name of people mentioned in the minutes.

**MOTION #2:** Amanda Sierra/Barbara Baga motioned to approve the minutes of September 2, 2009 Board meeting, with changes. The vote was 5-0-0, motion carried.

2. 5 Minutes: Actual time: 8 minutes

September 21, 2009 Special Board Meeting

Amanda Sierra will provide Danièle Healy with the times and motions for the closed session. Tabled until information is received.

3. 5 Minutes: Actual time: 11 minutes

September 25, 2009 Special Board Meeting.

Times and corrections were made.

*Shawn Williams arrived at 8:51 and was seated at that time.*

**MOTION #3:** Barbara Baga/Amanda Sierra motioned to approve the minutes of September 25, 2009 Board meeting with corrected times. The vote was 6-0-0, motion carried.

4. 5 Minutes: Actual time: 13 minutes

September 28, 2009, Special Board Meeting

Motion 2 was left out on Patsy Vega's notes; this was corrected.

**MOTION #4:** Barbara Baga/Veronica McDarment motioned to approve the minutes of September 28, 2009 Board meeting with corrections. The vote was 5-0-1, motion carried. Melanie Santos abstained.

Chairperson Patsy Vega suggested rescheduling the CEO interviews to Friday, October 9, 2009 @ 9:00 a.m. to

allow Board Members to attend the funeral this afternoon. There was consensus to reschedule the CEO interviews as suggested by Chairperson, Patsy Vega.

Gayline Hunter arrived at 9:05 a.m. and was seated at that time. Shawn Williams was unseated at @ 9:05 a.m.

V. COMMITTEE REPORTS

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

Personnel Committee Report

a) CEO Job Description - Approval

The Revision date was changed to October 7<sup>th</sup>, 2009. Alan Barlow went over the changes and additions.

**MOTION #5:** Barbara Baga/Gayline Hunter motioned to approve the CEO Job Description as revised. The vote was 6-0-0, motion carried.

b) Board Candidacy Drug Testing Disclaimer

Alan Barlow read over the suggested changes to Section H. of the Application for Candidacy relating to drug testing.

**MOTION #6:** Gayline Hunter/Barbara Baga motioned to approve the Board Candidacy Drug Testing. The vote was 6-0-0, motion carried.

2. 5-10 Minutes: Actual time: 13 minutes

CHS Committee Report

No written report was provided; Shawn Williams summarized the meeting from her notes.

Shawn Williams stated that there was consensus to put Patient Registration back under the CHS Department. Alan Barlow commented that this was improper and that this issue, being one of organizational structure, should be reassigned to Personnel Committee for further discussion and decision.

Given that some of the issues have risen out of the findings of recent audits, Alan Barlow and Francine Gibson suggested asking Larry Anderson what the auditors

are looking for before we make organizational changes. Specifically, there is a question regarding whether auditors should even be directed to hard files if information is being entered and tracked electronically--at some point, we will be paperless. Where are they looking for information and why? Alan Barlow suggested to structure this based on evidence and need, not mere preference. This is critical to establishing a system that does not change with the people in place.

Shawn Williams reported that the CHS Committee would like Ray Fuentes to have his room back due to confidentiality concerns and that triage could be done somewhere else. Alan Barlow voiced his frustration and stated that this is an operational issue that should be based on evidence brought to the CEO, not to the CHS Committee. No other department has a committee dedicated to hearing its personnel issues, and this is not the role of the CHS Committee in the first place--hearing patient issues or ruling on denials is.

Alternatively, Alan Barlow explained that numbers monitoring the triage function are being collected to find out if the change is successful, and similar numbers were to be provided for Ray Fuentes' productivity. He also reiterated that if privacy---rather than preference--is truly the issue, Ray Fuentes has been given the authority and keys to bring patients to the Training room or Optometry room for privacy. Alan Barlow questioned whether this was an emotional decision or a factual decision?

Shawn Williams reported that the CHS Committee questioned whether Mary Catton was using Greenway.

3. 5-10 Minutes:                   Actual time: 8 minutes

Finance Committee Report

There was no written committee report; Gayline Hunter asked Larry Anderson to summarize the meeting.

- August Financial statements were given out;
- Discussion on donation policy (on agenda today)
- Discussion of travel policy.
- Reviewed Co-pay reports
- Larry Anderson gave a presentation on how to handle tribal contributions; the committee suggested opening a

separate account with Wells Fargo.

- The next Finance Committee meeting is scheduled for October 23, 2009 @ 9:00 a.m.

**MOTION #7:** Gayline Hunter/Barbara Baga motioned to approve all the Committee reports. The vote was 6-0-0, motion carried.

**VI. OLD BUSINESS**

1. 10-15 Minutes:            *Actual time: 45 minutes*

Developing a System for Tribal Funds Usage:  
Form Approval

Alan Barlow reviewed and read the form he has been working on for Tribal Members to submit their requests for assistance.

The duplication of services with Tribal Council was discussed.

This will also be brought up at the next CHS meeting.

*10:00 a.m.: The conversation was stopped to allow the Department Heads to present their quarterly reports.*

*Veronica McDarment left the meeting at 10:00 a.m. Shawn Williams was seated at 10:00 a.m.*

*The focus of the meeting returned to evaluating the Form at 11:25 a.m.*

There are so many issues to be considered in administering the Tribal contribution funds that we have to acknowledge that we can't possibly know everything that will happen, and thus the Form is a good place to start. It will also be an educational tool and will serve as a guide when decisions are made. Alan Barlow suggested keeping a log of requests, decisions, rationales, etc. as part of this system.

Regarding the issues of Wellness Program requests, Alan Barlow noted that the responsibility should fall on our patients. We can and should guide them, but they need to come up with the justification for their proposal and can't expect us to do it for them.

*Melanie Santos left the room @ 11:31 a.m.; returned @ 11:44 a.m.  
Barbara Baga left the room @ 11:33; returned @ 11:36 a.m.*

In this Form, Alan Barlow noted that his goal is simply to get the initial process going and help the Board make decisions. Patsy Vega stated she believes the form is a good start.

The Board Members had a lot of questions, and rightfully so--this is something we have not done before. There are some things we know we will cover, and others we won't; however, understanding the reasoning for approvals and denials requires hearing cases---not blindly including or excluding procedures. In any case, Alan Barlow suggested giving approval for the implementation of the form. Chairperson, Patsy Vega concurred and suggested approving the form and sending a letter to the Tribal Office with The Board's suggestions and ideas. Alan Barlow said he could help formulating the letter if desired.

Francine Gibson remarked that the Form is fine and that we should address requests just like CHS requests. That is, the request will be submitted to the CEO, reviewed by the Board or a committee, and a final decision rendered to the patient. One change to the Form was suggested, noting that it should read that submission of a request does not guarantee approval.

**MOTION #8:** Barbara Baga/Gayline Hunter motioned to approve the form with corrections. The vote was 5-0-1, motion carried. Amanda Sierra abstained.

*Lunch break from 12:00 Noon until 12:33 p.m.  
Barbara Baga left the meeting at 12:05 p.m.*

**VII. NEW BUSINESS**

1. 40 Minutes:                      **Actual time: 25 minutes**

    TRIHCI Department Head Updates  
    *(time for certain at 10:00 am)*

- a. Medical Director (Dr. Jill Kimm)  
        (10 minutes)      **Actual time: 25 minutes**

        Refer to the Quarterly Medical Report under New Business.

        Dr. Kimm stated that she invested an enormous amount of time in Dr. Bal's training but he is a

magnificent physician worth keeping on. She commented that we need to keep the providers we invested in.

Dr. Kimm suggested having a patient membership card. We have season vaccines available; not yet the H1N1 vaccine. When we do, patients will be vaccinated by priority: providers, pregnant women, children and people over 45 first.

To answer Gayline Hunter's question, Dr. Kimm mentioned that Dr. Hall is working out fabulously, that she is a fast typist (Greenway), has a great attitude, is a wonderful physician and seemed to be liked by the community.

Dr. Kimm mentioned the problems with our IPA, IMG. Chairperson Patsy Vega voiced her concern with the lack of providers available.

Dr. Kimm voiced her concern that the Medical Director shares an office with other providers while the Nursing Director enjoys a private office with door. It does not give the Medical Director much privacy or time for administrative duties. However, when asked, Dr. Kimm also noted that she enjoyed being in close with the other providers.

Dr. Kimm would like to revive the X-ray service; Dr. Bal can read X-rays. She will work with Francine Gibson and Linda Hoy to obtain the number of X-ray referrals we send out for and build the business case for this decision.

b. Dental Director

(10 minutes) Actual time: 27 minutes

Dr. Newman stated that Dentrax was a large investment for the Dental Department but it is doing what we hoped it would do. He discussed the use of Nitrous Oxide, stipulating that each patient is monitored; pregnant patients cannot use the nitrous gas & pregnant assistants cannot administer it.

*Alberta Chavez left the room at 10:35 a.m. and returned at 10:40 a.m.*

Dr. Newman reported that Delta Dental is a major insurance carrier in California; we are working on becoming a provider for them.

Dr. Newman reported that the Dental Department distributed another survey in September that did very well (results will be given in the next Dental report) and that they opened the satisfaction rating to a 5-point scale instead of a 3-point scale in hopes of getting more specific information.

Dr. Newman also reported that they removed "auto approve" capabilities in Dentrrix and are performing QA process on themselves (i.e., Peer Reviews).

Dr. Newman stated that the air compressors and vacuums may have to be replaced. It would cost approximately \$9,000 to \$10,000 for new equipment and approximately \$3,000 to revamp the current equipment. Chairperson, Patsy Vega suggests getting 3 bids if we are replacing the equipment. Alan Barlow informed Dr. Newman that he will need to submit a Capital Expenditure request to our CFO, Larry Anderson.

Dr. Newman informed us that lasers are getting big in Dental, especially in Dental Hygiene, and will get even bigger in the future. This would require another capital purchase (approx. \$16,000) and staff would need training if this is the route we decided to go.

Chairperson Patsy Vega asked if he handled the registration issue mentioned in his report. Dr. Newman assured the Board that it is not an individual problem, but a systematic one. Patients need to go to Patient Registration first.

- c. Director of Nursing (Acting)  
(10 minutes) **Actual time: 7 minutes**

Brianna Edwards-Ward was busy on the floor in the absence of Mary Catton, Director of Nursing. Consequently, Alan Barlow read through the Nursing quarterly report.



Patsy Vega left the room at 11:16 a.m.; returned at 11:18 a.m.  
Gayline Hunter left the room at 11:18 a.m.; returned at 11:28 a.m.

Alan Barlow confirmed that 2 nursing employees and Margaret Hernandez, Diabetes Program Assistant, will attend the GPRA conference in November 2009.

d. Outreach Services Director

(10 minutes)

Actual time: 20 minutes

Jovita Mendoza has been working with TRIHCI for 3 months. Refer to the Outreach Quarterly Report under New Business.

In response to Board concerns, Jovita Mendoza reported that the CHRs do more than home visits; they transport, run errands for patients, etc. and are a group of very committed and busy ladies with 25 years of collective experience.

The Transportation Department is limited to 3 employees at this time. Jovita Mendoza mentioned that she is aware of the dissatisfaction in the community as we have to deny some same-day requests. The Transportation department is keeping track of the requests.

The Diabetic program has a vacant position for the Diabetic Nurse Coordinator. The PHN is currently responding to referrals personally, as it requires an RN.

Jovita Mendoza is heading the emergency preparedness committee where influenza, fire prevention, floods were discussed.

The Outreach Department partnered with the community gym and started community walks; this Friday, the breast cancer awareness walk will take place.

Jovita Mendoza stated that we are very lucky to have the doctors we have; they are so open to home visits.

Bernice Vasquez just returned from CHR training and the CHRs will provide in-service at the next all staff meeting to make staff understand their role.

Jovita Mendoza handed out H1N1 Flu brochures.

Alan Barlow stated that Jovita Mendoza has done a very good job in the three months she has worked here.

*The meeting resumed here at 12:33 p.m.*

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

Board Resolution # 2009-06: Selection of Wells Fargo Bank to hold 2009-2010 Tribal Contribution Funds.

This was a consensus recommendation of the Finance Committee.

Larry Anderson handed out a form for the officers to complete.

**MOTION #8:** Shawn Williams/Gayline Hunter motioned by Board Resolution #2009-06 to approve the selection of Wells Fargo Bank to hold 2009-2010 Tribal Contribution Funds. The vote was 5-0-0, motion carried.

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

2009-2010 1<sup>st</sup> Quarterly IHS Report

Alan read his letter addressed to Travis Coleman.

*Gayline Hunter left the room at 12:41 p.m. & returned at 12:43 p.m.*

4. 20-25 Minutes:                    **Actual time: 12 minutes**

BOD By-Laws Review: Provisions for Drug Testing

Alan Barlow read the document Section 5 Eligibility to Serve as Board Member, section (f). He proposes to include these provisions in the Board By-Laws per the direction of the Board.

**MOTION #9:** Gayline Hunter/Amanda Sierra motioned to approve the revision to the BOD By-Laws. The vote was 5-0-0, motion carried.

5. 10-15 Minutes:                    **Actual time: 2 minutes**

Sponsorship and Donations Policy Review

Further discussion and evaluation of this item was referred to the Finance Committee

6. 10-15 Minutes:           Actual time: 18 minutes

\$100,000 Raise/Bonus Pool Request for FY 2009-2010

Refer to the CEO's letter addressed to the Board of Directors requesting the Board to supplement the \$63,981 IHS Raise/Bonus Pool by \$36,019. It is Alan Barlow's intention to distribute smaller pools to each department based on their ratio of total salary expenses for FY 09-10, and then to let each Department Head distribute the funds to employees based on performance. This falls in line with maintaining PAS goals. It is also Alan Barlow's intention to distribute these funds as bonuses to protect against incurring additional fixed costs in our budget in the years ahead.

Given the economy, Gayline Hunter has no problems distributing the \$63,981 IHS is providing, but would rather see the difference go to Capital Expenditures. Patsy Vega would like to see the \$63,981 go to staff, not professionals. Alan Barlow appreciated the Board's position on this question but also inquired whether the Board would negotiate additional funds up to even \$75,000 rather than the \$100,000 requested. In his opinion, Alan Barlow stated that the employees deserve these funds--- that they have stepped up their roles with Greenway and other transitions, and that they often take abuse from the community. However, the Board uniformly denied this request as well, limiting the funding pool to those funds provided by IHS.

**MOTION #10:** Gayline Hunter/Shawn Williams motioned to approve the IHS Raise/Bonus Pool for all employees. The vote was 5-0-0, motion carried

7. 15-20 Minutes:           Actual time: 11 minutes

Provider Contract: Dr Marmolejo, Podiatrist

Alan Barlow presented TRIHCI's standard independent provider agreement approved by our attorney, only inserting information (indicated in bold type) where allowed for each provider. Small changes were made,

including adding a date on #5.07 = June 30, 2010.

**MOTION #11:** Shawn Williams/Gayline Hunter motioned to approve Dr. Marmolejo's agreement as presented. The vote was 5-0-0, motion carried.

**VIII. DEPARTMENTAL REPORTS**

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

Chief Executive Officer's Report

Alan Barlow summarized his report.

Patsy Vega questioned if our salary scale is still comparable to IHS' salary scale. Alan confirmed that we are definitely competitive, from a compensation standpoint.

Based on recent surveys, employees are happy at TRICHI. Alan suggested that the Leadership Team continue to disseminate Employee Engagement/ Satisfaction surveys to continue monitoring satisfaction.

**MOTION #12:** Amanda Sierra/Shawn Williams motioned to approve the CEO's report as presented. The vote was 5-0-0, motion carried.

2. 10-15 Minutes:            **Actual time: 5 minutes**

Chief Financial Officer's Report

Larry Anderson summarized his report.

He presented a new signature card for Union Bank for the Board to sign due to Alan Barlow's departure. Alan Barlow also mentioned that each Board member has to review all tax returns before the audit. Larry Anderson will put the Tax Return on the Finance Committee meeting agenda and asked the Board members to bring any questions then.

**MOTION #13:** Gayline Hunter/Melanie Santos motioned to approve the CFO's report as presented. The vote was 5-0-0, motion carried.

3. 10-15 Minutes:            **Actual time: 8 minutes**

CHS Officer's Report

Francine Gibson summarized her monthly report.

Gayline asked what IMG is: Independent Medical Group.

**MOTION #14:** Shawn Williams/Gayline Hunter motioned to approve the CHS Officer's report as presented. The vote was 5-0-0, motion carried.

4. 10-15 Minutes:            **Actual time: 25 minutes**

HR/Compliance Officers' Report

Stephanie summarized her Quarterly Report. She mentioned that we are doing a new summary of what TRIHCI pays for each employee's family benefits, not just their salary. It was done last year and was eye opening.

Alan Barlow introduced a Proposal to renovate and improve TRIHCI's Board Room. This proposal was developed by Stephanie Gibson & Danièle Healy for the Board's consideration, per the Board's request. In addition to raising the level of professionalism at TRIHCI, safety issues were brought up during the last OSHA audit, which compelled them to solicit bids for renovations of the Board Room.

**MOTION #15:** Shawn Williams/Amanda Sierra motioned to approve the HR/Compliance Officer's quarterly report as presented, including the conference room renovation proposal submitted. The vote was 5-0-1, motion carried; Melanie Santos abstained.

**IX. PRELIMINARY INTERVIEWS - CEO CANDIDATES**

CEO interviews were rescheduled to Friday, October 9, 2009 @ 9:00 a.m. to allow Board members to attend a community member's funeral on Wednesday, October 7<sup>th</sup>, 2009.

**X. FYI ITEMS**

1. Mary Catton, Director of Nursing, will be returning from her medical leave of absence on October 12, 2009.
2. CRIHB's 40<sup>th</sup> Anniversary Celebration will take place October 14<sup>th</sup> thru October 16<sup>th</sup>, 2009.
3. Patsy Vega mentioned to the Board members that we need to start thinking about the 2010 Elections. Danièle Healy has updated the document that needs to be reviewed and approved by the Elections Committee. Danièle Healy will schedule a committee meeting prior to the November Board meeting.

*Melanie Santos left the room at 2:30 p.m. & returned @ 2:45 p.m.*

XI. ADJOURNMENT

MOTION #16: Shawn Williams/Amanda Sierra motioned to adjourn at 2:43 p.m. The vote was 4-0-1, motion carried.

A handwritten signature in blue ink that reads "Amanda Sierra". The signature is written in a cursive style and is positioned above a horizontal line.

Amanda Sierra, Secretary