

TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

2 September 2009 Board Meeting Minutes Reviewed & Approved at the 7 October 2009 Board Meeting

I. **CALL TO ORDER:** Chairperson, Patsy Vega called the meeting to order at 9:10 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	Alan Barlow	P
Yolanda Gibson	P	Francine Gibson	P
Gayline Hunter	P	Stephanie Gibson	P
Amanda Sierra	P	Larry Anderson	P
Barbara Baga	P	Danièle Healy	P
Veronica McDarment	P		
Melanie Santos	I		
Shawn Williams (seated @ 9:11)	P		
Alberta Chavez	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: 1 minute

MOTION #1: Amanda Sierra/Barbara Baga 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: 1 minute

July 1, 2009 Board Meeting

MOTION #2: Gayline Hunter/Amanda Sierra motioned to approve the July 1, 2009 meeting minutes as written. The vote was 4-0-2 (Yolanda Gibson & Shawn Williams abstained).

2. 5 Minutes: Actual Time: 1 minute

August 5, 2009 Board Meeting

MOTION #3: Gayline Hunter/Yolanda Gibson motioned to approve the August 5, 2009 meeting minutes as written. The vote was 6-0-0, motion carried.

3. 5 minutes: Actual Time: 1 minute

August 7, 2009 Special Board Meeting

MOTION #4: Yolanda Gibson/Amanda Sierra motioned to approve the August 7, 2009 meeting minutes as written. The vote was 6-0-0, motion carried.

V. COMMITTEE REPORTS

1. 5-10 Minutes: Actual Time: 12 minutes

Personnel Committee Report

The agenda of the meeting is in the binder.

Alan Barlow explained that although he had previously reported otherwise, Gary Gahart's background is not a problem given the position he will hold. He contacted Susan Dahl, Compliance Officer at CRIHB, who confirmed that since he does not have direct contact with the patients, there is no problem.

Yolanda Gibson read through her notes and reported that Rebecca Gahart resigned. We will make sure that she reimburses the monies she still owes for her travel. Ronii Santos' WIA temporary contract has expired. She was told about the part time Elder Services Coordinator position but she withdrew her application. Mary Catton is on Medical leave, and Terry Williams is on administrative leave.

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

CHS Committee Report

- a. No report

3. 5-10 Minutes: Actual Time: 12 minutes

Finance Committee Report

Yolanda Gibson reported that the Committee reviewed the financial statements and accepted them as presented.

Shawn Williams wants to see co-pays on a monthly basis. Larry informed her that the monthly co-pay report is at the back of the financial report.

Alan Barlow affirmed that Dental no longer holds CHS responsible for dental labs - this situation has been resolved.

Larry reported that revenues were down for July-between projected budget and now. All board members should provide travel reports.

We received more information on our stimulus package; monies will be allocated to the expansion of the parking lot and upgrades to the HVAC system. Larry is receiving bids for the parking lot expansion.

Bids for 3 outreach vehicles were accepted until 8/31/09.

The Board members asked to revise the sponsorship policy to have checks issued directly to vendors instead of individual community members. Larry distributed the current policy with the form attached. This will be brought back to the next Finance Committee meeting, scheduled for Wednesday, 9/23 @ 9:00 a.m.

Shawn Williams asked for funds to be set aside for improvements to be made to the Board Room.

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

Grievance Committee Report - No meeting this month.

VI. OLD BUSINESS

1. 5-10 Minutes Actual Time: 2 minutes

Health Advisory Board/CEO Evaluations

Several Board members still need to turn in their self and peer evaluations. Some will fill out the forms after the meeting.

VII. NEW BUSINESS

1. 30-40 minutes

Community Members Presentation.

Presentations by community members are not grievance hearings, and no community member submitted their concern in writing as previously asked by board Chairperson, Patsy Vega. Stephanie Gibson explained that Patient Grievance forms and Incident Report forms are available at the front desk

a. Carrie Franco (10 minutes) -No show

b. Betsey Foote (10 minutes) **Actual Time: 17 minutes**

Betsey Foote presented her discontent for not being hired as an LVN and reported complaints from the community about the lack of care being given by the physicians.

Alan Barlow addressed Betsey's concerns according to TRIHCI's policy and procedures. Chairperson, Patsy Vega, reiterated that complaints should be presented in writing.

Secretary, Amanda Sierra informed Betsey that her case was discussed at the June 26, 2009 Personnel Committee meeting.

Betsey questioned our Indian preference policy and Alan Barlow explained it to her.

Amanda explained that a lot of the concerns **Betsey** brought over **were** already brought forth to the Board.

Betsey asked to review the July 1, 2009 board meeting minutes that referenced her case. She was given a copy of the minutes.

Alberta Chavez left the room at 11:24 a.m. and returned at 11:28 a.m. Alberta Chavez left the meeting @ 11:29 a.m.

The board took a short break @ 11:29 a.m. to 11:36 a.m.

c. Barbara Peyron(10 minutes) - no show

2. 30-40 minutes Actual Time: 70 minutes

Interview: Dr. Jill Kimm, Medical Director.

Alan Barlow explained to the Board members that Dr. Kimm has assumed the interim Medical Director position for the past 90 days. Dr. Kimm was introduced to all the Board Members. Alan explained that a standard battery of questions will be given her that focus more on behavioral description rather than her capabilities - we already know that she can do the job. Alan explained that he would like to follow the "STAR" acronym; it stands for: Situation, Task, Action you took, and the Result of that action. In delivering her answers, Alan counseled that the more recent the better, and the more job related the better.

The set of questions can be found in the binder.

Alan believes that Dr. Kimm is the strongest candidate for the Medical Director position that we've had so far. Stephanie Gibson believes that she will lead by example. Her professionalism and care for the community are exemplary. She is currently directing patients to whoever can give them the best care and she is actively bridging the gap between CHS, Outreach, even Finance and finds glitches in the system and fixes them.

Yolanda left the room at 10:47 a.m. and returned at 10:52 a.m.

Alberta left the room at 10:52 a.m. and returned at 10:57 a.m.

Alan Barlow stated that there may be a quality trade-off with her quantity of work; numbers may be going down as she will be spending more time with patients. This is the case for all providers, and we need to find a balance between quality care and provider production on a monthly basis.

In summary, Dr. Kimm is not offering a panacea for our clinic, and we cannot expect one from her. With that being said, Alan is in favor of hiring Dr. Kimm as Medical Director. Any concerns will be able to be addressed directly as Dr. Kimm will attend Board

meetings in the future.

Dr. Kimm's position and salary will be discussed in closed session. Stephanie Gibson collected the filled out questionnaires.

Alan explained that Dr. Sarah Hall has also approached him and Human Resources to become a permanent employee as soon as possible.

3. 30-45 minutes Actual Time: 15 minutes.

Developing a System for Tribal Funds Usage

Alan Barlow invites board members to give input on how to use the funds and to structure how it is going to look. We need guidelines and assuming we are not going back in time, we have funds for medical issues in this calendar year, i.e., no CHS denials from 2 years ago will be reimbursed with these funds.

Yolanda Gibson received suggestions to put money aside for Diabetics with gastric by-pass needs. This can become very expensive if the patient does not follow the right procedure. Alan does not want people to circumvent the CHS process.

The board started discussing Eligibility but this was tabled until a Special Board Meeting on September 15th @ 8:30 a.m.

- CHS eligible/current tribal members.
- Abide by CHS eligibility

4. 15-20 minutes Actual Time: 13 minutes

Capital Purchase - TRIHCI Security Estimate

Estimates are provided in the binder. The amounts are outside of Alan's realm of approval.

Alan explained that the request for this type of security was not initiated by the Health Center; we were approached by the fire department. We need proper approval of the broader Tribal plan in order to go forward with this proposal.

5. 15-20 minutes Actual Time: 2 minutes

Travel Policy Approval - Tabled until September 15th,
2009 Special Board meeting.

VIII. CLOSED SESSION

1. 15-30 Minutes: Terry Williams, by request (TIME SET FOR 11:30 AM)
2. 15-30 Minutes: Alan Barlow, CEO
Clinic Status and Review of Provider Contracts

MOTION #5: Barbara Baga/Yolanda Gibson motioned to go into closed session at 11:36 a.m. The vote was 6-0-0, motion carried.

MOTION #6: Gayline Hunter/Amanda Sierra motioned to come out of closed session at 2:26 p.m. The vote was 6-0-0, motion carried.

MOTION #7: Gayline Hunter/Shawn Williams motioned to accept Alan Barlow's resignation presented during the closed session. The vote was 6-0-0, motion carried.

MOTION #8: Yolanda Gibson/Shawn Williams motioned to uphold the CEO's recommendation regarding the CalWORKs Coordinator termination and to inform CRIHB and the AAIR program. The vote was 6-0-0, motion carried.

MOTION #9: Veronica McDarment/Barbara Baga motioned to hire Doctor Jill Kimm as Medical Director at \$180,000/year. The vote was 6-0-0, motion carried.

MOTION #10: Gayline Hunter/Yolanda Gibson motioned to extend Dr. Bal's contract for 1 month with Dr. Kimm overseeing Dr. Bal's performance. The vote was 6-0-0, motion carried.

MOTION #11: Barbara Baga/Yolanda Gibson motioned to extend Dr. Honka's contract for another three (3) months with revenue/expense to be re-evaluated at that time. The vote was 6-0-0, motion carried.

Barbara Baga left the meeting at 2:33 p.m.

IX. DEPARTMENTAL REPORTS

1. 10-15 Minutes Actual Time: 16 minutes

Chief Executive Officer's Report

Alan Barlow summarized his report. Yvette Roubideaux IHS Director, is requesting volunteers to provide input & Tribal consultation for the National IHS reform.. Gayline Hunter volunteered and will meet with Alan prior to September 21, 2009.

MOTION 12: Gayline Hunter/Yolanda Gibson motioned to approve the CEO report as submitted. The vote was 5-0-0, motion carried.

1. 10-15 Minutes Actual Time: 9 minutes

Chief Financial Officer's Report

Larry summarized his report. A summary of co-pays report is now included in the CFO report. Gayline Hunter asked for updated reports when Linda Hoy has them ready.

MOTION 13: Yolanda Gibson/Gayline Hunter motioned to approve the CFO report as submitted. The vote was 5-0-0, motion carried.

2. 10-15 Minutes Actual Time: 22 minutes

CHS Officer's Report

Francine Gibson reported that now that we have eliminated 3 vehicles, Ray Fuentes has a concern that he may not have a vehicle when he transports patients. However, it was noted that this is not a critical concern because one of the three vehicles was not in operations, Alan has turned his vehicle in to Outreach, and Mary Catton's vehicle is also available. In essence, the same number of vehicles are available.

Stephanie suggested that CHRs and Transporters arrange their schedules better in order to not double up on trips. Alan will push this back on Jovita Mendoza and have her keep a record of vehicle requests. We currently do not have enough information documented. Shawn Williams stated that if CHRs do not do home visits they do not need the vehicles. Alan will discuss this with Jovita Mendoza, request more information and a vehicle schedule from her.

Francine mentioned that Apple Yazzie is back and is auditing Greenway and RPMS and has come across several discrepancies between the 2 systems, Alan asked that

Apple prepare a report of discrepancies on a spreadsheet, including how frequent, what the discrepancy is, how the information is filtered down, and patterns regarding missing information. Alan also stated that per her job description, Apple should correct things she finds---not simply find them and pass them on. He noted that she is empowered to become a problem solver, not only a reporter, and that her records spreadsheet can help this process.

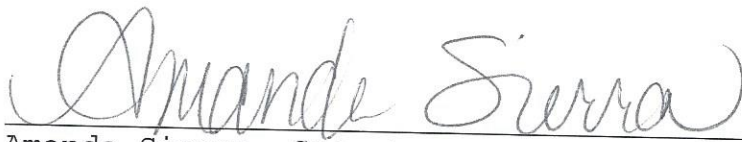
MOTION 14: Amanda Sierra/Gayline Hunter motioned to approve the CHS report as presented. The vote was 5-0-0, motion carried.

X. FYI ITEMS

1. Additional departmental reports and documents are included for reference to the Health Advisory Board.
2. Unless otherwise directed, the CEO will be attending the National Indian Consumers conference in Washington, D.C. on September 13-19, 2009. In light of his resignation and short time left prior to his departure, Alan Barlow was asked to not attend this conference.

XI. ADJOURNMENT

MOTION # Gayline Hunter/Veronica McDarment motioned to adjourn at 4:04 p.m. The vote was 5-0-0, motion carried.



Amanda Sierra, Secretary