

# TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

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PORTERVILLE, CALIFORNIA 93258

## 6 JANUARY 2010 BOARD MEETING MINUTES REVIEWED & REVISED DURING THE 9 February 2010 BOARD MEETING

- I. **CALL TO ORDER:** Chairperson, Patsy Vega called the meeting to order at 9:08 a.m.
- II. **ROLL CALL:** Secretary, Amanda Sierra roll called.

<u>Board Members:</u>		<u>Staff</u>	
Patsy Vega	p	Michael Cook	p
Barbara Baga	p	Dr. Jill Kimm	p
Yolanda Gibson	p	Francine Gibson	p
Gayline Hunter	p	Larry Anderson	p
Veronica McDarment 9:09 a.m.	L	Stephanie Gibson	p
Melanie Santos 9:12 a.m.	L	Danièle Healy	p
Amanda Sierra	p		
Shawn Williams - seated @9:08 a.m. unseated @ 9:12 a.m.	p		
Alberta Chavez 9:13 a.m.	L		

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

### III. APPROVAL OF AGENDA

1. New Business #5 - Add Shawn Williams' letter
2. New Business #6 - Yolanda Gibson's report on concerns with Warnack's Pharmacy.

**MOTION # 1:** Barbara Baga/Shawn Williams motioned to approve the agenda with 2 additions. The vote was 5-0-1; motion carried. Veronica McDarment abstained.

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

1. December 2<sup>nd</sup>, 2009 Board Meeting Minutes:

**MOTION #2:** Yolanda Gibson/Amanda Sierra motioned to approve the December 2, 2009 Board meeting minutes with corrections. The vote was 6-0-0; motion carried.

2. December 14, 2009 Special Board Meeting Minutes:

**MOTION #3:** Amanda Sierra/Gayline Hunter motioned to approve the minutes of the December 14, 2009 Board meeting with correction. The vote was 4-0-2; motion carried. Barbara Baga and Veronica McDarment abstained.

**V. OLD BUSINESS**

1. Tribal Contributions Update - draft of parameters:

The check was located in the Tribal office and should be ready by 4:00 p.m. today, at Tribal Fiscal.

CEO, Michael Cook asked to defer the quarterly report discussion to the Finance committee meeting agenda item.

2. Updated Staff Schedule:

Michael Cook asked to defer to Personnel committee section of the agenda.

3. Board By-Laws:

Some changes were made. A copy of the corrected version will be e-mailed to the executive committee. A fresh copy of the By-Laws will be given to the new board in February.

Shawn Williams and Yolanda Gibson recommended that each committee should prepare a written policy. Each policy should include the 15 minute rule waiting time for quorum suggested by Shawn Williams and election of Officers.

**MOTION #4:** Barbara Baga/Gayline Hunter motioned to approve changes to the bylaws. The vote was 6-0-0, motioned carried.

*Melanie Santos left the room at 10:30 a.m. & returned at 10:51 a.m.*

4. November 2009 Department Reports:

CEO Report: Francine Gibson read through the November 2009 CEO report that was tabled during the December 2009 Board meeting.

Will the CalWORKs Coordinator position be filled? Stephanie has asked Lisa Graham for a report on

whether she has had to defer any patients after Terry Williams left. No, but she has not been able to document anything and is far behind in files & reports. Stephanie asked for justification to re-ly the position; Larry Anderson stated that we have the funds.

Stephanie Gibson voiced a Concern in that department: the Administrative Assistant is rarely in the office; she is often on transports or shopping for snacks for the department. Stephanie Gibson emphasized the need to have the administrative personnel present in the office. The whole department has been moved under CEO again.

Lisa Graham's salary is being funded under the CalWORKs grant. She is currently documenting sessions but not formalizing a development plan. She has done reports to submit to CalWORKs.

**MOTION #5:** Gayline Hunter/Veronica McDarment motioned to approve November 2009 CEO report. The vote was 5-0-1, motion carried. Melanie Santos was absent during the vote.

Gayline asked if Marcia Roper, Dietician will be going from room to room to see the patients during the Diabetic Thursdays and will her numbers go up? Dr. Kimm confirmed that Dental, Dietician, and Optometry will be available on Diabetic Thursdays. Dr. Marmolejo, Podiatrist, is in the clinic on Mondays only. The dietician will be there one Thursday per month.

*Amanda left the room at 10:44 a.m. and returned at 10:48 a.m.*

Shawn asked if the Director of Nursing was now on the floor. Michael Cook reported that we are under discussion and he will touch on this during his report.

Fiscal Report: Larry Anderson read through his report. We already covered the parking earlier. Larry reported that charting is still a problem. He reported that the bank account is set up for the tribal contributions and that we will be hearing a lot about the state budget.



Patsy Vega questioned the request for another billing department employee. Larry Anderson explained that CRIHB suggested that we should have 3 billing employees.

CEO, Michael Cook asked that this be deferred for another month or so to allow him to look into it. Gayline asked how many employees are going to school: None, Casey Carrillo is doing on-line schooling. Stephanie stated that all 30/10 schedules have been put on hold.

**Motion #6:** Gayline Hunter/Amanda Sierra motioned to approve the Fiscal report. The vote was 5-0-1, motion carried. Yolanda Gibson was absent during the vote.

*Yolanda Gibson left the room at 10:57 a.m. and returned at 11:03 a.m.*

*Amanda Sierra left the meeting at 11:04 a.m.; Shawn Williams was seated at that time.*

*Yolanda Gibson left the room at 11:05 a.m. and returned at 11.11 a.m.*

CHS Department Report for November 2009: Francine Gibson read through her report.

**MOTION #7:** Shawn Williams/Barbara Baga motioned to approve the CHS Report for November 2009. The vote was 5-0-1, motion carried. Yolanda Gibson was absent during the vote.

HR/Compliance report - Stephanie Gibson read through the November 2009 report.

Stephanie Gibson reiterated some employees' reluctance to use Greenway; We have no compatible CHS component; there are a variety of concerns, mainly regarding templates; there is too much typing involved. Shawn Williams asked who the super users are: Wenonia Plunk, Kindall Forrest, Jamie Gibson, Ray Derby, Rebecca Moreno, Margaret Hernandez. Mitzi Rodriguez works with the Clinic Application Team (CAT) for CHS needs.

**MOTION #8:** Shawn Williams/Barbara Baga motioned to approve the HR/compliance report for November 2009. The vote was 6-0-0, motion carried.

**MOTION #9:** Gayline Hunter/Veronica McDarment motioned that

there be no more unnecessary purchase of furniture. The vote was 6-0-0, motion carried.

It was suggested to put capital asset tags on all furniture & equipment; this will be handled by Mr. Cook.

Medical/Nursing Report for November 2009:

Dr. Kimm shared a concern regarding the prioritization of the H1N1 vaccine for pregnant woman; a list of pregnant women is not available in Greenway. Dr. Kimm was able to capture two pregnant women who came to the clinic; she knows of nine pregnant women in the community; they have not been vaccinated by us. CHR's should be able to find out who they are and get them to come in to be vaccinated by doing home visits. We have no shortages in seasonal and H1N1 vaccines; however the small children vaccines were returned as it was too weak.

*Yolanda left the room at 11:53 a.m. and returned at 12:02 p.m.*

**MOTION #10:** Gayline Hunter/Barbara Baga motioned to approve the Nursing/Medical report for November 2009. The vote was 5-0-1, motion carried. Yolanda was out during voting.

*Lunch break at 11:56 a.m.*

Outreach Department Report for November 2009:  
Francine Gibson read through the November 2009 Outreach report.

Melanie Santos reported a communication problem with the front desk when an emergency was called in on January 5<sup>th</sup>. It was suggested that the front desk employees ask better questions when patients call in. However, the front desk does not do triage. Yolanda Gibson asked to have Jovita Mendoza write an article for the newsletter asking community members to lock up their dogs & call Outreach when they do want services.

Shawn Williams stated that she heard that the CHR's take too long talking to patients about their problems. Outreach is requesting 4 transporters -

are they really needed? They have been working the whole year with 3 Transporters. When there is a lack of Transporters, the CHRs act as backup. Shawn Williams wants to remind the Transporters to only transport Indian patients. Stephanie Gibson stated that we need to improve communication between Nursing, CHS and the Transporters. Shawn Williams stated that long distance transports should be handled by the Transporters and the CHRs should handle the overflow. Efficiency and communication discussions are taking place right now.

**MOTION #11:** Gayline Hunter/Barbara Baga motioned to approve the Outreach report for November 2009. The vote was 6-0-0, motion carried.

*Lunch break @ 11:56 a.m. - 12:43 p.m.*

*Alberta Chavez left the meeting @ 12:10 p.m.*

*Yolanda Gibson left the room @ 12:35 p.m. and returned @ 12:53 p.m.*

5. November 2009 Committee Reports - Read & review - will be approved at the next Board Meeting.
6. Judy Nieto Retirement Party Reschedule  
Will be held in the Bingo Hall of the Casino on Thursday, January 7<sup>th</sup> @ 5:30 p.m.

#### **VI. NEW BUSINESS**

1. Raina Nieto - Massage Therapist

Raina Nieto would like to be hired by the Health Center as a massage therapist.

- Dr. Kimm stated that the optometry suite would accommodate her massage table.
- We could bill for her services as long as she works under a chiropractor contracted with TRIHCI who does not need to be on the premises when she provides services.
- She questioned whether supplies will be covered by a grant.
- Yolanda Gibson asked Michael Cook to check with IHS/CRIHB if funds would be available. Michael Cook



will research this.

- She charges \$45 on the reservation and \$65 in town.

- Michal Cook needs at least 2 weeks to evaluate this; he needs to talk with Dr. Honka to ensure that he would agree.

- Larry Anderson mentioned that there is a Specialties section in the Tribal contribution allocation list.

- Melanie Santos suggested looking at grants first then go with what Larry suggested and check with Dr. Honka.

- Amanda Sierra suggested referring this to Mr. Cook who will contact Raina Nieto within 2 weeks. (884-0971)

2. CHS Committee - 180 Residency Rule - Tabled.
3. Silent Auction - addressed during CEO report
4. Audit of pay raises over the past 3 years - tabled
5. Letter from Shawn Williams

Danièle Healy was asked to read Shawn Williams letter out loud. Shawn Williams wants to update her phlebotomy and MA certificates to be considered for a position at TRIHCI in the future

6. Yolanda Gibson has concerns regarding Warnack Pharmacy

Yolanda Gibson reported an incident report from a patient regarding his and his wife's meds not being called in or faxed in to Warnack Pharmacy. The patient was upset because his referrals did not go out and his meds were not ready. Dr. Kimm was aware of the situation and was in contact with the patient. It showed that the meds were faxed through the Greenway system.

## VII. DEPARTMENTAL REPORTS FOR DECEMBER 2009

1. Chief Executive Officer's Report

Michael Cook handed out a bullet format reporting headlines to spark discussions; he does not want to duplicate what has already been given by the ELT.

- Direction is needed for budget shortfalls - State shortfalls and direction to him.
- Nursing and Medical departments will now be combined
- Lack of credentialing: Dr. Kimm is not being recognized as a general family practitioner by Anthem/Blue Cross, only as a Neurologist. We are getting Dr. Hall credentialed. Dr. Bascar is available for admitting our patients in Kaweah Delta - Dr. Kimm finished her application 2 weeks ago and hopes that Linda will be able to transfer her application to Sierra View District Hospital. We cannot bill under Dr. Bascar or Dr. Vemuri.
- Some hard lines were eliminated when the new phone system was installed; Linda Hoy no longer has a fax line where credentialing information gets automatically sent to. Linda believes that this may have held up the credentialing. She has been given alternative fax access.
- Dr. Kimm reports opiate detoxification program to be halted.

*Barbara Baga & Veronica McDarment left the meeting at 1:04 p.m.*

- Mr. Cook believes we have been using 3<sup>rd</sup> party funds inappropriately. The Donation Program was stopped. Monies used have to be tied to our scope of work. We can review the 638 regulations ourselves. Gayline Hunter stated that she would like to see something that proves we are doing wrong.
- The Greenway implementation is a slow process; there are still bugs with billing package. We are reviewing and dealing with what we have right now.
- The overtime curtailed.
- Mr. Cook suggested discontinuing the answering service. The Board approved to terminate this service.
- The NEC pharmacy contract allows profit on brand medications that our insurance does not cover. Patsy



Vega asked if Michael Cook talked to our attorney about getting out of the contract with NEC. Michael Cook will meet with Amir on Friday in Sacramento. The inventory needs to be tightened and the bottom line is that it is out of control. Michael Cook confirmed that we will try and get out of NEC contract.

- Dr. Bal's 122 charts are left incomplete. It is unknown if, legally, Dr. Kimm can finalize his charts. It was suggested to have him come back and pay him by the chart. Gayline Hunter stated that we already paid the man to do the job; we should not pay him again for the same job.

*Gayline Hunter left the room @ 1:29 p.m. and returned @ 1:45 p.m.*

Michael Cook offers to bring Dr. Bal back and pay for lodging only. Patsy Vega suggested holding him to his scope of work. Michael Cook agreed to do some research and not to pay him anymore money and to finalize this issue.

- Inventory - Michael Cook asked direction from the Board as to how to dispose of the surplus furniture; he suggested a silent auction. Gayline Hunter stated that the furniture was originally purchased with IHS funds and that we should fill out a federal disposition form. Gayline Hunter requested that Larry Anderson ask for a letter from IHS saying that it is OK to sell the inventory.

**MOTION #12:** Shawn Williams motioned that the CEO and the CFO dispose of the inventory - motion died lack of second.

- Transportation issues - working on it.
- CalWORKs & Mental Health are now under the CEO. We are addressing billing issues, etc.
- A discussion on \$10K received related to chronic care - did the employees attend - Michael Cook will investigate and follow up.

**MOTION #13:** Shawn Williams/Yolanda Gibson motioned to accept the

CEO report for December 2009. The vote was 4-0-0, motion carried.

Cal immunization - records logged into the IFC system - we are not up to date.

2. Chief Financial Officer's Report - Read & review - will be approved at the next Board Meeting.
3. CHS Officer's Report - Read & review - will be approved at the next Board Meeting.
4. Medical Director's Report - Tabled
5. HR/Compliance Director's Report - Read & review - will be approved at the next Board Meeting.

**VIII. COMMITTEE REPORTS**

1. Personnel Committee Report - Read & review - will be approved at the next Board Meeting.
2. CHS Committee Report - Read & review - will be approved at the next Board Meeting.
3. Finance Committee Report - Read & review - will be approved at the next Board Meeting.

**IX. FYI ITEMS**

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

*Gayline Hunter left the meeting at 2:50 p.m. Quorum was broken.*

A special Elections Board meeting will be held on Monday, January 18<sup>th</sup>, 2010 at 9:00 a.m.

Due to Mr. Cook's travel, the February General Board meeting will be held either on Tuesday, February 9<sup>th</sup>, 2010 or Wednesday, February 10<sup>th</sup>, 2010 at 9:00 a.m. This will be decided after the elections, depending on the amount of Health Board members who will also be serving on the Tribal Council.



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Veronica McDarment, Secretary