

TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

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PORTERVILLE, CALIFORNIA 93258

1 July 2009 Board Meeting Minutes Reviewed and Approved during the September 2nd, 2009 Board Meeting

I. **CALL TO ORDER:** Chairperson, Patsy Vega called the meeting to order at 9:18 a.m.

II. **ROLL CALL**

5 Minutes: Actual time: 2 minutes

Secretary, Amanda Sierra roll called

<u>Board Members:</u>		<u>Staff</u>	
Patsy Vega	P	Alan Barlow	P
Yolanda Gibson	I	Francine Gibson	P
Gayline Hunter	P	Stephanie Gibson	ML
Amanda Sierra	P	Larry Anderson	P
Barbara Baga	P	Danièle Healy	P
Veronica McDarment	P		
Melanie Santos	P		
Shawn Williams	A		
Alberta Chavez (seated @9:22 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**

Alan Barlow asked to carry over the Providers Contract to a close session; add #6 under New Business: Donation Request from CRIHB; Bring up tabled agenda items from our last meeting; and add #7 under Old Business: Traditional Health conference.

5 Minutes: Actual time: 4 minutes

MOTION #1: Gayline Hunter/Barbara Baga motioned to approve the

agenda with the additions noted above. The vote was 5-0-0; motion carried.

Alberta Chavez was seated at 9:22 a.m.

IV. REVIEW/APPROVAL OF PREVIOUS MEETING MINUTES

1. 5 Minutes: Actual time: 17 minutes

June 8, 2009 Board Meeting

Some corrections were identified and will be highlighted in yellow on the final version.

MOTION #2: Gayline Hunter/Melanie Santos motioned to approve the June 8th, 2009 Board Meeting minutes with corrections highlighted in yellow. The vote was 3-0-3 (Gayline Hunter, Amanda Sierra and Barbara Baga abstained), motion carried.

V. OLD BUSINESS

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

Patient Registration Improvement Update

Verbal update: In June, Mary Catton reported that backlog was current.

The internal/external posting for the CHS Records Coordinator position closes today; interviews will be scheduled for July 14, 2009.

There are still questions about co-pays being collected. Alan explained that the burden to address these questions shifted to Mary Catton as she is in charge of the Patient Receptionists. Francine still has a few questions regarding tribal recognition. Alan will ask Mary to provide written documentation regarding the Patient Receptionist position and asked if the Board members had measures to be included in her report so they may know that action is bringing about the desired results. Alan stated that "General improvement" needs to be defined.

Gayline Hunter asked: "Where does my paperwork go after I filled it out," and asked Larry Anderson to prepare a document listing the amount of co-pays each Patient Receptionist collects daily.

Francine stated that with the new position being filled, the CHS department needs concerning patient registration information will be addressed. Gayline asked if there is a yearly review where those patients who are no longer eligible are identified because they were never sick. Alan confirmed that this is part of the new CHS Records Coordinator position.

2. 15-20 Minutes: **Actual time: 55 minutes**

Revisions to TRIHCI BOD by-Laws

The changes/additions to the By-Laws were reviewed with the majority of the Board members present. Alan will finalize the By-Laws and an updated copy will be delivered to the Board members at the August 5th, 2009 Board Meeting.

Alberta left the room at 9:55 a.m. returned at 9:57 a.m.

Alan Barlow explained that he understood the anxiety about changes to the by-laws and stated that these changes will help guide and correct situations in the future (e.g. running for tribal and health board). Cross-over (e.g. dual membership responsibilities) can be very beneficial if the individual commits beforehand and understands the requirements needed.

Amanda left the room at 10:10 a.m. - returned at 10:14 a.m.

Alan Barlow clarified that grievance decisions are binding; all other committees are advisory and their recommendations come back to the Board for approval.

The suggested changes to the By Laws will start today, Wednesday, July 1st, 2009.

MOTION #3: Gayline Hunter/Amanda Sierra made a motion by resolution (#2009-06) to approve the changes made to the By-laws as presented and suggested by Julie Carr. The vote was 6-0-0, motion carried.

3. 20-30 Minutes: **Actual time: 52 minutes**

Tribal Contribution Request

Alan Barlow stated that we are looking for guidance regarding a final breakdown of funds as requested for the tribal contribution. Since it has been delayed for so long, Alan suggested that it would be feasible to ask for 2008-2009 & 2009-2010 contributions. The tribal council's Fiscal year starts in October - ours starts in July.

Alan asked where the Board members want to allocate the money; data storage and a new telephone system have been approved by the Finance Committee and the Board to be allocated to the tribal contribution if received.

Larry mentioned that the AOA and Diabetes programs will go over the grant allocated funds by \$35K & \$42K respectively, and Dental shortfalls due to the elimination of adult Medi-Cal dental benefits are estimated at \$200,000-\$300,000. We also have two (2) State grants that may yet be eliminated by the State legislature (CalWORKs \$54,000 & IHP \$185,000). Therefore, our operational needs are obvious.

Barbara Baga and Francine Gibson addressed the community needs and issues of dentures and bridges. For CHS funds, there are 5 levels of care, with IHS funding only covering up to 3. Level 4 is experimental & extended care (acupuncture) and level 5 is cosmetic. Approximately 30 CHS cases are denied or deferred for service coverage, and this suggests a need to allot funds for more broad community coverage.

Alan is suggesting one half of our request be dedicated to operational shortfalls and the other to direct patient benefits (e.g. extended care/coverage, donations, additional contract services such as podiatry, medical supplies, etc.) for tribal members, subject to approval by the Health Advisory Board on a case-by-case basis. Regarding individual requests, Alan also cautioned that only those who have complied with CHS guidelines would be eligible---he does not want to open the door to circumvent the CHS and regular eligibility processes.

While Tribal Council may want exact figures, Alan explained that we cannot give precise numbers because we cannot accurately predict who will get sick, to what degree, and how much will be required to fulfill

patient requests. However, what we can do is make a commitment to monitor and track expenditures, reporting our findings to Tribal Council as required. We will need to open a separate bank account for the tribal contributions, for tracking purposes.

To explain the rationale for supporting operational costs, Alan divided \$500,000 by the estimated 900 tribal members who live on the reservation. This total came to \$555 per tribal member, which is not very much at all---this figure would perhaps cover a couple of visits in the year. However, \$500,000 put towards staffing costs, operational improvements, contracted services, and other avenues provide ongoing resources that everyone can access.

Other services that need to be included podiatry, autism, car seats & helmets.

Veronica left the meeting at 11:32 a.m.

Gayline & Alberta left the room @ 11:33 a.m. and returned at 11:37 a.m.

Melanie left the room at 11:36 a.m. and returned at 11:41 a.m.

The Finance Committee meeting was confirmed for July 6 @ 9:00 a.m. to finalize the Tribal Contribution request; items will be pushed over to the 17th if necessary.

4. 5-10 Minutes: **Actual time: 3 minutes**

Health Advisory Board Mid-Year Evaluations

The Board Members were asked once more to give their evaluations to Danièle by Monday, July 6th.

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

CEO Mid-Year Evaluations

Alan's evaluations are also due by Monday, July 6th. He assured the Board members that he takes criticism and suggestions at heart.

6. Physician Contracts - tabled to a special closed board

meeting

7. Traditional Health Conference

Amanda Sierra thought it was a good experience. Most information was too generic but some group sessions were good, such as herbal medicine. Alan asked if any policy about integrating traditional medicine was discussed; no, it was more of a gathering and prayer meeting.

Francine mentioned that in the past, the clinic had looked into hiring a traditional healer, but how can she refer someone to a traditional doctor? What is our liability and how would we define someone as an "expert" in traditional health? These are the questions that have frustrated policy development in the past.

Alan stated that we need to have a traditional health policy in place for IHP. Alan will take Amanda and Francine's input and prepare a policy for the Board's review.

Lunch break: 11:55 a.m. - 12:36 p.m.

VI. NEW BUSINESS

1. 10-15 Minutes: *Actual time: 29 minutes*

Uniform Hiring Practices Policy

This policy was recently reviewed and approved by the Personnel Committee. Alan read the revised Section E. A discussion followed regarding the attendance of Board members on interview panels; we concluded to keep the wording as presented.

MOTION #4: Amanda Sierra/Melanie Santos motioned to approve the Uniform Hiring Practices policy as written. The vote was 5-0-0, motion carried.

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

Red Flag Privacy Policy

Alan reported that a general template was cascaded down from CRIHB. Alan adapted it for TRIHCI and read

it for the Board members. This policy is required by the Federal Trade Commission for anyone who extends credit to their customers. Alan also explained that the Compliance Officer has a direct line to the BOD to report any improprieties by the CEO.

MOTION #5: Gayline Hunter/ Barbara Baga motioned to approve the Red Flag Privacy policy as written. The vote was 5-0-0; motion carried

3. 10-15 Minutes: **Actual time: 14 minutes**

Patient Refusal of Treatment Policy

Melanie Santos left the room at 1:20 p.m. returned @ 1:29 p.m.

Alan read the proposed Patient Refusal of Treatment Policy and form. Melanie Santos asked Alan to remind the staff about child/adult abuse reporting.

Under B-5.a., the word "Adult" will be added to read "An Adult member of the patient's family".

MOTION #6: Amanda Sierra/Gayline Hunter motioned to approve the Patient Refusal of Treatment policy with the addition mentioned above. The vote was 5-0-0, motion carried

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

Organizational Chart Revisions

Larry brought to Alan's attention that the LCSW should be under the Medical Director; he is a licensed, reimbursable provider and would benefit with increased coordination with the clinic. All other changes were highlighted in red and reviewed. Alan stated that the Medical Secretary will take over the medical credentialing and clinic flow.

Motion #7: Gayline Hunter/Amanda Sierra motioned to approve the organizational chart revisions as presented. The vote was 5-0-0, motion carried.

5. 15-20 Minutes: **Actual time: 32 minutes**

Strategic Discussion - Strategy Map Revisions

Alan stated that we need to have longer, focused

conversations at the Board level regarding strategy. He suggested a retreat offsite to McCarthy Ranch. Alan reported that we are starting to cascade the strategy map down to departments and he would prefer to continue after the strategy map is formally reviewed by Board. Patsy Vega suggested having strategy training for all new Board members.

6. Fund Raising: CRIHB Annual Advertising Campaign and Fundraising:

All the items presented fall outside of Alan's authority for donation approval. Alan confirmed that there was enough money in the budget as the donations budget is being re-set at the beginning of the new fiscal year, July 1st. Melanie asked if a tribal member drew CRIHB's logo. Alan will find out. Gayline stated that we are a CRIHB board member - they are celebrating their 40 year anniversary and the clinic its 35th. Patsy would like to see a list of activities for the year and suggested contributing a \$1,000 full page advertisement. Gayline stated that she would support an additional \$2,000 for incidentals, for a total of \$3,000. Alan will try and get the clinic logo on the T-shirts.

MOTION #8: Gayline Hunter/Barbara Baga motioned to approve a \$1,000 full page advertisement, plus \$2,000 for incidentals, for a total of \$3,000. The vote was 5-0-0, motion carried.

VII. DEPARTMENTAL REPORTS

1. 10 Minutes: *Actual time: 18 minutes*

Chief Executive Officer's Report

Alan Barlow summarized his report. Gayline Hunter asked why Dr. Tran's numbers were so low. Alan explained that he only works on Fridays and he had one day off and another Friday was a Holiday. There were no chart reviews for June due to the lack of leadership in the Medical Department. Dr. Kimm and Mary will oversee this in the future.

Barbara left the meeting at 1:59 p.m.

Alan explained that if we are going to cover the cost for Security Cameras, it should cover the clinic area

- not just the mountains. Alan will continue to negotiate on behalf of the clinic.

Alan explained that he will report back to the Elder's Council in September 2009 with the grid he prepared listing the issues and the actions taken. The first 4 items were discussed during the Executive Leadership Team meeting; we will continue to go over the different items, find solutions when possible, and report back to the Elders Committee.

Amanda reported that two (2) patients came in twice last week and medication was not called in. Patsy reported that a new system is now in place that faxes the refill to the pharmacists before the patient leaves the room (the pharmacy staff has to check for incoming faxes more often). Patsy thought the System works very well. It was also noted that there have been difficulties with Warnack's staff and that although medication information is sent over, it is not always attended to immediately at Warnack's.

MOTION #9: Gayline Hunter/Melanie Santos motioned to accept the Chief Executive Officer's Report as presented. The vote was 4-0-0, motion carried.

2. 10 Minutes: **Actual time: 19 minutes**

Chief Financial Officer's Report

Larry Anderson summarized his report.

Larry stated that the AFA negotiations provided us with more funds than expected. The auditors will be back here on August 4th.

Larry read our audit engagement letter and Patsy Vega signed it. We are hoping to have the audit completed and presented at the October Board meeting.

Gayline Hunter asked Larry to prepare a report of what employees still owe by the Finance Meeting on Monday, July 6th.

MOTION #10: Gayline Hunter/Amanda Sierra motioned to accept the Chief Financial Officer's report as presented. The vote was 4-0-0, motion carried.

3. 10 Minutes: Actual time: 12 minutes

CHS Officer's Report

Francine Gibson summarized her report.

Gayline asked what action is needed regarding the POS machine. Larry commented that this information can be entered online. Alan will have a specific update at next meeting.

Motion #11: Amanda Sierra/Melanie Santos motioned to accept the CHS Officer's report as presented. The vote was 4-0-0, motion carried.

VIII. COMMITTEE REPORTS

1. 5-10 Minutes: Actual time: 6 minutes

Personnel Committee Report

Amanda Sierra read through the agenda of the June 26th Personnel Committee Meeting.

Alan reported that Dr. Sandra Hall and Dr. Jon Forncrook may join the clinic as contract physicians. The Medical department is now staffed, and there was discussion regarding a schedule for walk-ins. The Providers need to set some boundaries and communicate with the community (for example, regarding medication refills). Alan Barlow read Betsey Foote's response to her grievance; she accepted Alan's explanation and this grievance is now closed.

2. 5-10 Minutes: CHS Committee Report

No meeting minutes

3. 5-10 Minutes: Finance Committee Report
No meeting in June

4. 5-10 Minutes: Grievance Committee Report

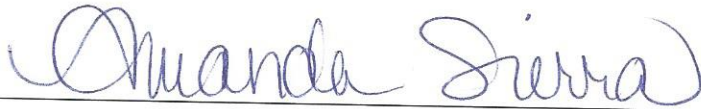
No meeting in June

IX. FYI ITEMS

1. Additional departmental reports and documents are included for reference to the Health Advisory Board.
2. The CEO will be attending the 10th Annual Joint Meeting of the NPAIHB and CRIHB in Tulalip, WA on July 20-23, 2009.

X. ADJOURNMENT

MOTION #12: Amanda Sierra/Gayline Hunter motioned to adjourn at 2:45 p.m. The vote was 4-0-0, motion carried.



Amanda Sierra, Secretary