

**Anav Tribal Health Clinic
Health Board Meeting
March 23, 2012**

Minutes:

Members Present:

Aaron Peters, Chairman Lisa Carle, Secretary
Fred Case, Vice Chair

Guest(s) present:

Arvada Nelson, Executive Director

I. Called meeting to order at 12:25 p.m. by Aaron Peters.

II. Approval of Agenda

Fred Case moves a motion to accept the agenda.

Lisa Carle seconded the motion.

Vote: 2 for, 0 against, 1 abstain

III. Reading and Approval for Minutes for January 19, 2012 and February 17, 2012.

Fred Case moves a motion to approve the minutes for January 19, 2012, with the corrections.

Lisa Carle seconded the motion.

Vote: 2 for, 0 against, 1 abstain

Fred Case moves a motion to approve the minutes for February 17, 2012 with the corrections.

Lisa Carle seconded the motion.

Vote: 2 for, 1 against, 1 abstain

IV. Executive Session- None

V. Reports

a. Executive Director- Report submitted and attached.

- **Finance-** Financial Report submitted. The I.H.S. project officer is preparing the paper work for the rest of our Annual Funding Agreement. A payment was received from the California Wellness Foundation.
- **Business Office- Information Technology:** The billing department is caught up and current with all billings for Medical, Dental and Behavioral Health. All providers' information has been updated with our billing clearinghouse and insurance companies. We are continuing to work on 2011 write offs and the development of our write offs and bad debt accounts policy and procedures.

- **Contract Health Services:** We have provided data input of our Deferred and Denial documentation so Indian Health Services is aware of some of the unmet needs of our CHS patients.
- **Personnel:** We are continuing to recruit for a Medical Director. We have hired Family Nurse Practitioner, Community Health Representative and Custodian/janitor.
- **Funding Sources:** We are waiting for a reply on our HUD grant application for clinic expansion. Grant proposal s was submitted and just waiting for responds.
- **Medical Services:** Working on protocols and screenings for the medical staff. Reviewing immunization records. The Women's Health week is May 14-18, 2012, the medical staff is working on a plan date for Women's Health Day, and it has not been set yet. Holding monthly team meeting to keep track of our Chronic Pain patients. Our FNP will be working with Dr. Duncan, to discuss and education in Obstetrical care. These are new services for obstetrical care for healthy women beginning 30-32 weeks and for the patient population will include those without transportation or medical insurance. Our FNP will be attending a Family Pact conference, after we will be able to sign up patients for their services, who don't have medical insurance but still qualify as low income. These services include pap smears, birth control and STD exams, etc.
- **Dental Services:** Our dental department continues to work on the efficiency and effectiveness of their department. Dr. Mejia will be attending orthodontics training at the I.H.S Facility in Salem, Oregon. While attending an I.H.S Tribal Consultation meeting, we received copies of our latest GPRA report, which shows among all California tribal programs, the Anav Tribal Health Clinic had the highest percentage of encounters for all tribal dental programs.
- **Community Health Services:** The Community Health Program Manager continues to work on the coordination of Psychiatry and counseling services. Our contract Psychiatric and Marriage and Family Therapist are seeing patients. March 2, 2012, was a Cultural Competency Training. We will be seeking opportunities to provide this training to other agencies including county agencies. The 3-member (CHPM, MA, ED Director) team who was selected by the Health Native Community Partners, to attend a training to focus on community building, organizing and leadership skills in native communities. The activities and skills they were taught, they were expected to bring back into the community. As a result, the team has organized the Quartz Valley Wellness Coalition. The Community Health Representative (CHR) position has been filled; it will be a split between Medical Assistant and CHR duties. CHR home visits will begin by taking referrals from the ATHC providers, the program will extend their services by reaching out to the elders, pregnant and post partum women.
- **Transportation:** We currently transport CHS eligible patient to referred services in accordance to CHS compliance, vehicle/driver availability and within the 100 miles

radius. The new transit service is open to any registered ATHC patient. The service is between the ATHC and the Scott Valley family Resource Center in Fort Jones. The intent is to bring patients to their appointments by connecting the ATHC to the existing STAGE bus line. Our new custodian/janitor also functions as a transporter.

- **Special projects:** 1. Clinic Generator 2. Clinic parking lot

Fred Case moves a motion to approve the Executive Director's report.

Lisa Carle seconded the motion.

Vote: 2 for, 0 against, 1 abstain

Items needing attention and/or approval:

1. **Approval for submission of the Federal Substance Abuse and Mental Health Service Administration grant for an Offender Re-entry program for up \$400,000.**

It's the consensus of the Health Board to approve for submittal of the Federal Substance Abuse and Mental Health Service Administration Grant for an offender re-entry program.

2. **Approval of minor changes to the transportation policy to extend the current mileage form 100 miles radius to 200 miles radius at \$.31 cent per mile.**

It's the consensus of the Health Board to approve the minor change to the transportation policy to extend the current mileage form 100 miles radius to 200 miles radius at \$.31 cent per mile.

3. **Approval for 3-Laptop for Electronic Health records use at approximately \$1,650.00.**

It's the consensus of the Health Board to approve for 3-Laptop for Electronic Health records (E.H.R.) for approximately \$1,650.00.

4. **Approval for 3-Laptop arm wall mount or 3-Laptop carts or a combination for Electronic Health Records use at approximately \$1,200.00.**

It's the consensus of the Health Board to approve for the 3-Laptop arm wall mount for Electronic Health Record for approximately \$1,200.00.

5. **Approval for acceptance of the Department of Transportation Grant in the amount of \$25,000., with signature needed from the Chairman.**

Fred Case moves a motion to approve for the Chairman to sign for the Department of Transportation grant in the amount of \$25,000.

Lisa Carle seconded the motion.

Vote: 2 for, 0 against, 1 abstain

6. **Approval of the Anav Tribal Health Clinic (ATHC) Fiscal Policies and Procedures.**

It's the consensus of the Health Board to approve the ATHC Fiscal Policies and Procedures.

Committees:

- a. **Community Relations-** ATHC Staff attends and sit on many boards and committees, such as Siskiyou Mental Health, Siskiyou Behavior Health, Siskiyou Substance, Siskiyou Dental Taskforce, Siskiyou County Transportation Meeting. The newly organized Quartz Valley Wellness Coalition, working with our community.
- b. **Quality Assurance-** Billing done on a weekly basis, to ensure that it does not get behind. Training the Staff. Expansion of our scope of work, even if we are not getting the funding for these services. The Hoopa Clinic is not run as a business; the management needs to do things differently.
- c. **Resource Development-** Need the additional funds to build this program and more training. The Cultural Compliancy Training will be having a second session.

Old Business:

a. **Clinic Loan**

Discussion and Suggestions: Health Board Training, Qualifications for Board members, Fundraisers, Health Board to develop a plan that the board could be following, Health Care services. **Advertisement:** Set up a booth at Rodeo.

Announcement- QVIR/ Anav Tribal Health Clinic 2nd Health Fair will be held on May 31, 2012 at 10:00 am to 3:00 p.m.

Adjournment:

Fred Case moves a motion to adjourn.
Lisa Carle seconded the motion.
Vote: 2 for, 0 against, 1 abstain

Adjournment at 2:25 p.m.