

TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

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PORTERVILLE, CALIFORNIA 93258

6 APRIL 2011 BOARD MEETING MINUTES REVIEWED AND APPROVED DURING THE MAY 4, 2011 BOARD MEETING

- I. **CALL TO ORDER:** Chairperson, Yolanda Gibson called the meeting to order at 9:30 a.m.
- II. **ROLL CALL:** Secretary, Rhoda Hunter called roll.

Board Members:

Yolanda Gibson, Chair
Loleta Garfield, Vice Chair
Christina Dabney-Keel, Treasurer
Rhoda Hunter, Secretary
Gayline Hunter, Member
Willie Carrillo, Member
Alex Robles, Member - arrived @ 10:12 a.m.
Barbara Baga, Alternate
Ralene Clower, Alternate - seated @ 9:30 a.m.

Staff

P	Zahid Sheikh	P
E	Casey Carrillo	E
P	Danièle Healy	P
E		
P		
P		
L		
A		
P		

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

Raina Nieto, community member asked to address the Board regarding her concerns about Dr. Hall's patient care.

III. APPROVAL OF AGENDA

- Add Patients #850030 & #850174 to New Business
- Add discussion items for Ralene Clower under Old Business
- Tule River Rx evaluation under New Business
- Emergency preparedness plan by Willie Carrillo under Old Business

MOTION #1: Gayline Hunter/Ralene Clower motioned to approve the agenda with additions. The vote was 4-0-0, motion carried.

Patients #850030 & #850174 asked to address the Board regarding some concerns about Dr. Hall and Dr. Ko's patient care & customer service. Pona Anderson will check with the CHS office regarding Johnny's referral for ear surgery.

Alex Robles arrived at 10:12 a.m.

Patient #850128 asked to address the Board regarding his lack of benefits to pay for needed dental work. Veterans' benefits no longer pay for Dental procedure. Richard Villareal and Ray Fuentes are helping. Dr. Ko does not want to work on him until he has his heart checked (EKG). He canceled a Medical appointment a few weeks ago because he was not sure of how he would be covered. There was no lack of communication between Dental and Medical and he stated that he has seen the Health Center become more professional. Mr. Sheikh suggested that he make an appointment in Medical today.

Interim CHS Officer, Pona Anderson was asked to prepare a list of recommendations regarding the CHS department improvements.

Mr. Sheikh stated that Dr. Hall is trying to tamper patients down from high narcotics; however, she should not demand to see patients if they do not want to see her.

Break from 10:53 a.m. till 11:12 a.m.

IV. REVIEW/APPROVAL OF PREVIOUS MEETING MINUTES

1. 2 February 2011 Board Meeting (tabled on 3/2/11)

MOTION #2: Ralene Clower/Christina Dabney-Keel motioned to approve the 2 February 2011 Board meeting minutes, with corrected times. The vote was 4-0-0, motion carried.

2. 2 March 2011 Board Meeting

MOTION #3: Ralene Clower/Christina Dabney-Keel motioned to approve the 2 March 2011 Board meeting minutes, with corrections. The vote was 4-0-0, motion carried

3. 7 March 2011 Special (CHS) Board Meeting

MOTION #4: Ralene Clower/Christina Dabney-Keel motioned to approve the 7 March 2011 Special CHS Board Meeting as written. The vote was 3-0-1 (Gayline Hunter abstained), motion carried.

4. 11 March 2011 Board Meeting (continuation)

MOTION #5: Ralene Clower/Christina Dabney-Keel motioned to approve the 11 March 2011 Board Meeting minutes, continuation of March 2nd meeting, with changes. The vote was 4-0-0, motion

carried

5. 28 March 2011 Special Board Meeting

MOTION #6: Ralene Clower/Christina Dabney-Keel motioned to approve the 28 March 2011 Board Meeting minutes with changes. The vote was 4-0-0, motion carried.

V. DEPARTMENTAL REPORTS

Yolanda Gibson left the room at 11:40 a.m. & returned at 11:50 a.m.

CEO Report

1. Capture RX - Mr. Sheikh asked Linda Hoy to join the meeting to present progress. Linda reported that the information pulled is not up to date; Amir Khoyi, CRIHB Pharmacy Program Coordinator said he was not aware we were 9 months behind in coding.

Christina Dabney-Keel stated that Capture RX is a revenue generating program. Our goal is to have it back on-line; resurrect the program and start generating revenue. We cannot change the past; we are here to move forward with it and we want Linda on board.

Refer to the copy of e-mail exchanges between Amir Khoyi & Zahid Sheikh that was distributed at the meeting.

Christina Dabney-Keel suggested keeping CHS eligible until the end of the month if they go to Direct Care and ADT. We need to coincide our change date from PDM to ADT once a month.

Linda Hoy has security to go into ADP, so does Apple, (Francine and Larry also did).

Zahid stated if we want to resurrect the program, we will not be current. Maybe we should start with the last 60 days. We lost revenue for the 9 months we are behind.

Christina Dabney-Keel stated that our goal is to get the last 90 days data in and go from there. She also suggested training someone from WIA to enter the last 9 months worth of data; keep Dolores and

Stephanie work on current data and get revenue generating.

Zahid suggested Carla Carothers, Administrative Assistant who helped bring the Diabetes program data up to date. Her position will be temporarily filled by Ronii Santos, who was already hired to cover Carla while she attends the Secretaries' conference in Las Vegas this month. Upon her return, Carla will start entering data from January 2011 on.

Providers need to close the charts out. If Providers need to change charts after lab results come in they should start a new visit.

Linda Hoy will find out from Data Entry personnel what the time frame will be to get caught up.

Lunch Break @ 12:23 p.m. - 12:30 p.m.

2. Meaningful use incentive for providers (EHR) planning and implementation
3. HRSA - Zahid reported that a lady from a consulting group gave a presentation and explained that they get funds for tribal clinics in rural settings. They may be able to help us get funding to open a clinic in Visalia. Zahid will invite the consulting company to present to the Board on how we can request the funding.
4. Zahid reported that we are right around the corner to receive our funding. Jumping to #7, the general audit was submitted successfully with the Area Office.
5. Human Resource Manager/Compliance Officer position has been filled with Angelina Ignacio; she will start on Monday, April 11, 2011.
6. Insurance Issue: Patient is doing very well and is in good spirits. Team would assess to release patient this Friday. Insurance is not covering cost of hospitalization.

Zahid was told by Toni at IHS that if an entity is self insured they cannot require Medicare-like rate.

Zahid will talk to the Council tomorrow requiring that the Council now take care of the patient or give us the funds to cover her expenses. We are using our third party revenue. The patient is contract care. We should look at catastrophic care for her (CHEF). Pona Anderson will call Dawn Phillips.

We cannot pay for a family member to take care of the patient (professional services) because they are not qualified.

NOTE: Chairperson, Yolanda Gibson asked that in the future we go through all agenda items and then open for discussion at the end of the meeting.

CFO Report

The report was prepared by Alicia Herrera, Interim CFO, and a copy can be found in the binder.

Casey Carrillo is holding off entering bank information until he comes back. The Board members have an issue with that as we do not have a current balance.

Auditors have sent copies of audit to the clinic. Lan Bui will come and present the results of the audit when required. It was discussed that all audits need to be brought before the Board for approval, prior to the submission to the Area office.

Report tabled.

Alicia brought an updated 3rd party revenue report.

The \$11,000 for procedures already performed under Tribal Contributions will come out of Tribal Contributions.

NOTE: It was also required to combine the Department Reports with the Committee Reports in the future and Ralene Clower would like all the reports to follow the Dental Department report format. Danièle Healy will request the template and forward it to the Department Heads and Committee Secretaries.

CHS Report.

Pona Anderson read through her report. She reported that the Referrals Committee meets twice a week; minutes are kept; there is still a problem with the front desk and patient registration; they need to be specific when asking if any of the patient's information has changed. A list of required documents should be provided to the front desk personnel, similar to what CHS uses.

Pona discussed a patient using previous year's purchase order for unapproved procedures amounting to \$4,000. The provider was not ethical. Dr. Newman should find out from this Doctor why this happened. Patients should be informed that P.O.'s are for one visit only. Pona will also request that the CHS employees inform patients of that fact. They need to be consistent.

CONSENSUS: Pona will draft a letter for patients explaining that Purchase Orders are for one visit only. Pona will bring this to the next Finance Committee meeting and it will also appear in the next Newsletter.

DISCUSSION: The Custodian should not be hanging around the front desk, Dental office, or visiting in waiting room. Also, he should not be stopping at his house after dumping the trash, and leave the Gator parked in front of his house. He needs to provide a list of daily and weekly duties.

Employees should also be informed that FaceBook users should not be entering data during their working hours.

MOTION #7: Ralene Clower/Gayline Hunter motioned to accept the CEO and CHS reports. The vote was 4-0-0, motion carried.

VI. OLD BUSINESS

1. Bylaws Update

a. Code of Conduct - read and bring comments back to next Board meeting.

b. Committees: limit number of participants per committee - tabled.

The Personnel and Finance Committees will now meet on the third Friday of each month. The CHS & Grievance Committees will meet on the 3rd Wednesday of each month.

2. Strategic Planning - goals will be listed as we go.
3. Ralene Clower asked for Updates; they will be listed on a flip chart.
4. Emergency preparedness: Christina Dabney-Keel will attend the meeting in Morongo on April 7, 2011. Willie Carrillo will not attend. Paula LaMotte will also be attending for the clinic.

VII. NEW BUSINESS - Quorum broke at 2:30 p.m.

1. HRSA Grant
2. Tribal Contributions - Payment to Providers
3. Proposed Employee Status Change
4. Closed Session
5. Carrie & Johnny Franco - refer to above
6. Tule River RX evaluation - discussion in CEO report.

VIII. COMMITTEE REPORTS

1. Personnel Committee Report
2. CHS Committee Report
3. Finance Committee Report

IX. FYI ITEMS

Departmental reports for information.

X. ADJOURNMENT



Rhoda Hunter, Secretary