

**TULE RIVER INDIAN HEALTH CENTER, INC.
BOARD OF DIRECTORS**

TULE INDIAN RESERVATION

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

**DECEMBER 7, 2011 BOARD MEETING MINUTES REVIEWED AND
APPROVED DURING JANUARY 4, 2012 BOARD MEETING**

I. **CALL TO ORDER:** Chairperson Yolanda Gibson called the meeting to order at 9:33 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 at 9:37 a.m.
Barbara Baga, Alternate
Ralene Clower, Alternate

Staff

p	Zahid Sheikh	p
A	Alicia Herrera	p
p	Angelina Ignacio	p
p	Danièle Healy	p
p		
p	Michael Franks	p
L		
T		
A		

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

III. APPROVAL OF AGENDA

1. Gayline Hunter was asked by Legal counsel to bring up subpoenas; #4 under New Business.
2. Willie Carrillo wants to add sponsorships for blankets; #5 under New Business
3. CEO/performance based department evaluations will be added under Old Business, #3.

MOTION #1: Christina Dabney-Keel/Gayline Hunter motioned to approve the agenda with 3 additions. The vote was 4-0-0, motion carried.

Alex Robles arrived at 9:37 a.m.

IV. APPROVAL OF PREVIOUS BOARD MINUTES

1. October 5, 2011 Board meeting - were tabled

MOTION #2: Gayline Hunter/Christina Dabney-Keel motioned to approve the October 5, 2011 Board meeting minutes as written. The vote was 4-0-1, Alex Robles abstained, motion carried.

2. November 7, 2011 Board meeting

Some typos were identified and corrected.

MOTION #3: Rhoda Hunter/Willie Carrillo motioned to approve the November 7, 2011 Board meeting minutes with additions and corrections. The vote was 5-0-0, motion carried.

Side comments: Willie Carrillo wants to follow through with his previous comments about having Health Center employees take the Casino bus to work. He also wants to support the bonus proposed for all employees and asked Mr. Sheikh to follow up with Fred Grund with micro cell for AT&T - 3G phones.

V. OLD BUSINESS

1. Tribal Contributions Policy

Mr. Sheikh will ask our attorney to review the application for Tribal Contributions and prepare a disclaimer/release of liability to be added to the application form, by Friday, December 9, 2011.

Michael Franks asked, as a financial concern, if there is a dollar limitation established or are approvals at the discretion of the Board.

MOTION #4: Christina Dabney-Keel/Willie Carrillo motioned to add a disclaimer/release of liability to the application form, by Friday, December 9, 2011, to be reviewed by our attorney for TRIHCI to be held harmless. The vote was 4-0-1 - Alex Robles abstained, motion carried.

Chairperson, Yolanda Gibson asked to add: excluding medicinal marijuana under 3.k. of the policy.

Gayline Hunter asked if we are going with IHS elders' age of 65 or Tule River age 55. It was recommended to take out IHS' reference to elders' age.

Rewrite III.A. per Alex Robles. Eliminate #1 - insert: "including Contract Health Care" in #2.

Dollar amount cap.: will be discussed on a case by case basis.

Michael Franks suggested making the funds available on a first-come first-serve basis.

A discussion followed about cosmetic surgery, including breast augmentation for looks or breast reduction for comfort - this is where the different levels of care will come into effect - medical necessity will need to be documented.

Gayline Hunter left the room at 10:23 a.m. and returned at 10:27 a.m.

MOTION #5: Christina Dabney-Keel/Gayline Hunter motioned to approve the application and Tribal Contributions fund policy with changes, to be amended as needed. The vote was 4-1-0, Alex Robles opposed, motion carried.

2. Board Follow-up Items

Christina Dabney-Keel asked if we were current with Data Entry; we are and third party revenue is submitted on time; Greg Williams, CAC, is doing excellent job.

Willie Carrillo left the room at 10:45 a.m.

Add: Transporters data in RPMS

Women's journey books

Bus

Liability for picking up patients' medication

Employee handbook and P&P for HR

French drain

CBC machine - Zahid is working on a cost analysis.

We are trying to find funding from MAI (maintenance and improvement by IHS.)

Chairperson Yolanda Gibson asked to separate the Closed and Open items on different sheets

3. CEO performance Evaluation and Employee Bonuses

MOTION #6: Gayline Hunter/Christina Dabney-Keel motioned to go into executive session @ 10:53 a.m. The vote was 4-0-1; Willie still out of the room, motion carried.

approve all TRIHCI employees' performance review increases from 1% through 5%, based on performance, beginning in January 2012. The funds will be drawn from IHS and the general fund. The vote was 6-0-0, motion carried.

Willie Carrillo left the meeting @ 12:20 p.m. Alex Robles left the room at 12:20 p.m.

Mr. Sheikh stated that we are blessed to have **Michael** Franks on board with us; he is keeping the finance department on track and Mr. Sheikh would suggest giving him the same Christmas bonus as management. Also, we currently have wonderful temporary staff members who also deserve a small Christmas bonus.

MOTION #15: Christina Dabney-Keel/Gayline Hunter motioned to approve a bonus for Michael Franks of \$750 similar to management under 1 year of service. The funds will be drawn from IHS and the general fund. The vote was 4-0-2, Alex Robles and Willie Carrillo were out, motion carried.

Willie Carrillo was unseated at 12:30 p.m. Alex Robles returned at 12:30 p.m.

MOTION #16: Christina Dabney-Keel/Alex Robles motioned to approve a bonus of \$100 for temporary employees. The vote was 5-0-0, motion carried.

Lunch break from 12:40 p.m. to 1:24 p.m. Alex Robles did not return from lunch break at 1:24 p.m.

VI. NEW BUSINESS

1. 2012 Elections Guidelines Approval

MOTION #17: Rhoda Hunter/Christina Dabney-Keel motioned to approve the 2012 election guidelines and forms, with corrections and to change Tule River Indian Health Board to TRIHCI Board of Directors. The vote was 5-0-0, motion carried

2. Darrell Hostler Fund

The fund helps pay for CRIHB Executive Director or legislative person to fly to Washington to advocate/lobby for Indian clinics.

MOTION #18: Gayline motioned to approve the Darrell Hostler Fund of \$10,000 to be paid to CRIHB.

Willie Carrillo returned during the executive session.

MOTION #7: Willie Carrillo/Alex Robles motioned to come out of executive session at 11:46 a.m. The vote was 5-0-0, motion carried.

Ralene Clower was seated at 11:49 a.m.

MOTION #8: Willie Carrillo/Alex Robles motioned to increase the CEO's salary to tier 17 step 6 based on performance. The vote was 3-3-0, Ralene Clower, Christina Dabney-Keel, and Gayline Hunter opposed. The Chairperson will have to break the tie; Chairperson Yolanda Gibson voted in favor based on performance of evaluation, motion carried.

MOTION #9: Willie Carrillo motioned to approve the recommendation for employee bonus of \$500 for employees with one year or less of service and recommendation for TRIHCI employees with 1 year of service and above of \$1,000, and bonus of \$2,000 for management or \$1,000 for those with less than a year of service. Funds will come from the general funds and IHS - not tribal contributions.

Willie Carrillo withdrew his motion for lack of second.

MOTION #10: Willie Carrillo/Christina Dabney-Keel motioned to approve a \$500 bonus for TRIHCI employee with less than one year of service; funds will be drawn from the IHS and general funds. The vote was 5-0-1, Ralene Clower abstained as she was not part of the discussion, motion carried.

MOTION #11: Willie Carrillo/Christina Dabney Keel motioned to approve a \$1,000 bonus for TRIHCI employees with one year or more of service; funds will be drawn from the IHS and general funds. The vote 5-0-1, Ralene Clower abstained as she was not part of the discussion, motion carried

MOTION #12: Willie Carrillo/Christina Dabney Keel motioned to approve a \$1500 bonus for TRIHCI management with one year or more service. Funds will be drawn from IHS and general funds. The vote was 3-2-1 Rhoda Hunter and Alex Robles opposed, Ralene Clower abstained as she was not part of the discussion, motion carried

MOTION #13: Willie Carrillo/Christina Dabney Keel motioned to approve a \$750 bonus for TRIHCI management with less than one year of service; funds will be drawn from the IHS and general funds. The vote 4-1-1, Rhoda Hunter opposed, Ralene Clower abstained as she was not part of the discussion, motion carried

MOTION #14: Willie Carrillo/Christina Dabney Keel motioned to

Motion died due to lack of second.

Tabled: Michael Franks will bring more documentation for Board members to better understand what the fund is for, including quarterly reports. Gayline read an article from the Advisor. This item will be put back on the agenda for the next Board meeting under Old Business.

3. 2012 Holiday Schedule Approval

Alex Robles returned at 2:46 p.m.

MOTION #19: Gayline Hunter/ Christina Dabney-Keel motioned to approve 2012 holiday schedule as presented. The vote was 2-3-0, motion defeated.

MOTION #20: Alex Robles/Gayline Hunter motioned to include Martin Luther-Kings birthday holiday in lieu of Presidents' Day. The vote is 1-4-0 - motion defeated.

MOTION #21: Ralene Clower/Rhoda Hunter motioned to approve the 2012 Holiday schedule as presented with the addition of December 31, 2012 and January 1, 2013. The vote was 3-2-0, Gayline Hunter and Christina Dabney-Keel opposed, motion carried.

4. Subpoena's for health center at Tribal office.

We need to create a policy on how subpoenas should be handled.

5. Sponsorship for blankets for 4 CRIHB people.

Consensus: Tabled until we find out if all the proceeds go to the youth sponsorship.

Gayline Hunter left the meeting at 3:06 p.m. and was unseated at that time.

Rhoda hunter left the room at 3:06 p.m. and returned at 3:11 p.m.

VII. EXECUTIVE REPORTS & COMMITTEE REPORTS

1. CEO Report

- Personnel issues that will be covered by HR.
- New Dentist from Orange County will start on a part time basis and will be full time in January, 2012.
- We have great temporary people

- We filled the CHR and Transporter positions
- We are current with Data Entry - Greg Williams is doing a great job.
- We are trying to bring Olga Sutton back as Nurse Practitioner; she may start every Monday and Friday.
- The Data Entry position for Diabetes is not filled yet; this is a requirement of the grant; we also need a PHN - we are not compliant.
- We will start a Diabetes clinic on Fridays, when Olga Sutton is here.

Yolanda Gibson left the room at 3:15 p.m. and returned at 3:20 p.m.

- We are implementing a CHS process for patient bills and EOBs.
- Mr. Sheikh asked HR to fly the CHS Officer position.
- Christina Dabney-Keel stated that we need to establish a better process for patients who call in when they are in the ER or at a hospital. If CHS is not informed, their payment will be denied. It was suggested establishing an 800 number or having a dedicated line for this type of calls.
- Mr. Sheikh is working on a cost analysis for a CBC machine.
- Ralene Clower stated that no Grievance meeting had been scheduled this year. The CHS Officer issue has been tabled for a year. Angelina Ignacio stated that the CEO's letter did not guarantee an appeal process and that the Board upheld CEO's decision. The chairperson stated that it was not appropriate for Ralene Clower to argue the case. If the attorney has reviewed the documents, the appeal process was followed.

Tribal Chairman signed the 638 contract - if there is a conflict, it can be taken to the Tribal office.

Alex Robles stated that there was no due process; P&P were not followed.

2. CFO Report

Refer to report distributed at the meeting.

The audit committee could be the whole Board. The engagement for the new Auditor has been prepared by Michael Franks and is ready for the CEO's signature.

3. Finance Committee Report

None - Similar to Finance report

4. CHS Report - Apple Yazzie and Pona Anderson joined the meeting.

Michael Franks suggested using Laser Fiche for the current files, rather than going through the paper files in CHS, and store files older than 5 years old. We could hire a temp for about 90 days to scan the files into Laser Fiche. Michael Franks and Mr. Sheikh will discuss the issue.

Until we have an EHR system that supports the Tribal info, we will still need paper files according to Apple Yazzie.

MOTION #22: Christina Dabney-Keel/Ralene Clower motioned to approve the \$10,000 expansion of the CHS filing system. The vote was 4-0-0, motion carried.

Willie Carrillo rejoined the meeting at 4:16 p.m. and was seated at that time. Ralene Clower was unseated at 4:16 p.m. and left the meeting at that time.

5. CHS Committee Report

Refer to report in binder

6. HR/Compliance Report

Refer to written report given out at the meeting.

7. Personnel Committee Report

No Personnel Committee Meeting this time.

VIII. DEPARTMENTAL & GRANTS REPORTS - for information only

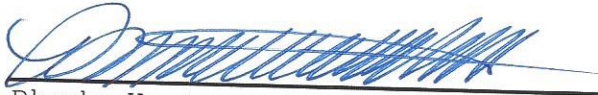
1. Dental Report
2. Medical Report
3. Clinical Services Report
4. Community Outreach Report
5. Diabetes Grant Report
6. Injury Prevention Grant Report
7. Behavioral Health Report
8. Information Technology Report

Christina Dabney-Keel wants to get all the department and committee reports delivered to Danièle Healy in time to be put in the binder

by the Monday preceding the Board meeting.

IX. ADJOURNMENT

MOTION #23: Christina Dabney-Keel/Willie Carrillo motion to adjourn at 4:35 p.m. The vote was 4-0-0, motion carried.



Rhoda Hunter, Secretary