

TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

P.O. BOX 768

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PORTERVILLE, CALIFORNIA 93258

2 FEBRUARY 2011 BOARD MEETING MINUTES REVIEWED AND APPROVED DURING THE APRIL 6, 2011 BOARD MEETING

I. **CALL TO ORDER:** Chairperson, Yolanda Gibson called the meeting to order at 9:57 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
Barbara Baga, Alternate
Ralene Clower, Alternate

Staff

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

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

III. APPROVAL OF AGENDA

1. Christina Dabney-Keel asked to add "Executive Committee" to the agenda.
2. Gayline Hunter asked to add "schedule Grievance Committee meeting" under committee reports.
3. Ralene Clower asked to add an executive session under new business.

Ralene Clower and Barbara Baga were seated at 10:01 a.m.

MOTION #1: Gayline Hunter/Christina Dabney Keel motioned to approve the agenda with additions. The vote was 5-0-0, motion carried.

IV. STEVE PEYRON PRESENTATION

Steve Peyron asked the Board to read a support letter for Francine Gibson; the original was added to the board binder.

MOTION #2: Gayline Hunter/Christina Dabney-Keel motioned to go into closed session at 10:18 a.m. The vote was 5-0-0, motion carried.

MOTION #3: Gayline Hunter/Christina Dabney-Keel motioned to come out of closed session at 10:27 a.m. The vote was 5-0-0, motion carried.

Leta Garfield was seated at 10:28 a.m
Alex Robles was seated at 10:38 a.m.

A discussion followed regarding disturbing false accusations made by a community member and the role of Board.

Yolanda Gibson left the room at 10:50 a.m. and returned at 11:00 a.m.

It was recommended that Board orientation, including a code of conduct and drug testing happen during the Board certification meeting.

NOTE: *Some Board members asked to keep Board binders at the clinic if nobody is home to receive them and call to pick up.*

V. REVIEW/APPROVAL OF PREVIOUS MEETING MINUTES

1. January 5, 2011 General Board Meeting

Christina Dabney-Keel left the room at 11:05 a.m. & returned at 11:08 a.m.

Yolanda Gibson left the room at 11:06 a.m.

Alex Robles left the room at 11:22 a.m. and returned at 11:29 a.m.

MOTION #4: Gayline Hunter/Rhoda Hunter motioned to approve the minutes with some minor corrections. The vote was 3-0-3 (Christina Dabney-Keel, Alex Robles, and Ralene Clower abstained as they were not present at that meeting), motion carried.

2. January 17, 2011 Special Board Meeting

It was mentioned that there is no need for second for nominations.

Yolanda Gibson rejoined the meeting at 11:28 a.m.

MOTION #5: Ralene Clower/Rhoda Hunter motioned to approve the minutes with corrections. The vote was 6-0-0, motion carried.

Christina Dabney-Keel was out of the room between 11:31 a.m. and 11:37 a.m.

VI. DEPARTMENTAL REPORTS**1. CEO Report**

Mr. Sheikh informed the board that according to CHS rules and Regulations he implemented a CHS internal committee to go over referrals by providers. In the past patients were waiting a long time to receive their referrals; we have already seen some improvement CHS has a 5 days rule (from review) that patient should get notification of approval or denial. The newly implemented CHS committee meets twice a week - Tuesday and Fridays and is composed of CHS specialist, Medical Provider, Director of Nursing, Benefits Coordinator, CEO and CFO (just one position cannot make the decisions). Minutes are kept; once the provider approves the referral it goes to Medical Records; the next day by 8:00 am referral should go to CHS. Signature for receipt and number of referrals are confirmed by CHS.

According to CHS and IHS guidelines, if we fail to inform the patient within 5 days, we may be liable for what happens to the patient. IHS has the right to come and check our minutes; we have not been audited yet; funding is based on trust. We submit an audit yearly.

Gayline Hunter left the room at 11:45 a.m. and returned at 12:00 p.m.

Yolanda Gibson left the room at 11:46 a.m. and returned at 11:53 a.m.

IHS is coming to audit the Diabetes Grant on February 8, 2011.

NextGen: The deadline for final installation is August. The next group going for training next week is Greg Williams, CAC, Dolores Morgan, Data Entry/Coder, Apple Yazzie, CHS, Lindsey Lowery, Finance; the next group will go for training in April.

We will create the standard templates; providers can modify the templates together with the CAC.

Christina Dabney-Keel asked about the clinic closing on Tuesday mornings. Mr. Sheik Explained that that time is reserved for staff & departmental meetings, in-services, etc.

Mr. Sheikh reported that he directed Dr. Hall to establish committees, such as a Peer review, Quality Assurance and case Management. Mr. Sheikh would like to humbly request that any complaint be brought to him in writing.

Mr. Sheikh explained that we are CLIA certified and have a good billing system - we can generate 3rd party revenue. Those who have no insurance are sent out for labs.

We need to hire a temporary data entry person to catch-up on the backup of entries - we are 8 months behind.

Lab/radiology: Mr. Sheikh reported that want to bring in a CBC machine; it may cost \$20K but would be profitable.

Gayline Hunter reiterated that the board needs to start receiving updated policies.

MOTION #6: Gayline Hunter/Christina Dabney-Keel motioned to accept the CEO report as presented. The vote was 6-0-0, motion carried.

Willie Carrillo arrived at 12:50 p.m.

Broke for lunch from 12:28 p.m. until 12:54 p.m.

Barbara Baga left the meeting at 12:59 p.m.

Willie Carrillo was seated at 12:59 p.m.

2. CFO Report

CFO, Casey Carrillo brought his report for the Board. Discussions about Tribal Contributions followed and CFO reported that we are over budget for CHS - our goal is to bring 25% of community members up to date for eligibility.

Recommendations: put a deadline and tell the community members to bring their bills.

Christina Dabney-Keel stated that the goal of the month and priority should be to get caught up on data entry.

Danièle Healy will provide the Board members with a copy of CHS guidelines Chapter 3, memo tribal contributions, and the draft of the Tribal Contributions policy.

Casey Carrillo stated that he can have the financial reports ready by the Finance Committee meeting preceding the Board meetings, at Ralene Clower's request.

MOTION #7: Willie Carrillo/Gayline Hunter motioned to accept the CFO report as presented. The vote was 6-0-0, motion carried.

3. **CHS Report/Tribal Contributions**

Apple Yazzie & Pona Anderson joined the meeting at 1:38 p.m.

Christina Dabney-Keel stated that during the Finance committee meeting it was reported that IHS monies were used to pay for part of the parking lot, telephone upgrade instead of Tribal Contributions. Only approx \$95,000 remain in the Tribal contributions fund and we are not sure how much has already been obligated.

Apple stated that some bills were approved by the Tribal Council to be paid by Tribal Contributions.

Christina Dabney-Keel suggested paying the bills that we have committed to and wants to make a motion to hold all new contributions until we know exactly where we stand. We should not be paying for patients who are not in compliance with CHS.

A discussion followed on CalWORKs fines paid by 3rd party funds after being denied by Tribal Contributions.

Christina Dabney-Keel left the room at 2:05 p.m. & returned at 2:07 p.m.

A workshop is scheduled for Monday, 7 February 2011 to discuss tribal contributions at 8:30 a.m.

Willie Carrillo left the room at 2:26 p.m. and returned 2:29 p.m.

Mr. Zahid Sheikh suggested putting a 30 days moratorium on tribal contributions.

MOTION #8: Christina Dabney-Keel/Ralene Clower motioned to put the tribal contributions fund on hold for 30 days and continue accepting the applications. The vote was 6-0-0, motion carried.

VII. OLD BUSINESS

1. Holiday Schedule

Change date of approval to 2/2/2011.

Gayline Hunter left the room at 2:45 a.m. & returned at 2:49 p.m.

MOTION # 9: Christina Dabney-Keel/Rhoda Hunter motioned to approve the holiday schedule with date change. The vote was 5-0-1 (Gayline Hunter had stepped out) motion carried.

MOTION #10: Christina Dabney-Keel/Ralene Clower motioned to go into executive session @ 3:14 p.m. The vote 5-0-0, motion carried.

Ralene Clower had to leave the meeting for a prior commitment at 3:50 p.m.

Motion #11: Christina Dabney-Keel/Gayline Hunter motioned to come out of executive session at 4:10 p.m. The vote was 4-0-0, motion carried.

VIII. NEW BUSINESS

1. Board Orientation

All Board members submitted to Drug testing by Global Drug Testing Services and signed documents on Confidentiality, Drug & Alcohol Free Workplace, and I-9.

2. IHS Site Visits

The Board members were informed of the IHS site visits scheduled for Tuesday, February 8, 2011 and February 15, 2011.

IX. COMMITTEE REPORTS

1. Personnel Committee Report - no report was submitted.
2. CHS Committee Report - no report was submitted.
3. Finance Committee Report - no report was submitted.

X. FYI ITEMS

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

XI. ADJOURNMENT

MOTION #12: Gayline Hunter/Christina Dabney-Keel motioned to adjourn at 4:12 p.m. The vote was 4-0-0, motion carried.


Secretary, Rhoda Hunter