

TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

5 JANUARY 2011 BOARD MEETING MINUTES REVIEWED AND APPROVED DURING THE 2 FEBRUARY 2011 BOARD MEETING

- I. **CALL TO ORDER:** Chairperson, Yolanda Gibson called the meeting to order at 9:14 a.m.
- II. **ROLL CALL:** Secretary, Veronica McDarment called roll.

<u>Board Members:</u>		<u>Staff</u>		
Yolanda Gibson, Chair		P	Zahid Sheikh	P
Loleta Garfield, Vice Chair	9:18 a.m.	L	Casey Carrillo	P
Gayline Hunter, Treasurer		P	Danièle Healy	P
Veronica McDarment, Secretary		P		
Barbara Baga, Member		P		
Willie Carrillo, Member		L		
Patsy Vega, Member	9:23 a.m.	P		
Alberta Chavez, Alternate		E		
Rhoda Hunter, Alternate	seated at 9:15 a.m.	P		

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

III. APPROVAL OF AGENDA

Chairperson, Yolanda Gibson asked to add Ralene Clower's letter under new business.

MOTION #1: Barbara Baga/Patsy Vega motioned to approve the agenda with one addition. The vote was 5-0-0, motion carried.

Loleta Garfield arrived at 9:18 a.m.

Willie Carrillo arrived at 9:23 a.m.

Willie Carrillo was seated at 9:25 a.m.

Rhoda Hunter was unseated at 9:25 a.m.

IV. REVIEW/APPROVAL OF PREVIOUS MEETING MINUTES

1. December 1, 2010 Board Meeting Minutes

MOTION #2: Gayline Hunter/Barbara Baga motioned to approve the December 1, 2010 Board meeting minutes with corrections highlighted in yellow. The vote was -5-0-1 (Willie Carrillo abstained), motion carried.

2. 14 December 2010 Board Meeting Minutes

Yolanda Gibson asked to add "non-eligible" and "new 18 year old" under c- Devin Cook (page 2) and correct Bardwin's name.

MOTION #3: Willie Carrillo/Patsy Vega motioned to approve the December 14, 2010 Special Board meeting minutes with corrections highlighted in yellow. The vote was 6-0-0, motion carried.

V. OLD BUSINESS

1. Letter from attorney regarding appeals

Loleta Garfield stated that we need to strengthen our policy. Zero tolerance needs to be clear regarding drug use.

MOTION #4: Gayline Hunter/Loleta Garfield moved to go into close session and asked Mr. Sheikh, Mr. Carrillo and Mrs. Healy to leave the room at 9:44 a.m. The vote was 6-0-0, motion carried.

MOTION #5: Barbara Baga/Gayline Hunter motioned to come out of close session at 10:14 a.m. The vote was 6-0-0, motion carried.

The Grievance Committee will meet at 5:00 p.m. on 1/5/2011, including CEO, Mr. Sheikh and HR Representative, Danièle Healy.

2. Alan Barlow Update

Zahid Sheikh suggested contacting Mr. Barlow directly. Patsy Vega wants to sit in during the telephone conversation. Another settlement will not be agreed upon.

3. Marcia Roper Resignation

Yolanda Gibson asked Zahid **Sheikh** to find out why she was leaving; Marcia Roper is meeting with Zahid Sheikh, Dr. Hall & Danièle Healy on Thursday, 1/6/2011.

3. Board Elections Update

Draft of Ballot attached.

Loleta Garfield asked if we check the background of candidates. We drug test them at the first Board meeting. According to Loleta Garfield, one of the candidates has a history of being dismissed because of stolen medications.

Rhoda Hunter suggested that board members be drug tested more than once a year. Random drug testing and disclosure of felonies should be added to the election guidelines.

Mr. Sheikh talked to the CEO of Falmouth Institute, Richard Phelps, who confirmed that the use of Marijuana on federal ground is prohibited, no exceptions.

Rhoda Hunter stated that we can amend the election guidelines for next year. Example: no illegal drug or alcohol use during the term of the candidates.

MOTION #6: Gayline Hunter/Willie Carrillo motioned to have a statement prepared that reads: *"As of Wednesday, January 5, 2011, the Tule River Indian Health Board does not allow the use of marijuana either unauthorized or authorized (medicinal marijuana) while employed with the Tule River Indian Health Center, Inc. or serving on the Tule River Indian Health Board"* and have all employees and board members sign. The vote was 6-0-0, motion carried.

4. CEO 6 months Performance Review Results

Mr. Sheikh stated that he stabilized the Diabetes grant; strengthened internal process to generate 3rd party revenue and informed the Board that we are going to give incentives this year for generating 3rd party revenue; he strived to make this organization a REAL organization; he stuck to policies and procedures and that it needs to be very crystal clear as to what we are doing and our communication with IHS. NEC/capture RX was put on the back burner but has been generating revenue (approx \$80,000 to \$90,000 so far this year from pharmacy only. NEC/Capture RX is an excellent program under which we

are generating our own revenue. Zahid stated that under 340B. Amir Khoyi will discuss this further with Zahid and send a person to do the inventory. McKesson supplies the medication to Warnack. No one from here has done the inventory.

Barbara Baga left the room at 11:12 a.m. and returned at 11:18 a.m.

It was suggested to get Amir to come down and do the inventory and reconciliation with our Medical Director.

Mr. Sheikh was asked to leave the room at 11:20 a.m. to discuss a possible increase.

Loleta Garfield asked if we had salary steps for CEOs. The salary scales were consulted in the employee handbook.

MOTION #7: Willie Carrillo/Barbara Baga motioned to increase Mr. Sheikh's salary to coincide with TR 17 step 3 or \$122,441 with another review in 6 months. The vote was 3-3-0 (Gayline Hunter, Patsy Vega, Loleta Garfield opposed); Chairperson, Yolanda Gibson broke the tie and voted for TR 17, step 3 @\$122,441; motion carried.

Rhoda Hunter agrees that he is doing a great job dealing with the community and is policy-oriented.

Patsy Vega left the room at 11:48 a.m. and returned at 11:53 a.m.

Mr. Sheikh returned at 11:54 a.m.

Loleta left the room at 11:55 a.m. and returned at 12:08 p.m.

Mr. Sheikh stated that the position was advertized at \$125,000 and questioned why he would have two evaluations in one year.

Mr. Sheikh asked to clarify a couple of things. He had requested the Department heads i.e., Medical Director, to present their policies & procedures to the Board first and to prepare peer reviews. Patsy Vega asked if he reprimanded the supervisors who did not submit their P&Ps.

Willie Carrillo left the room at 12:00 Noon and returned at 12:10 p.m.

Yolanda Gibson left the room at 12:00 Noon and returned at 12:04 p.m.

Gayline Hunter left the room at 12:03 p.m. and returned at 12:07 p.m.

Regarding the evaluation: Patsy Vega mentioned that her evaluation was based on what she experienced and what Mr. Sheikh is doing for the community. Zahid mentioned that criticism should be positive and constructive and that a lot of things need to be fixed.

Patsy Vega asked again if he would accept our offer - he said that if the Board trusts in him he would accept - trust is more important than money.

Lunch break at 12:09 p.m. until 12:45 p.m.

5. Tribal Contributions Draft policy

Chairperson, Yolanda Gibson stated that the draft policy is good but guidelines need to be added. Gayline Hunter asked everyone to take the document with them and come back with their comments. It was discussed whether the policy should be under fiscal or CHS - CHS needs to establish eligibility. CHS officer did not have guidelines to go by and the Board did not always act in a timely manner which resulted in delays.

It was suggested to allocate a person to manage the contributions - ask Tribal to have salary come out of contributions?

CFO, Casey Carrillo stated that we are unsure if we will have the contributions in the future.

Zahid Sheikh stated that community members need to mention what services they want identified. Rhoda Hunter asked to see what is covered here and what is not.

Under CHS, Dental does not cover cosmetics - such as implants, etc.

Only one procedure can be done at a time - then another procedure can be requested. This needs to go

back to the CHS Committee meeting on January 26th.
The Full Board Elections will meet for the Elections Certification meeting on January 17th @ 9:00 a.m.

Willie Carrillo left the room at 1:00 p.m. and returned at 11:05 a.m.

VI. NEW BUSINESS

1. 2011 Holiday Schedule

The Tribal office has not yet approved the final Holiday Schedule.

2. Ralene Clower letter

Ralene Clower requested by letter to receive a copy of the 14 December 2010 Special Board Meeting minutes. We waited to have the minutes approved; they were approved today. Danièle Healy will make corrections and send a copy of the minutes to Ms. Clower.

Willie Carrillo mentioned that she already had the results of the minutes. Barbara Baga stated that the persons breaking confidentiality should be reprimanded. Willie Carrillo mentioned that he had received a derogatory e-mail after the terminations. Yolanda Gibson's vehicle was vandalized and damaged during the Christmas Party.

VII. DEPARTMENTAL REPORTS

1. CEO Report

Mr. Sheikh stated that the 2 temporary Transporters (Charlemagne and Kara) seem to be doing a great job. **General discussion regarding safety.**

When Mr. Sheikh came on board he asked the CHS department to conduct quarterly audits. CHS had an audit under Apple Yazzie's supervision; it was good. He also suggested helping our community members get their information updated by sending a CHR to collect their information or whatever it takes. Our goal is to dedicate all **CHS** funds to our tribal members. Zahid asked Lyle Martin how we can restore info to help our community members; their information can be

scanned. Loleta Garfield suggested sharing information with the Records department at the Tribal Office.

2. Mr. Sheikh stated that all employees will be trained on the ABCs of the 638 funding to grasp the complete scope of the 638 program. Patsy Vega questioned why employees need to know about this.

Dr. Hall was asked to come in and talk about where the Medical Department has gone since she started on July 20, 2009. New staff was adjusting; P&P were not in place; continual flux of CEOs; now we have stability with Mr. Sheikh; we are learning from mistakes made in the past. 1) P&P are key. 2) Peer review is very important and also a key aspect for improving patient care.

Yolanda Gibson left the room at 1:28 p.m. and returned at 1:37 p.m.

Along the lines of education, morale is low; our employees need to have at least 2 trainings per year; we need to take advantage of IHS training, sharing information from different trainings will improve morale; we also have access to training through Webinars.

How do we monitor patient care? Is an important question; employees need to be aware of what is happening in the medical field outside of the clinic and bring it back to our clinic. When you are continuously learning new things, it improves morale. Gayline Hunter agreed - when she goes to other clinics, others will share their experience.

One of our goals is to get our staff motivated and educated. Consistency and continuity need to be focused on.

Dr. Hall stated that she likes the direction of Mr. Sheikh, flowing in the same direction. Gayline asked to listen to employees when they come back from outside sessions.

Dr. Hall stated that once we have basic P&Ps as a foundation we can always improve on them; the medical field is always changing.

Loleta Garfield asked Dr. Hall questions regarding pace makers and hospice.

Mr. Sheikh asked Dr. Hall how she envisions improving quality care: staffing is an issue.

Dr. Menor will help ½ day per week. We are also hoping to get a neurologist (Dr. Ramu Thiagarajan), who approached us to have our patients referred to her, work here 1 day a month to increase 3rd party billing. Adding one more physician might be beneficiary; Dr. Tran is currently working 2 days a week, Thursdays and Fridays.

Also, we are meeting with Marcia Roper to renegotiate her proposal.

Per Dr. Hall, other areas for improvement are peer review, case management, and quality assurance; and working with CHS for more resources, especially for Elder patients. The deadline to start is in 2 weeks; the new Medical Director would be 50 % Medical, 50% Administration.

Rhoda Hunter asked Dr. Hall about the lap band presentation: Dr. Hall called 2 facilities in Fresno who would prefer to have Board members come to their facility. A facility in Visalia did not return the call, nor did the one in Bakersfield. The board members will let Dr. Hall know when will be a good day for the presentation.

Fred Huerta, Director of Nursing explained that the main concern for our patients is still waiting time; he started a process to improve this and it is improving. Nursing is short staffed: 2 Medical Assistants are on FMLA, and the LVN will assume the CAC position in January. Poor staff morale is due of turn-over; there seems to be a slight improvement with regular meetings and open door policy; a new patient survey to improve patient care will be given out this month.

Loleta Garfield left the room at 1:46 p.m. and returned at 1:54 p.m.

Yolanda Gibson mentioned that a lot of employees still talk about situations regarding HIPAA. DON, Fred Huerta has disciplined employees regarding HIPAA. He is working on P&P - new and updated. From a clinical point of view, he feels they also need protocols that

will be in place but will be soon.

Willie Carrillo stated that customer service is important. He does not want to continue to hear employees bashing management and the Board.

Mr. Sheikh stated that no gossiping, no politics has been communicated with staff.

Gayline Hunter asked when we can start receiving P&Ps to review.

Mr. Huerta stated that he has been here for only 2 months; he had to learn the strength and weaknesses of employees; he started Performance Appraisal evaluations and is working on them daily and working on P&Ps daily. Rhoda Hunter wants to know which policies came from IHS and which are new; revisions should be marked in red.

Mr. Sheikh stated that most importantly we need to decide on what our scope of practice is then we can work on P&P.

Scope of work: General practice and primary care.

Veronica McDarment and Barbara Baga left the meeting at 2:03 p.m. to go to work and Rhoda was seated at that time.

NextGen training in February will be paid by CRIHB for employees.

3. CFO Report

Casey Carrillo read through the summary memo in front of his report.

Casey stated that 2rd party revenue was increasing in December and January. Zahid Sheikh said, our goal is to reinvest for the good of the community.

Our goal to have at least \$3 Million in our account as a cushion besides IHS funding.

Loleta Garfield was asked to bring the idea from the Tribal office regarding funds for elderly care - in home care or care facility for elders. Casey will check and see if it is included in the Tribal Contributions.

Loleta Garfield said that several elders are coming of age and may require such services. Zahid said that care givers need to meet the guidelines established by the State. We need guidelines for staffing and eligibility.

Good report.

4. CHS Report

The CHS report can be found in the binder.

Tribal Contributions

July 2010 for info only, all approved; on second step.

September 2010

MOTION #9: Gayline Hunter/Rhoda Hunter motioned to approve #850262. The vote was 5-0-0, motion carried.

October 2010

None were presented for approval for October 2010.

November 2010

MOTION #10: Willie Carrillo/Gayline Hunter motioned to approve #850597. The vote was 5-0-0, motion carried.

December 2010

MOTION #11: Gayline Hunter/Rhoda Hunter motioned to approve for the next step #850140, #850765, #855239, #855175, #850614, #850286, #853177, #852033 and #851238. The vote was 5-0-0, motion carried.

Willie Carrillo left the room @ 3:53 p.m. & returned at 3:57 p.m.

MOTION #12: Patsy Vega/Rhoda Hunter motioned to approve the CEO, CFO and CHS reports the vote was 4-0-1; Willie Carrillo was still out.

Willie Carrillo returned at 3:57 p.m.

VIII. COMMITTEE REPORTS

1. Personnel Committee Report

The Personnel report for December 2010 in binder was read prior to the CHS report was presented.

MOTION #8: Rhoda Hunter/Willie Carrillo motioned to accept the Personnel Committee report as presented. The vote was 5-0-0, motion carried.

2. CHS Committee Report - no report

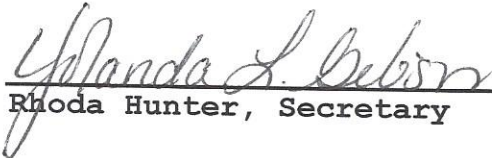
3. Finance Committee Report - no report

IX. FYI ITEMS

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

X. ADJOURNMENT

MOTION #9: Willie Carrillo/Loleta motioned to adjourn at 3:59 p.m. The vote was 5-0-0, motion carried.


Rhoda Hunter, Secretary
