

TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

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PORTERVILLE, CALIFORNIA 93258

6 JUNE 2011 BOARD MEETING MINUTES REVIEWED AND APPROVED DURING THE 6 JULY 2011 BOARD MEETING

I. **CALL TO ORDER:** Chairperson, Yolanda Gibson called the meeting to order at 9:25 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 - seated @ 9:26 a.m.

Staff

P	Zahid Sheikh	P
T	Casey Carrillo	P
P	Angelina Ignacio	P
P	Danièle Healy	P
P		
A		
P		
E		
P		

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

III. APPROVAL OF AGENDA

Add Patient #850132 presentation as first item on the agenda.

MOTION #1: Ralene Clower/Gayline Hunter motioned to approve the agenda with one addition. The vote was 5-0-0, motion carried.

IV. PATIENT #850132 PRESENTATION

Patient #850132 presented his/her concerns regarding his/her recent medical condition to the Board and stated that his/her wheel-chair does not fit in the board room door.

Mr. Zahid Sheikh stated that he is working with Dr. Kim @ CRIHB to establish better standards of care and a clear mission statement for the health center.

Christina Dabney-Keel requested that we set a standard practice of care today. This is the first case where someone may sue us, but it is not the first case of neglect we have heard since this Board was established. She stated that we are failing our patients.

Break 10:51 a.m. to 11:04 a.m.

After the break, Chairperson, Yolanda Gibson stated: we listened to the patient's comments and a standard of care of diabetes patients should be implemented by Friday, June 10, 2011.

Mr. Sheikh also reported that Dr. Liberstein has a good understanding of diabetes and is an internist. Part of her salary is coming out of the diabetes grant.

2 Hunter
MOTION #2: Christina Dabney-Keel/Ralene Clower motioned to have a Medical Standard Operating Procedures for Medical completed by Dr. Hall to be presented at the next Board meeting on July 6, 2011. The vote was 4-0-1 - Alex Robles was still out of the room, motion carried.

At the recommendation of Gayline Hunter: Consensus by the Board to allow our Human Resources Director to start working on the case presented by patient 850132.

Mr. Sheikh suggested having QA investigate charts before going to our insurance company (Dr. Kim from CRIHB?). Angelina Ignacio will check our policy first and see if our malpractice insurance would cover that. Chairperson, Yolanda Gibson asked Angelina to stay in contact with Christina Dabney-Keel, Chairperson of the Finance committee.

A letter should be sent to the patient informing him/her that we have heard him/her and that action is being taken.

The question was raised whether we should find a volunteer to act as a patient advocate to deal with patient grievances; this person can be an outsider or a volunteer member of the community. Angelina Ignacio has already drafted a document to give out to patients on how to address issues.

Alex Robles rejoined the meeting at 11:20 a.m.

Dopler - Zahid stated that he talked to Dr. Liberstein about

this device and she recommended that one of her associates perform the ultra-sound test. Christina Dabney-Keel believes the clinic had a dopler in the past.

Gayline Hunter asked Zahid Sheikh how long he has been here (11 months) and stated that he should be more firm with the Department Heads' assignments and give them a timeline to complete tasks and hold them accountable.

V. REVIEW/APPROVAL OF PREVIOUS MEETING MINUTES

1. 4 May 2011 Board Meeting

Christina Dabney-Keel left the room at 11:34 a.m. 11:44 a.m.

A conversation followed regarding whether or not to include everyone's comments regarding the hearing in Visalia or remove them all. No further direction was given.

Alex Robles stated that he did not resign from the Grievance Committee.

MOTION #3: Gayline Hunter/Ralene Clower motioned to approve the meeting minutes of 4 May 2011 with additions and corrections. The vote was 4-0-1, Alex Robles abstained; motion carried.

VI. DEPARTMENTAL REPORTS & COMMITTEE REPORTS

1. CEO Report

A copy of the CEO report and Diabetes Grant were given out.

On 9 May 2011 Mr. Sheikh asked Linda Hoy to schedule RPMS training for staff within 4 weeks. The first training for the front desk personnel was held on Friday, June 3, 2011.

Christina Dabney-Keel was called out of the room at 11:59 a.m. until 12:02 p.m.

Christina Dabney-Keel reported that she was called out by a CHR who informed her of a patient at home with a **sugar** count of over 600. What needs to be done? The doctor should make a home visit. Also, an emergency plan should be in place for cases like this.

Mr. Sheikh went to talk to Dr. Hall and find out the situation.

Moved to CFO report - see below.

Moved back to CEO report (12:56 p.m.)

Lunch break from 12:56 p.m. until 1:15 p.m.

PHN position: Lisa Schorling, who had originally applied for the position, is no longer interested in the position because of the low salary. Gayline suggested that Mr. Sheikh and Christina Dabney-Keel go to CRIHB or IHS and request more money for qualified medical personnel.

2. **CFO Report**

A copy of the CFO report was distributed to Board members.

Casey Carrillo reported that he is still catching up on all reconciliations. As of May 31, 2011 we were at \$2.1 Million. Casey Carrillo stated that the budget should be good to go today if, approved.

MOTION #4: Gayline Hunter/Christina Dabney-Keel motioned to approve the budget for FY 2011/2012 as presented, with possible revisions at a later date. The vote was 3-1-1, Ralene Clower opposed and Rhoda Hunter abstained, motion carried. Ralene Clower opposed because she was unable to do a comparison of last year's budget and this year's budget.

Zahid Sheikh stated that next year's budget needs to be submitted to IHS on March 30th, 2012. Also, the auditors should get approval from the Board prior to submitting the audit to HIS. The audit is due to IHS nine (9) months after the fiscal year closes.

3. **Finance Committee Report**

Christina Dabney-Keel gave a verbal report:

- Reviewed budget; discussed changes
- CHS costs will continue to increase.
- Our contract with IHS started in 2008; we are obligated to pay bills from 2008 on; once a P.O. is approved, we are obligated to pay for the services.

- Discussed a possible pay increase for the PHN position.
- We are now posting approximately \$36,000 per week and collecting approximately \$25,000 per week.
- Ask Casey to provide the Board with a report of what is due to us (AR); what we received from co-pays.
- Separate account for 3rd Party Revenue needs to be opened at the Union Bank.

4. **CHS Report**

CHS report is in the binder.

Pona Anderson will meet with Angie Ignacio, HR Director, to finalize a CHS policy on how patient bills need to be paid.

Yolanda Gibson suggested putting in the Newsletter the fact that depending on the type of insurance the patient carries, the patient needs to find a physician who accepts their insurance and therefore referrals may take longer.

The new CHS committee meetings have improved the referrals process.

CHS employees' job descriptions reviewed by Pona will be approved during the next CHS Board committee meeting.

The Patient Registration module of the RPMS training took place last Friday - more in-depth training will be scheduled.

SIDE NOTE: Christina Dabney-Keel asked to put *setting the date for next year's Health Fair* on next Board meeting's agenda. It needs to be planned ahead; T-shirts should be ordered for the community, not just for the employees.

5. **CHS Committee Report**

There was no CHS Committee meeting in May 2011.

6. **HR Report**

Angie Ignacio presented her report.

An online DMV print-out (for \$2.00) can be given to

the car insurance company to be added to the driver's list.

Discussed excess furniture and other items to be sold. The large TV will be raffled off at an employee meeting; employees need to have attended 3 consecutive staff meetings to be eligible for a raffle ticket; we will sell everything else (cabinets, etc.) and we will donate the items that do not sell.

Alex Robles left the meeting at 2:00 p.m.

Two policies will be approved during the Personnel Committee Meeting.

7. Personnel Committee Report

There was no Personnel Committee meeting in April 2011 due to the HR Director becoming familiar with the operation. There was no Personnel committee meeting in May 2011 due to HR Director's absence.

MOTION #5: Christina Dabney-Keel/Rhoda Hunter motioned to accept the CEO, CFO, CHS and HR reports. The vote was 4-0-0, motion carried.

VII. OLD BUSINESS

1. Incomplete Data for Capture RX.

CAC, Greg Williams and Clinical Director, Federico Huerta joined the meeting at 3:40 p.m. Greg exported 1200 items into excel - personnel information is encrypted when sent to CRIHB; CRIHB will forward information to Capture RX after reviewing it; they will then contact Warnacks for an inventory. In the future, Greg will communicate directly with Capture RX, bypassing CRIHB. 18 months of data establishes a database. Patient Registration will also be able to make changes real time when a patient is moved from contract status to direct status and vice-versa. Only contract patients will be eligible for the 340B contract price discount.

Christina Dabney-Keel asked how it is going to affect our pharmacy costs in the future. It will decrease tremendously; it will lower our CHS amount and bring

in 3rd party revenue.

Greg Williams still needs to receive log-in and password information from Linda Hoy. Jazmin Garcia in Patient Registration will also need this information to update patient information in Capture RX.

Christina Dabney-Keel would like to receive a copy of the RPMS schedule that Linda Hoy will be asked to prepare by Federico Huerta.

Greg Williams distributed the month of May postings report or A/R summary.

Christina Dabney-Keel asked if RPMS can pull out patients who need to bring in updates. Greg stated that these reports can be established for NextGen and he will. Zahid Sheikh will ask Greg to attend a 2-day RPMS site manager training.

~~Christina Dabney-Keel~~ and Gayline Hunter stated that Zahid not disciplining Linda Hoy for not following his directives may affect his own performance evaluation.

Christina Dabney-Keel stated that we are on task with this. Yolanda Gibson thanked Greg and Fred for a job well done.

2. Audit Report - tabled
3. Internet Access Agreement - referred to Personnel Committee Meeting
4. Christmas Party Committee

Danièle Healy was asked to create a standing Christmas or Holiday Party committee.

5. Board Follow-up Items

The list of follow-up items was updated and will be reviewed and updated at each Board meeting.

VIII. NEW BUSINESS

1. Tribal Communities Hit By Recent Disasters Seeking Assistance - Tabled

Christina Dabney-Keel will contact the different sites for more details. We cannot make donations out of the IHS funds. Casey will ask for written communication on this policy. Christina Dabney-Keel suggested donating the money we collect from selling our overage of furniture to this type of organization.

IX. FYI ITEMS

1. Other departmental reports for information
2. Emergency Preparedness Meeting Report

Christina Dabney-Keel summarized her report. Lyle Martin will give the staff an in-service on Family Emergency Preparedness at the July Staff meeting.

X. ADJOURNMENT

MOTION #6: Gayline Hunter/Christina Dabney-Keel made a motion to adjourn at 4:00 p.m. The vote was 4-0-0, motion carried.



Rhoda Hunter, Secretary