

TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

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PORTERVILLE, CALIFORNIA 93258

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

I. **CALL TO ORDER:** Chairperson, Yolanda Gibson called the meeting to order at 9:13 a.m.

II. **ROLL CALL:** Secretary, Rhoda Hunter called roll.

<u>Board Members:</u>		<u>Staff</u>	
Yolanda Gibson, Chair	P	Zahid Sheikh	P
Loleta Garfield, Vice Chair arrived at 9:20 a.m. and seated at that time	L	Casey Carrillo	E
Christina Dabney-Keel, Treasurer	P	Danièle Healy	P
Rhoda Hunter, Secretary	P		
Gayline Hunter, Member	P		
Willie Carrillo, Member arrived at 10:07 a.m.	L		
Alex Robles, Member	A		
Barbara Baga, Alternate seated @ 9:14 a.m. and unseated @ 10:07 a.m.	P		
Ralene Clower, Alternate seated @ 9:14 a.m.	P		

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

III. APPROVAL OF AGENDA

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

IV. REVIEW/APPROVAL OF PREVIOUS MEETING MINUTES

1. 6 April 2011 Board meeting minutes

MOTION #2: Christina Dabney-Keel/Ralene Clower motioned to approve the 6 April 2011 meeting minutes with changes. The vote was 4-0-2, Barbara Baga and Loleta Garfield abstained, motion carried.

2. 20 April 2011 Special Board meeting minutes

MOTION #3: Christina Dabney-Keel/Barbara Baga motioned to approve the 20 April 2011 Special Board meeting minutes with corrections. The vote was 4-0-2, Ralene Clower and Rhoda Hunter abstained, motion

carried.

V. DEPARTMENTAL & COMMITTEE REPORTS

1. CEO REPORT

Refer to report in Binder.

Mr. Sheikh directed Linda Hoy to release RPMS keys to Greg Williams, Clinical Applications Coordinator (CAC).

Christina Dabney-Keel reported that during a meeting with CRIHB, CRIHB members reported continuous issues with our Site Manager.

Data Entry: the Clinical Applications Coordinator who entered data while the Data Entry person was on training was able to submit batches the same day. The CEO and HR Director will give a complete report to the Personnel Committee on 5/16/11.

Federico Huerta, Clinical Services Director and Greg Williams, CAC were asked to join the board meeting. The Data Entry/Coder has been under Fred's supervision for the past 2.5 months. Fred is not a coder, but fortunately, Greg Williams is a certified coder. The Data Entry person was doing the job but not finishing it; she was holding back what needed to be signed by providers and did not send batches.

CAC, Greg Williams provided the Board with an accounts receivables (A/R) report and explained that *Accounts Receivables* is not the same as *Accounts Received*. He developed a reconciliation process with Fiscal to find out the difference between A/R and accounts received. The process takes about 3 weeks.

Net charges = what we billed out
Net payments = what we received from clearing House
Net Adjustments = CHS and Direct patients
Net change in A/R = what is still outstanding.

Rejections are handled by the biller who makes the adjustment.

Christina Dabney-Keel gave kudos to Fred and Greg for taking the initiative and getting the job done.

Willie Carrillo joined the meeting at 10:07 a.m.

Last year TRIHCI billed \$1.4 Million and got back \$350K.

A copy of the Clearing House contract will be requested from

Finance for Board Members.

Our next goal is to try and get back pay. Greg will find out how many days we can bill back to Blue Shield, Medicare, MediCal, etc. Starting with the first day of how far back we can bill.

Dr. Hall is the only provider that can bill; the other two would be billed under her supervisory. Specialty providers are billing separately.

Greg will prepare another report by the Finance Committee meeting. CFO, Casey Carrillo will be updated on the new process when he returns.

Good job, both!

Zahid stated that CAC, Greg Williams will be taking over Capture RX from the Site Manager.

Board members requested a copy of the RPMS Site Manager and CAC job descriptions.

The new budget will be submitted to the Board prior to being sent to Area Office. Alicia Herrera will be asked to contact Lin Bui to come present the audit to the Board.

Linda Hoy will submit the GPRA acceptance report to the Board in the future.

Yolanda Gibson left the room at 10:23 p.m. & returned at 10:30 a.m.

A discussion regarding additional RPMS training followed.

Mr. Sheikh & Mr. Huerta met offsite with a Medical Director candidate - the Provider had not passed board exam, and is not being credentialed. We are still trying to find a good provider.

Mr. Sheikh suggests keeping third party revenue, CHS/IHS, and tribal contributions funds in different bank accounts. He wants to build up a Third Party Revenue account and not touch it until there is a real need.

We moved to New Business at 10:45 for Kimberly Nenna's presentation.

2. CFO REPORT & FINANCE COMMITTEE REPORT

Refer to finance report in binder - no finance committee report.

3. CHS REPORT & CHS COMMITTEE REPORT

Catastrophic Care (CHEF) fund is allocated on a case by case basis.

Christina Dabney-Keel left the room at 11:48 a.m. and returned at 11:50 a.m.

4. HR REPORT & PERSONNEL COMMITTEE REPORT

Our new HR Director, Angie Ignacio joined the meeting at 11:49 a.m. to present her report.

She will address a CHS letter at the next Personnel Committee Meeting or Grievance Committee Meeting.

Gayline Hunter left the room at 11:58 a.m. and returned at 12:09 p.m.

A Special Board meeting will be scheduled for clarification on how our termination policy reads and if due process was followed for CHS Officer's termination.

Monday, May 16, 2011 Personnel meeting scheduled at 9:00 a.m., followed by the Finance Committee meeting.

Monday, May 23, 2011 Special Board Meeting scheduled at 9:00 a.m.

Wednesday, May 25, 2011 CHS Committee meeting scheduled at 9:00 a.m., followed by the Grievance Committee meeting.

Back to HR report.

Angie is getting familiar with the Clinic's operations.

- Discussed 30/10 and 20/20 policy.

- Discussed mentoring program for Native Americans (clinical rotation program).

- Angie Ignacio reported that she attended an EDD hearing in Visalia for the former CHS Officer and asked: How does it work when a Board member represents a TRIHCI employee at an EDD hearing and yet the Board is the one who made the decision? Isn't this conflict of interest? She stated she felt in an awkward position and felt intimidated by the presence of a Board member.

Ralene Clower stated: I did go with my Mom to attend the

EDD hearing; I was not allowed to go in as I was just there as her daughter; I did not say I was a Board member and I did not represent her as a Board member, but I did go. Rhoda Hunter stated that Ralene was not on the Board at the time the employee was terminated and they do not let anyone go in unless they can offer some type of information.

Willie Carrillo stated: I have to disagree - we all adopted the Council's code of conduct and it applies to the Board as well. We talked about it last year and again this year, as far as Ralene going there with her mother, I think she should be given a warning not to do it again.

Rhoda Hunter: I am totally against that.

Ralene Clower stated: I have a comment I would like to make: When I ran for this position, I was not deceiving anyone; I told everyone... This is when the Secretary, Rhoda Hunter turned the tape off due to the nature of the conversation.

A discussion followed that will resume at the Grievance Committee Meeting.

Barbara Baga left the meeting at 12:29 p.m. and returned at 12:32 p.m.

Lunch Break @ 1:00 p.m. to 1:30 p.m.

MOTION #4: Ralene Clower/Rhoda Hunter motioned to approve the CEO and HR reports. The vote was 6-0-1 (Willie Carrillo was still out), motion carried.

Note regarding Direct Care patient's transportation: Zahid Sheikh confirmed with CHR's that they do not transport Direct Care patients; only in case of emergency for tribal members.

Willie Carrillo rejoined the meeting at 1:36 p.m.

VI. OLD BUSINESS

1. Tribal Contributions Draft Policy presentation to the Council.

Chairperson, Yolanda Gibson presented the policy to the council last week as well as copies of checks, including copies of checks to FlintCo for payment on the parking lot. The Board Room remodel was taken out of IHS funds. Yolanda kept all the documents and will meet with Council again tomorrow, Thursday, May 5, 2011. Council requested the CFO to be present; however he is still on FMLA.

2. Code of Conduct - Board members were asked to read the Code of Conduct and bring their comments - tabled.
3. Board Committees - number of committee members needs to be restricted

Ralene Clower and Alex Robles stepped down from the Grievance Committee, leaving 6 committee members.

4. Updates - per Ralene Clower's request

Please refer to separate document that will be updated regularly.

Ralene Clower left the meeting at 1:57 p.m.

5. Emergency Preparedness - per Willie Carrillo's request

Christina Dabney-Keel is taking a lead role for the clinic. One of the complaints of those who were part of this committee in the past is that the committee is not following through and has not set up a plan because of management turnover.

A discussion followed on priorities, needs, identification of command centers, family disaster plans, etc.

Willie Carrillo reported that the Tribe is assigning a main committee with representatives from each entity on the Reservation (Council, DPS, Health Center, Education Center, Gym, Eagle Mountain Casino.)

Loleta Garfield left the meeting at 2:25 p.m.

6. Update on Elder Care

Patient had a follow-up appointment in SF but had no insurance card. The Clinic is not comfortable giving out information to the insurance company whether this patient is covered under CHS or not.

Ray Fuentes will follow-up with one of the patient's sons on the incomplete disability paperwork. Ray is also investigating how many rehab centers are in the area and what the cost is (about \$400/day to 1,200/day). Mr. Sheikh stated that the patient needs to be evaluated by our staff (Dr. Liberstein today or Dr. Hall tomorrow).

VII. NEW BUSINESS

1. Kimberly Nenna's Presentation on Native American Eye Wear (10:45 a.m.).

Ms. Nenna presented a line of Native American Eye Wear. Encore Vision, located in Spokane Washington who offers consignment frames & lab services.

Consensus: All in favor for our CEO, Zahid Sheikh to look into this.

Loleta Garfield left the room at 11:09 a.m. & returned at 11:18 a.m.

VIII. FYI ITEMS

Additional departmental reports are included for reference to the Health Advisory Board (Medical, Dental, Clinical Services, Outreach, Behavioral Health, I.T., and CalWORKs.)

IX. ADJOURNMENT

MOTION #5: Willie Carrillo/Christina Dabney-Keel motioned to adjourn at 2:48 p.m. The vote was 5-0-0, motion carried.


Secretary, Rhoda Hunter
