

# TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

## 5 OCTOBER 2011 BOARD MEETING MINUTES REVIEWED AND UPDATED DURING THE 7 DECMEBER 2011 BAORD 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 - seated @ 9:58 a.m.  
Rhoda Hunter, Secretary  
Gayline Hunter, Member  
Willie Carrillo, Member - seated @ 9:38 a.m.  
Alex Robles, Member  
Barbara Baga, Alternate - seated @ 9:26 a.m.  
Ralene Clower, Alternate - seated @ 9:26 a.m.

### Staff

|   |                  |   |
|---|------------------|---|
| P | Zahid Sheikh     | L |
| E | Alicia Herrera   | P |
| L | Angelina Ignacio | P |
| P | Danièle Healy    | P |
| P |                  |   |
| L |                  |   |
| P |                  |   |
| P |                  |   |
| P |                  |   |

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

### III. APPROVAL OF AGENDA

1. Add CEO evaluation under Old Business.
2. Alex Robles witnessed hostile work environment; he has not yet filled out a grievance report; this will be brought up in the executive session; Angelina Ignacio stated that we still need this documented.
3. Alex Robles wants to discuss Board and Committee meetings' attendance and By-Laws statement that a board members cannot miss more than 3 meetings - discussion.

*Liz Perez joined the meeting at 9:32 a.m.*

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

### IV. APPROVAL OF PREVIOUS BOARD MINUTES

1. August 19, 2011 Board meeting Minutes - were tabled

*Willie Carrillo joined the meeting at 9:38 a.m. and was seated at that time. Christina Dabney Keel arrived at 9:58 a.m. and was seated at that time.*

**MOTION #2:** Willie Carrillo/Gayline Hunter motioned to approve the August 19, 2011 Board meeting minutes with changes. The vote was 6-0-0, motion carried.

*Willie Carrillo, Christina Dabney Keel and Ralene Clower discussed phone/cell phone service in the area.*

2. August 26, 2011 continuation Board meeting Minutes - were tabled.

**MOTION #3:** Gayline Hunter/Rhoda Hunter motioned to approve the August 26, 2011 Board meeting minutes with changes. The vote was 5-0-1, Christina Dabney-Keel abstained; motion carried.

3. September 7, 2011 Board meeting Minutes

*The Board took a break @ 10:22 a.m. until 10:32 a.m. Gayline Hunter returned @ 10:40 a.m.*

Willie Carrillo discussed "guardianship" on page 9/16. Mr. Sheikh explained that the guardianship issue had been taken care of. Guardianship was addressed during the HIPAA training on 10/4/2011. Chairperson, Yolanda Gibson reminded the Board that patients should not be discussed while visitors were present. However, no name had been mentioned.

*Willie Carrillo left the room at 10:52 a.m. & returned @ 10:58.a.m.*

**MOTION #4:** Gayline Hunter/Ralene Clower motioned to approve the September 7, 2011 Board meeting minutes with corrections. The vote was 4-0-2, Christina Dabney-Keel & Willie Carrillo abstained, motion carried.

**V. EXECUTIVE REPORTS & COMMITTEE REPORTS**

1. CEO Report

Verbal report:

- a. Mr. Sheikh first brought up an imperative issue: we hired a couple of Dentists; Lisa Collier was hired as full-time Dentist, went through orientation, but failed to show up on the first day of work; the second part-time

Dentist hired backed out as well. We re-advertized the position; interviews are scheduled. Dr. Newman is carrying the load by himself and a part time Dental Hygienist was hired to work one day a week to catch up as Carmen Galloway has been out on FMLA and bereavement; another one is on-call. Some Board members will sit in on the Dentist interviews.

Chairperson, Yolanda Gibson asked Christina Dabney-Keel, Treasurer to sit in on the interviews, attend the committee meetings, and also interface with the Health Center on a daily basis, as Treasurer, in the stead of the Chairperson.

b. Michael Franks Consulting Agreement: Gayline Hunter remarked that Friday, November 11 is a holiday and that the schedule should be updated on the agreement. Christina Dabney-Keel asked if this was a standard contract; it is not specific. Ralene Clower explained that the attachment A spells out his scope of work. Mr. Franks will help set up our finance system that will enable Board Members to see each department's justification and budget per line item. And until we have a full time CFO in place, he will be attending the Board meetings.

**MOTION #5:** Gayline Hunter/Christina Dabney-Keel motioned to approve the contract with Franks & Franks Consulting subject to changing the October 4 and November 11,2011 dates. The vote was 5-0-1, Alex Robles was still out; motion carried.

c. Podiatrist, Dr. Marmolejo's resigned to concentrate more on his own practice. Mr. Sheikh asked him to consider still working here one day per month; other Podiatrists are being investigated. Chairperson, Yolanda Gibson suggested going forward with other candidates.

d. CHRIHB provided Tribal MediCal Administrative Activities (MAA) training. This is an excellent program to generate more third party revenue. All CHR's, Interim CFO, and CEO were trained. Mr. Sheikh's projection is that we can generate \$75,000 per year. It is a matter to train our Transporters on how to fill out the forms to be submitted to CRIHB for per diem/transportation/travel to a doctor's visit and to be reimbursed through MAA at 50%; the deadline to submit forms is one year. The Administrator for this program is Interim CFO, Alicia Herrera.

Productivity report attached. Mr. Sheikh informed the Providers during our staff meeting that IHS expects providers to see between 16 and 20 patients, under the PL-636 contract. Gayline Hunter remarked that the report shows a lot of patient cancelations and no-shows - the report is good.

Ralene Clower and Christina Dabney-Keel remarked that there is no CHR or Injury prevention productivity report provided.

Willie Carrillo remarked on the time spent in a room when the MA sets up the patient and when the Physician comes in the room.

Angelina Ignacio and Dr. Saljoughy are working on a patient survey and are evaluating the floor requirements - there may be a lack of Medical Assistants.

Mr. Sheikh stated that we need to improve time management of each individual according to their job description.

Process of CHS bills to be paid needs to be improved. Christina Dabney-Keel suggested having Michael Franks work on this. The referral process has been addressed - patients are being informed when their P.O. is being approved.

Willie Carrillo expressed his concern about a Board member and CHS coordinators discussing CHS processes in front of a Tribal member. Chain of command is not being followed. CHS employees need to follow the approved process for leave requests and for signing P.O.'s. CHS payment process will be discussed during the CHS committee meeting.

Gayline Hunter stated that Providers' count needs to increase in general.

*The Board took a break at 11:53 a.m. until 12:05 p.m. Barbara Baga was seated at 12:05 p.m. and Willie Carrillo was excused at that time.*

## 2. CFO Report

Alicia Herrera apologized for the Finance report not being complete.

It was brought to the attention of the board that check registers should not be included in the binders and given out to Board members - this is HIPAA violation as some of the checks are made out to patients. Board members were asked to return the check registers for August & September 2011 to Alicia for shredding; Alicia will keep a log of the documents returned to her. Christina Dabney-Keel stated that her concern is for what is going out, not to whom.

*Rhoda Hunter returned at 12:10 a.m.*

Ralene Clower asked Alicia to include the approximate \$45,000 check that should be received for September and update the September report.

Alicia reported that the auditor could not be present this week; Alicia will ask him to attend the Finance committee meeting on October 21 @9:00 a.m.

3. CHS Report

- No report

4. HR/Compliance Report

- No report

Angelina Ignacio reported that she is swamped and was unable to prepare a Board report. In order to alleviate her work load, she asked Danièle Healy to spearhead the recruiting efforts. Certain issues and positions posted will be discussed in closed session.

**VI. OLD BUSINESS**

1. Motion needs to be made on \$275 for eye glasses

Gayline Hunter stated that a motion was made in CHS committee meeting but not at Board level; this will apply all CHS patients.

The part time Optometrist position was posted and advertized; it will be funded through the Diabetes Grant.

*Alex Robles returned at 12:27 p.m.*

**MOTION #6:** Ralene Clower/Christina Dabney-Keel motioned to approve the \$275 price for eye glasses for all CHS patients. The vote was 6-0-0, motion carried.

2. Tribal Contributions

Ralene Clower sent some changes to Chairperson, Yolanda Gibson who will bring them back. We have some pending requests per Mr. Sheikh (braces), but without directives from the board, they were put on hold.

The Board discussed levels of care and priorities.

Chairperson, Yolanda Gibson informed the Board that Tribal Council approved \$500,000 for Tribal Contributions for this year, which is less than last year because we are doing better in our third party revenue.

Preventative care needs to be added to the policy, including the request for historical data.

Revision date and format needs to be updated. Also, a copy needs to be given to CHS coordinators. The policy will be reviewed at CHS committee meeting on October 12<sup>th</sup>.

**MOTION #7:** Christina Dabney-Keel/Gayline Hunter motioned to add the following sentence under Process-D. *Patient must have established preventative care measures.* The vote was 5-1-0 - Alex Robles opposed, motion carried.

3. Board Follow-up Items / Board Committees' attendance

It was suggested that the CHR visits be mapped out; that the CHR's call their patients one day prior to their visit. CAC, Greg Williams will start collecting their data and prepare a CHR productivity report.

Elizabeth Perez asked to present information Board Member Rhoda Hunter helped her prepare. Angelina Ignacio stated that she had met with Liz and explained to her what documentation needs to be sent to the insurance company; TRIHCI is out of the loop; Liz Perez and Marie Harmon need to work with the insurance company regarding their accident.

Liz stated that she was here for another reason; that she is back again on her bills; the meds she is taking are very costly; one

specifically, plus she is taking 15 more. Her current doctor is unable to continue prescribing the medication she was being prescribed by our previous Medical Director, Dr. Kimm. Doctor Hall wants to send her to rehab.

Christina Dabney-Keel asked Liz what she is requesting exactly. Liz responded that Dr. Hall does not know what to do with her, except to send her to rehab; Liz is scared; Dr. Kimm is gone so who is going to help her patients? Christina Dabney-Keel asked Liz specifically if she is looking to be referred to a pain specialist. Liz responded that she "guessed so".

HR Manager, Angelina Ignacio stated that there are 3 issues:

(1) Workers' Comp issue and accident - Liz needed to follow up with the W/C representative; (2) New condition - we do not know if these are conditions resulting from the accident; if so, it would fall under the claim. (3) Long term disability - Liz was not covered under SSI; she has to pay long term disability back; the settlement amount by SSI close to \$15,000; Liz already paid back \$4,000.

Angelina can help Liz tie-up with the insurance company representative(Shannon Just). As an employee, she was covered under our insurance.

Angelina and Liz went back to the HR office to call the insurance company - Progressive - left a message.

*Barbara Baga left the meeting at 2:08 p.m.*

*Break - 2:20 p.m. - 2:30 p.m.*

Continuation of Board follow-up items.

Angelina explained her Grievance follow-up process. She was asked to prepare a Grievances log, with date received, date addressed, date closed and actions.

*Willie Carrillo rejoined the meeting at 2:34 p.m.*

*Alex Robles returned at 2:36 p.m.*

Willie Carrillo asked to schedule a grievance committee meeting on October 24 @ 10:00 a.m.

#### 4. CEO Evaluation

HR Manager, Angelina Ignacio only received evaluations

from Yolanda Gibson, Loleta Garfield, Ralene Clower, Gayline Hunter, & Dr. Newman.

Willie Carrillo stated that there was a transition between the old board and the new board who hit the ground running; he wants to reiterate that when Mr. Sheikh came on Board we were left with a mess and low employee morale; he brought some stability to TRIHCI.

Board members do not feel that Dr. Newman's comments should be included. Angelina stated that Dr. Newman wanted to give his comments regarding the progress made since Mr. Sheikh came on board vs. the previous administration, as a member of his management team.

#### VII. NEW BUSINESS

1. Michael Franks' Financial Consulting Services Agreement

Refer to Motion #5 above.

2. Second Annual Elders Luncheon

Refer to flier in binder.

Danièle Healy explained that she started organizing this year's Elders Luncheon and set the date for Friday, November 18, 2011 at the River Island country Club. She is waiting for Pona Anderson's return to receive the exact number of Elders to send the invitation to; each Elder will receive a personal invitation and fliers will be put up in the community as well as in the Newsletters. Willie Carrillo suggested involving Dan Hackey, Tribal Public Relations, and Frances Hammond who is in charge of the Tribal Newsletter; this is already being done

#### VIII. EXECUTIVE SESSION - Various Issues

**MOTION #8:** Willie Carrillo/Rhoda Hunter motioned to go into executive session at 3:28 p.m. The vote was 6-0-0, motion carried.

**MOTION #9:** Willie Carrillo/Rhoda Hunter motioned to come out of executive session at 4:14 p.m. The vote was 5-0-1, Ralene Clower abstained, motion carried.

Angelina Ignacio stated that the attorney wants to know what the Board wants revised in the By-Laws.



**IX. FOR INFORMATION**

1. Tribal Council & Tribal Boards' Self Evaluation - on-site training opportunity - similar training may be provided by CRIHB/IHS.
2. The New Indian Health Board: From Bureaucratic Stagnation to Strategic Planning - on-site training opportunity - similar training may be provided by CRIHB/IHS

**X. ADJOURNMENT**

**MOTION #10:** Willie Carrillo/Gayline Hunter motioned to adjourn @ 4:15 p.m. The vote was 6-0-0, motion carried.

  
Rhoda Hunter, Secretary

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