

**TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)**  
**BOARD OF DIRECTORS**  
**TULE INDIAN RESERVATION**

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PORTERVILLE, CALIFORNIA 93258

**4 JANUARY 2012 BOARD MEETING MINUTES REVIEWED AND APPROVED DURING THE 1 FEBRUARY 2012 BOARD MEETING**

- I. CALL TO ORDER:** Vice-chair Loleta Garfield called the meeting to order at 10:06 a.m.
- II. ROLL CALL:** Secretary Rhoda Hunter called Roll.

<u>Board Members:</u>	<u>Staff</u>	
Yolanda Gibson, Chair	L Zahid Sheikh	P
Loleta Garfield, Vice Chair	P Alicia Herrera	P
Christina Dabney-Keel, Treasurer	P Angelina Ignacio	P
Rhoda Hunter, Secretary	P Danièle Healy	P
Gayline Hunter, Member	P	
Willie Carrillo, Member	A Michael Franks	P
Alex Robles, Member	P	
Barbara Baga, Alternate	A	
Ralene Clower, Alternate	A	

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

**III. APPROVAL OF AGENDA**

1. Angelina Ignacio asked to add Various Issues in closed Session.
2. Under New Business, #2: Elections, general discussion.

**MOTION #1:** Gayline Hunter/Christina Dabney-Keel motioned to approve the agenda with additions. The vote was 4-0-0, motion carried.

**IV. APPROVAL OF PREVIOUS BOARD MINUTES**

1. December 7, 2011 Board meeting

**MOTION #2:** Christina Dabney-Keel/Gayline Hunter motioned to approve the minutes of December 7, 2011 Board meeting with corrections. The vote was 3-0-1, Alex abstained, motion carried.

**V. OLD BUSINESS**

1. Darrell Hostler Fund

Michael Franks read the information from the CRIHB website. It is basically used for lobbying in Washington.

**MOTION #3:** Gayline Hunter/Christina Dabney-Keel to approve the donation of \$10,000 to be paid to the Darrell Hostler Fund out of the third party revenue funds. The vote was 4-0-0, motion carried

2. Board Follow-up Items

*Chairperson Yolanda Gibson arrived at 11:00 a.m.; left the room at 11:02 a.m. and returned at 11:09 a.m.*

Separate HR and Compliance. Angelina Ignacio was asked to prepare a clearer picture of what each position will be responsible for, including the credentialing and to prepare a flow chart. Licensing kept current is the responsibility of the individual, together with their supervisor. Explain how the processes work. It affects whether we can bill or not and it affects our 3<sup>rd</sup> party revenue.

Rhoda Hunter would like to see 3 different job descriptions - HR/Compliance Manager; HR Manager only; Compliance Officer only.

Michael Franks stated that new standards are coming out; The Compliance Officer is ultimately responsible for ensuring that all departments are in compliance.

Statistical data does not warrant us to have a CBC (complete blood count) machine; it should be deferred until we have our strategic planning in place.

Women's Journey Books: Transporters and CHRs need to deliver them; we need a list of who receives them and have someone sign for each book. The 72 hour emergency phone line info should be delivered at the same time (flier + magnets).

French Drain: Public Works will re-route the water and cement an area next to the building.

CHS Officer Position: Pona Anderson has been Interim CHS Officer for one year. Angelina Ignacio will e-mail the updated job description to all the Board members; it will be presented during the January 27 Personnel Committee meeting and then presented to the board at the February 1, 2012 Board meeting.

Committee meeting schedules: It was suggested by Christina Dabney-Keel to combine 2 meetings on one day. Yolanda Gibson asked how the other members feel about having 2 community members on each committee. Yolanda Gibson also suggested adding a Tribal Contributions Committee or add it to the CHS committee meetings and report to the General Board Meetings.

Subpoenas go to HR manager now. Criminal subpoenas have to go to Council. Civil cases can go to HR. Christina Dabney-Keel wants Medical Records subpoenas to go directly to medical records, not through HR. How can we determine whether it is a medical records subpoena or another one? There is no policy in place; Angelina Ignacio contacted the attorney to help prepare a policy. The policy will be ready by February 1<sup>st</sup>.

*We took a short break 11:50 a.m. until 12:12 p.m. Alex Robles was not back.*

#### **VI. NEW BUSINESS**

##### 1. Narcotics prescriptions renewals - Dr. Saljoughy

Some patients are still receiving hard narcotics automatic renewals, i.e. morphine. Jan Trigleth, P.A. continued to renew narcotics prescribed by Dr. Kim. Jan is now gone and Dr. Saljoughy wants to stop the renewals. Patients are not happy being referred to pain management clinics. Christina Dabney-Keel stated that morphine is for acute pain not chronic pain, because of the addictiveness. Dr. Saljoughy stated that this is how he explains it to the patients.

Our providers are not pain management specialists. ~~Transportation is provided for the patients needing to go to the Methadone clinics referred to by Loleta Garfield.~~ Loleta Garfield notified the Board that ICWA also provides transportation to Methadone clinics for their patients.

*Yolanda Gibson stepped out at 12:18 p.m.*

Christina Dabney-Keel referred to a patient who came to the Board at the beginning of the year, who was addicted to the pain medication and suggested referring her to a pain management clinic - it is to the benefit of our patients.



Mr. Sheikh stated that we could be in big trouble if we are investigated for overly prescribed narcotics.

2. Elections - general discussion - was deferred after the closed session

**VI. CLOSED SESSION**

1. Various issues - Christina Dabney-Keel and Angelina Ignacio

**MOTION #4:** Christina Dabney-Keel/Gayline Hunter motioned to go into closed session at 12:22 p.m. The vote was 3-0-2; Alex Robles and Yolanda Gibson were still out, motion carried.

**MOTION #5:** Christina Dabney-Keel/Loleta Garfield motioned to come out of closed session at 1:17 p.m. The vote was 5-0-0, motion carried.

*Alex Robles left the room at 1:20 p.m.*

**MOTION # 6:** Christina Dabney-Keel/Loleta Garfield motioned to refer all our patients that fall under 6.1 under business to be referred to a pain management clinic. The vote was 4-0-1, Alex was still out, motion carried.

*Alex Robles returned at 1:28 p.m.*

**2. Elections - general (under NEW BUSINESS)**

Christina Dabney-Keel gave a summary of what the committee has done so far; we met with Tribal council and Records and updated lists of 18 -21 year olds; we reviewed the eligible and non-eligible lists and identified the absentees. Applications for candidacy will be accepted until 12:00 Noon this year. Historically the time was 5:00 p.m. This year it was mentioned in the guidelines twice that the candidacies have to be turned in by 12:00 Noon on December 30, 2011. It is OK to accept them until 12:00 Noon on Friday, December 30, 2011 if it is the general consensus - it is.

Rhoda Hunter reported that only one person appealed here; however, 3 more persons appealed at the tribal council. Our guidelines state that they have to appeal here. Debt owed means current monies owed, not loan or delinquent, which means candidates have to be current on their payments.

We may need to clarify this in next year's guidelines.

Christina Dabney-Keel suggested preparing a Patient Survey to give out at the elections, with maximum 5 questions and room for comments.

*Willie Carrillo joined the meeting at 2:12 p.m.*

Willie Carrillo mentioned an event last year where 3 different clocks/times were an issue and a Council candidate was a minute late - the candidacy was accepted.

## **VII. EXECUTIVE REPORTS & COMMITTEE REPORTS**

### 1. CEO Report 2:38 p.m.

- New telephone number for CHS for 72 hour notification of emergency hospital stay; a refrigerated magnet will be given out the elections.

- Mr. Sheikh thanked Michael Franks for informing us on the Sight Vision Project. Michael is getting information on a charter bus for transportation; it will be wrapped-up within the next week. Kids need to be signed up by January 13, 2012. Several kids per family may sign up.

It will take 2 years to set up a plan to have the program come here. Zahid and Michael will work on the application and send it to Marvin Therman, Manager of the Walking Shield Program, who will help us process the application.

Christina Dabney-Keel suggested leaving the application for parents to fill out for their kids at the registration and with Dr. Tran and Kindall Forrest, PNP.

- Mr. Sheikh attended an IHS budget consultation meeting, discussing budget up to 2014. Also refer e-mail from Dr. Roubideaux, regarding the 5.8% budget increase for 2012.

- Mr. Sheikh will forward information on upcoming Webinars to the board members.

- Unmet needs: we currently concentrate on levels 1 & 2. The Obama organization is concentrating on securing funds for levels 3, 4 & 5.

Willie Carrillo asked to be educated on the CHEF (Catastrophic Health Emergency Fund) availability by Michael Franks.

- Personnel issues: A temporary Dentist from Bakersfield is on board to evaluate the position and the area. Olga Sutton, NP, is currently working Mondays and Fridays. Her supervisor is Dr. Tran. Margaret Hernandez was hired full time as Diabetes Program Assistant. A clause was put in her offer letter that if she left TRIHCI during the middle of the diabetes grant she would not be subject to rehire. There is no data entry backlog in the diabetes grant. The grant requires one Podiatrist, one Optometrist, a Registered Dietician, and a part time Data Entry Clerk. Olga Sutton will be holding a diabetes clinic every Monday.

Dr. Mormolejo wanted to come back at the same hourly rate he was previously paid, but we explained that our grant does not allow it. He rescinded. Another podiatrist has expressed interest.

Jan Trigleth resigned on December 23, 2011. The Nurse Practitioner position was advertized. Dr. Liberstein also resigned.

- CBC machine deferred at this time.

Willie asked the status on the emergency preparedness plan in conjunction with the Tribal office and the Traditional Health policy, incorporating tradition, traditional language, including talking circles into the Diabetes days, health walks, a traditional garden, acorn harvesting, preparing acorn much and the good it does to the body.

Mr. Sheikh suggested working on the policy in sections. It will be a good question for a survey to be distributed during the Elections.

What types of traditional medicine would you like to see at TRIHCI?

- Traditional Medicinal garden
- Traditional medicinal doctors
- Acorn harvesting
- Health walks

What type of other services would you like to see provided at TRIHCI. Christina Dabney-Keel will prepare a document and distribute it to the rest of the board.

Alex Robles asked if Dr. Liberstein could be compensated for



the hours she lost here when she saw patients at Sierra View. Mr. Sheikh received his e-mail in that regard. She was a contract employee and we were not compensated for the employees she saw at the hospital which was stipulated in her contract. She also referred some patients to her own office and billed for them there. This is a breach of fiduciary duty.

2. CFO Report

Michael Franks presented his report (in the binder).

He is negotiating with a Pediatric Dentist to come to TRIHCI once a month.

He is also working on a Letter of engagement; 3<sup>rd</sup> party revenue; CRIHB FY 09 Allocations, and related that our Bank account is just over \$7 Million.

*Yolanda Gibson left the room at 3:45 p.m. and returned at 3:53 p.m.*

Christina Dabney-Keel wants to make sure that we spend all of the IHS monies before we use our third party revenue.

Gayline Hunter is anxious to wait and find out a month before the end of the grant that we need to spend money on. Michael Franks will bring a more accurate amount of what was spent so far on the Diabetes grant.

3. Finance Committee Report - refer to CFO report - these 2 reports will be combined in the future.

4. CHS Report

Refer to report in binder -Interim CHS officer not available.

The Board members discussed the Excessive absences of Interim CHS officer and the need of the CHSO to be more involved in CHS committee meetings and prepare agenda for such meetings.

Christina Dabney Keel asked for minutes of weekly CHS meetings for the CHS Board committee meetings.

5. CHS Committee Report - no CHS committee meeting

6. HR/Compliance Report

Refer to report in the binder.

Christina Dabney-Keel asked how drug testing works. Angelina Ignacio coordinates Global to come here and the random generator program selects 30 names. Temporary employees are tested in the clinic and bring their test to HR in a sealed envelope. All Workers' comp. and pre-employment drug tests are sent out to Global. Board members are not included in the random selection as it comes out of the payroll system. Yolanda Gibson asked to have the Board members included using their Stipend number.

If an employee has a problem they can come forward and ask HR for help. If they tell HR that they will test dirty just before a drug test, HR will call them in the office and wait to find out if they are clear and then counsel them about the fact they will be terminated in they do test dirty in the future.

Mr. Sheikh stated that we are thinking about making the old bathrooms a collection point for the clinic, tribal office, the Casino, etc. This will generate third party revenue.

Christina Dabney-Keel asked when the Department Head meetings were being held. The meeting schedule was recently changed to every Monday, @ 8:30-9:30 a.m. The general staff meetings are scheduled the first Tuesday of the month and the Board members are welcome to attend the staff meetings.

Christina Dabney-Keel mentioned that a patient was accepted to be seen at the Dental department without being asked to be seen by medical for a full physical. She asked if the information given during Board meetings and requests made were given to the relevant department heads.

Better communication between departments needs to take place.

Christina Dabney-Keel stated that registration time is still too long. Do the front desk personnel call patients to inform them that they need to come in early to fill out their documents?

Gayline Hunter remarked that Dr. Saljoughy's report shows October instead of December.

7. Personnel Committee Report - No Personnel committee meeting



7. Personnel Committee Report - No Personnel committee meeting this month.

**VIII. DEPARTMENTAL & GRANTS REPORTS - For information**

1. Dental Report
2. Medical Report
3. Clinical Services Report
4. Community Outreach Report
5. Diabetes Grant Report
6. Injury Prevention Grant Report
7. Behavioral Health Report
8. Information Technology Report

**IX. ADJOURNMENT**

**MOTION #7:** Rhoda Hunter/ Loleta Garfield motioned to adjourn at 4:32 p.m. The vote was 5-0-0, motion carried.

  
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Gayline Hunter, Secretary