

TULE RIVER INDIAN HEALTH CENTER, INC.  
BOARD OF DIRECTORS  
TULE INDIAN RESERVATION

P.O. BOX 768

PORTERVILLE, CALIFORNIA 93258

PHONE 784-2316

August 14, 2013 BOARD MEETING OF DIRECTORS MINUTES

- I. **CALL TO ORDER:** The meeting was called to order by Gayline Hunter at 9:21 AM.
- II. **ROLL CALL:** Secretary Alberta Chavez called roll. Joseph Garfield and Veronica were seated by the Chairperson at 9:24 AM.

Board Members:

Gayline Hunter, Chairperson  
Barbara Baga, Vice-Chair  
Alberta Chavez, Secretary  
Christina Dabney-Keel,  
Yolanda Gibson, Member,  
Donna Medrano, Member,  
Veronica McDarment, seated at 9:24  
Vincent Burrough, Member

Staff

P	Casey Carrillo	P
P	Francine Gibson	
P		
E	Not Present	
P	Zahid Sheikh	
P	Terri Ortiz	
P		
A		
P		

Joe Garfield, Member seated at 9:24

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

**III. APPROVAL OF AGENDA**

The Agenda was reviewed.

At the request of Joseph Garfield, the Traditional Medicine Policy, under Old Business, was tabled.

**MOTION # 1- Barbara Baga/Alberta Chavez motioned to approve the Agenda with the changes. Motion carried 5-0-0.**

**IV. APPROVAL OF PREVIOUS BOARD MINUTES**

Discussion on minutes preparation: The Board would like Board Clerk, Terri Ortiz, to prepare Board meeting minutes in the following manner:

Use the same format every time. Be consistent; Email the Board members a draft of the minutes the Friday before the Board meeting by Noon; Use consistency with names. Do not use nicknames; Note when attendees depart and return from session; Add the Number of each Motion;

Should use the word Recessed for breaks instead of Adjourned; Mark revised changes in red or highlight. (Alberta Chavez left briefly to retrieve her meeting minutes)

1. Meeting minutes for April 10, 2013

**MOTION #2** A motion made by Barbara Baga/Yolanda Gibson to approve the April 10, 2013 meeting minutes with corrections. Motion carried, 4-0-01.

2. Meeting minutes for May 1, 2013

**MOTION #3** A motion was made by Yolanda Gibson/Donna Medrano to approve the minutes for May 1, 2013 as presented. Motion carried 5-0-0.

3. Meeting minutes for June 11, 2013

These minutes were tabled. Gayline Hunter said she will personally work on these minutes.

## V. OLD BUSINESS

### 1. Final Audit Fiscal Year 2011-2012

Casey Carrillo reported that he is working with our CPA, Melissa Peterson on the audit findings. Gayline Hunter said the Tribal Council CFO has requested a copy. The Tribe's Chairman has requested for the Tribe CFO to monitor the Health Center's financials. Gayline suggested for now Casey Carrillo should provide a copy of the recommendations to the Tribe's CFO Froilan Sarmiento.

There was discussion on the CRIHB Contract renewal. This will have to be tabled to another date.

### 2. Tribal Contributions Report

Casey Carrillo reported that he is working with the CHS Department on finalizing this report. Gayline Hunter pointed out that the Board has been asking for this report for over four months now. The Board needs to meet with Tribal Council but cannot without a current Tribal Contribution expenditure report.

### 3. Elder Care

The Board went into discussion on the Tribe's Elder Care. The Tribe would like for the Health Center to take over running the program. Gayline Hunter presented the Tribe's Policy on Elder Care. She also asked Casey Carrillo to meet with the Tribe's CFO to get more information on how much the Tribe spends on the program and how many patients they serve. This should be a priority item. Casey Carrillo will report

back to the Board.

**4. IT Inventory**

This item was tabled and is incomplete. The Board explained to Casey Carrillo that they would like to be assured that all of the items on the IT Inventory list matched with what we have on inventory; if not, what has happened to the equipment. The equipment should be matched up to the invoices as well.

**5. Elder's Gathering**

This item was tabled since there was no one present to provide an update on the activities going on at this month's Elder's Gathering.

**6. 100 Mile Club**

This item was tabled to obtain more information.

**7. Revised Budget**

Casey Carrillo reported that he has put in all of the budget changes recommended by the Board. Casey will provide a copy of that revised budget to the Board today. Casey Carrillo said the only problem he ran into was the tracking of fuel expenses according to each grant. Casey is able to track the expense however, since this was not done in the past, he is unable to provide a budgeted number. For this first year, we will really just be monitoring the fuel expenses. Casey did say we will ensure expenses do not go over their grant amount. Casey Carrillo will also look into getting gas caps with locks; He will be monitoring fuel utilization trends and remind drivers to use regular unleaded versus premium.

**8. Meaningful Use Contracts**

Gayline Hunter would like an update on where we are with this. Her understanding is that there is quite a bit of money that we could be getting. She requested a report at the next meeting.

**VI. NEW BUSINESS**

**1. Dr. Sarabia**

Gayline Hunter reported the dentist, Dr. Sarabia, phoned her requesting to meet with the Board because his calls to the clinic's CEO went unanswered. Gayline invited Dr. Sarabia to the Board meeting. Rigo Ceja, Zahid Sheikh and Dr. Paul Newman will meet with Dr. Sarabia.

## **2. Code of Conduct Training**

The Board decided to have HIPAA in place of Code of Conduct Training. Casey Carrillo will ask Terri Ortiz to make the arrangements.

Consideration of CRIHB Contract Renewal

There was discussion on this item. The matter was tabled to a date when Barbara Baga and Christina Dabney-Keel could be present.

## **3. CRIHB Care Options Amendment**

This item was tabled to get a report from the CEO with more information on the proposed amendment.

## **4. Update on Contract Support Costs Litigation**

Casey Carrillo has spoken to CRIHB's CFO who informed Casey that he has sent over information to the attorneys' office. Casey will make contact with the attorney Colin Hampson. This item is a priority for the item.

## **5. Cell Phone Use Policy**

Gayline Hunter asked for a copy of the Cell Phone policy. Casey Carrillo provided a list of cell phones to the Board. Casey will bring a copy of the latest bill to the next meeting. Gayline pointed out that the request was made previously and is now overdue.

## **6. CRIHB Annual Awards**

**MOTION #4** A motion was made by Joseph Garfield/Barbara Baga to nominate Ruth Burrough for the CRIHB award. Motion carried 5-0-0.

**MOTION #5** A motion was made by Barbara Baga/Donna Medrano to nominate Jennie Franco for the CRIHB Hall of Fame award. Motion carried, 5-0-0.

**MOTION #6** A Motion was made by Barbara Baga/Joseph Garfield to nominate Lucille Apolita for the CRIHB Hall of Fame award. Motion Carried, 4-0-1. Yolanda Gibson abstained.

**MOTION #7** A Motion was made by Yolanda Gibson Barbara Baga to nominate Neil Peyron for the CRIHB Regional Luna Wessel award. Motion carried, 5-0-0.

**MOTION #8** A Motion was made by Donna Medrano/Joseph Garfield to nominate William Carrillo Sr. for the CRIHB Luna Wessel award. Motion carried, 5-0-0.

**MOTION #9** A Motion was made Donna Medrano/Yolanda Gibson to nominate Barbara Baga for the CRIHB Honored Elders female award. Motion carried, 4-0-1. Barbara Baga

abstained.

**MOTION #10** A Motion was made by Barbara Baga/Donna Medrano to nominate Joseph Garfield for the honored elders male award. Motion carried, 4-0-01. Joseph Garfield abstained.

**MOTION #11** A motion was made by Barbara Baga/Donna Medrano to nominate Gayline Hunter for Special Recognition CRIHB award. Motion carried 5-0-0.

### **There was discussion on the Health Center**

*The Board adjourned for recess (time not noted)*

*The Board reconvened from recess at 12:15 PM.*

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

### 1. CEO Report

Gayline Hunter reviewed the CEO report with the Board. Casey Carrillo reported that the Christmas Party has been booked for 12/21/13 at River Island Country Club. Casey Carrillo explained that the Elder's Thanksgiving Day luncheon is budgeted with Third Party funds. There was general discussion on the Elder's Luncheon planning.

### 2. CAC Report

No report available. Casey reported that staff are staying on top of areas that Greg used to cover. Casey's staff have taken over some of the duties related to coding and billing.

### 3. CFO Report

The CFO report was reviewed by Casey Carrillo. Casey said he is reconciled through July 2013 with Union Bank. He is working on reconciling all of the grants. Everything seems to be right where it should be. For example, the AOA Grant was awarded about \$120, and they spent \$124K. Diabetes Grant was awarded \$210K, and they spent \$208K. The Cal Works grant brought in \$54K, and they spent \$56K. The IJ at \$65K, spent \$60K. The clinic brought in overall \$1.2 Million last year in Third Party Revenue.

### 4. CHS Report

The Board reviewed the CHS Meeting minutes.

### 5. HR / Compliance Report & Personnel Committee Report

#### a. Personnel Committee Recommendations to Board

The Board reviewed the Personnel meeting minutes.

There were items referred to the Board at the last Personnel meeting. There was discussion on some of the job descriptions including the VFC Coordinator and Senior Accounting Manager.

\*\*Rigo Ceja joined the meeting.

Rigo was asked about the title change for the VFC Coordinator. Rigo said the VFC program is mandated by CHDP. The title change is necessary because it is required by the Health and Human Services (HHS) for the clinic to have a Vaccine for Children Coordinator, by title. Rigo said we received a notice from HHS. The Board would like to see the job description and the verbiage from the regulatory agency requiring the title.

CAC Position posted on Indeed. Rigo has not scheduled interviews. He also sent to CRIHB, EDD, and the Tribe. The Optometrist, Dr. Steidley, is working.

Rigo is still working on the podiatrist position. He has not had much luck with this one.

The IT Tech is the most crucial opening we have right now. Gayline Hunter recommended having a member from the CRIHB IT department to be on the interview panel for the IT Tech. Rigo will contact CRIHB to be in on the interview process. A temp is not an option for this position due to the training it takes for this position.

There was discussion on the hiring process and how changes are made by HR. Any salary related expenses negotiated above and beyond what has been Board approved must be board approved first and also would have to come out of Third Party funds since it was not included in the budget.

Rigo has a CHR and patient registration position flying right now.

There was discussion about Third party Revenue supplementing salary costs. Casey Carrillo said an additional \$725K is budgeted for from Third Party Revenue for these positions. Gayline Hunter emphasized how important it is to get a projection on this year's Third Party Revenue.

Gayline Hunter said you have no right to negotiate alternate offers than what is Board approved.

There was discussion and clarification on the process for payroll changes and the EAN Form used to process changes. Rigo Ceja said he will revise the EAN form to include a signature line for Board signature. The Board asked Rigo not to make any alternate job offers

to applicants without getting it approved by the Board.

Rigo Ceja reported that we hired Darlene Pena for transporter. Paula Cowdrey, the dietitian is already working. We also now have a vacancy for a Full-Time Transporter. We have a current employee who is working in the part-time transporter position and interested in the full-time position. After discussion, the Board agreed the best thing to do was to advertise the position internally first.

Rigo Ceja said he wanted to bring up for future thought, he would like to look toward creating an additional position for IT Tech, maybe for the next budget.

Rigo Ceja reported that one of our former Physician Assistant (PA) students has expressed interest in coming to work for the clinic. Since Dr. Hall moved to part-time, there is a budgeted salary. The PA Student passed his exam. Casey Carrillo said we had already budgeted this position for a full-time position. The PA Student would be 5 days a week and Dr. Hall's position of two days per week was also in the budget and approved.

**MOTION #12** A Motion was made by Yolanda Gibson/Joseph Garfield to approve the IT Tech Position as a full-time position and to invite the CRIHB IT Staff to sit on the interview panel. Motion carried, 5-0-0.

The Temp CHR position was budgeted to be a full-time position.

**MOTION #13** Yolanda Gibson/Barbara Baga to approve the change from temporary CHS Clerk to a full-time CHS Clerk. Motion carried, 5-0-0.

The Senior Accounting Manager position was discussed. The position is a management and exempt position. Gayline Hunter referred the Senior Accounting Manager to the Personnel Committee until they give the Board a recommendation. Yolanda said she would like to see Resty's job description with the revisions in red. Gayline Hunter said she would also like to see the job description attached to the Personnel Committee Recommendations to the Board.

## VIII. DEPARTMENTAL & GRANTS REPORTS - Noted

### 1. Dental Report

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

**IX. ITEMS FOR INFORMATION**

**X. ADJOURNMENT**

**MOTION # 14** Alberta Chavez/Barbara Baga made a motion to adjourn at 2:01 PM. Motion carried, 5-0-0.