

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

P.O. BOX 768

PORTERVILLE, CALIFORNIA 93258

PHONE 784-2316

11 FEBRUARY 2013 BOARD MEETING MINUTES

I. **CALL TO ORDER:** Chairperson Gayline Hunter called the meeting to order at 10:35 a.m.

II. **ROLL CALL:** Secretary Alberta Chavez called Roll.

All Board members drug tested.

Board Members:

Gayline Hunter, Chairperson	P
Barbara Baga, Vice-Chair	P
Christina Dabney-Keel, Treasurer	P
Alberta Chavez, Secretary	P
Yolanda Gibson, Member arrived & seated at 11:15 a.m.	L
Donna Medrano, Member arrived at 10:37 a.m.	L
Vincent (Mickey) Burrough, Member	P
Veronica McDarment, Alternate	P
Joseph Garfield, Alternate	

Staff

Zahid Sheikh	P
Danièle Healy	P

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

III. APPROVAL OF AGENDA

Gayline Hunter asked to add an executive session regarding personnel issues under CEO report.

Mr. Sheikh asked to add salary scale review - compatible salary scale also under the CEO report.

Donna Medrano joined the meeting at 10:37 a.m.

MOTION #1: Barbara Baga/Donna Medrano to approve the agenda with 2 added items. The vote was 4-0-0, motion carried.

Veronica McDarment and Joseph Garfield were seated at 10:42 a.m.

IV. APPROVAL OF PREVIOUS BOARD MINUTES

1. 9 January 2013 Board meeting

MOTION #2: Barbara Baga/Joseph Garfield motioned to approve the January 9, 2013 Board meeting minutes with corrections. The vote was 5-0-1, Christina Dabney Keel abstained, motion carried.

Veronica McDarment left the meeting at 10:50 a.m.

2. 21 January 2013 Elections Certification Board meeting

Correction on page 5/7: Mr. Sheikh holds a Masters Degree in Political Science.

MOTION #3: Christina Dabney-Keel/Barbara Baga motioned to approve the January 21, 2013 Board meeting minutes with corrections. The vote was 5-0-0, motion carried.

V. OLD BUSINESS

1. CEO Evaluation

- Mr. Sheikh requests to disregard one of the Board members' evaluation for HIPAA violation. Chairperson Gayline Hunter said we cannot do that--tabled until all Board members are done with drug testing.

Yolanda Gibson joined the meeting at 11:15 and was seated at that time.

MOTION #4: Barbara Baga/Christina Dabney-Keel motioned to go into closed session at 11:23 a.m. The vote was 6-0-0, motion carried.

MOTION #5: Christina Dabney-Keel/Joseph Garfield motioned to come out of closed session at 12:43 a.m. The vote was 6-0-0, motion carried.

MOTION #6: Yolanda Gibson/Barbara Baga motioned to increase CEO's salary to the next step, Grade 17, step 7 based on the yearly evaluation. The vote was 6-0-0, motion carried.

Chairperson Gayline Hunter stated that she will go over the evaluation with Mr. Sheikh one-on-one and thanked the Board members for a job well done.

Mr. Sheikh thanked the Board. He enjoys working

within this organization and the Board. He stated that we have accomplished important things; it is all business, we are not against each other. Mr. Sheikh added that he is not perfect and when issues come up, he goes to the immediate supervisor - no surprises or blind-siding. We are dealing with day-to-day operations and needs and requirement change daily; we need to blend in policies and procedures and day-to-day operation. We cannot forget the quality services for our community. Mr. Sheikh would like to grow with this organization.

Christina Dabney-Keel thanked Mr. Sheikh and stated that we have travelled a long way; we do have personality differences but our ultimate goal is to have a clinic, quality service, and quality providers. We are now planning to re-open a clinic in Visalia. Christina Dabney-Keel again thanked Mr. Sheikh; he does not have an easy role. The community's expectations take a strong leader--it does not make you popular, but that is what is needed.

Mr. Sheikh stated that he appreciates the recognition.

2. Salary Increases approved on 7 December 2011.

Chairperson Gayline Hunter stated that the Board needs to go into Executive Session. Employee needs to have received an evaluation in order to receive an increase. Copies of the evaluations cannot be found in the HR office.

MOTION #7: Christina Dabney-Keel/Barbara Baga motioned that if there is not an evaluation attached to the EAN, an evaluation should be made and retroactive the increase to January 2012. The EANs with retroactive amount and evaluations will be presented to the Board for information only. The vote was 5-0-1 (Yolanda Gibson was still drug testing), motion carried.

Donna Medrano, Christina Dabney Keel, Barbara Baga left the room at 10:58 a.m. & returned at 11:03 p.m.

We need to advertise the Saturday clinic more; Mr. Sheikh will ask Fred Huerta to contact Lisa Davis at the Gym to advertise on the electronic board. New fliers will be distributed within the community.

Froilan Sarmiento, TRTC CFO joined the meeting at 1:00 a.m.

3. Audit - Decision and Resolution

Christina Dabney-Keel stated that after attending a seminar last week we want to ensure that we are in compliance with our grants funds. She stated that the Board was never given a resolution regarding last year's audit findings. Randy Brazelton assured the Board that the invoice regarding the parking remodel was sent in. Randy also requested a 1099 from NEC/Capture Rx.; he will forward it to Melissa Peterson, CPA and audit the will be final.

During the audit findings meeting, there was a question regarding our procurement policy; can we expand the TRTC Procurement policy to TRIHCI? Randy Brazelton was asked to bring both policies to the next Board meeting.

Mr. Sheikh was asked to bring the final resolution to the March Board meeting. Froilan will ask Melissa Petersen to send him the findings.

Our goal is to have a compact agreement - therefore we need to have 3 years of clean audits.

4. Report on Expected Construction

A memo from Fred Huerta is included in the binder.

Christina Dabney-Keel was concerned about any emergencies during the construction on the Road.

Mr. Sheikh explained that both Fred Huerta, DON and Greg Williams, CAC had several meetings with Mr. Blaine regarding our evacuation of patients should the need arise during the construction of the pipeline. The clinic is the only entity on the reservation that has a generator and telephone access. We will report back when Fred Huerta, DON is available.

Christina Dabney-Keel asked to make sure that the radios we purchase are compatible with the Tribal office, DPS, and fire department.

5. Review and approval of CHS Policies

The CHS Committee approved the policies and motioned to bring the policies to the full Board.

MOTION #8: Christina Dabney-Keel/Barbara Baga motioned to approve the CHS policies as presented. The motion was 6-0-0, motion carried.

VI. NEW BUSINESS

1. HR Manager/Compliance Officer Candidate

Jen Cortum, HR Manager/Compliance Officer was terminated on January 30, 2013. The second runner up of interviewees in July 2012, Rigoberto Ceja had a second informal interview with the management team and is willing to start in 2 weeks. The Board did not agree. The recommendation of the Board is to go ahead with all applications submitted - including Mr. Ceja's. We will review all applications during the Personnel Committee meeting on February 27, 2013.

2. Health Fair - Adrianna Gibson

For the past 3 years we have had the same theme at the request of the board "Passport to Better Health". The Health Fair Committee asked employees for ideas for a new theme - the 2 favorites are:

Don't Clown with your Health - a clown will entertain;
Don't Gamble with your Health - casino theme.

Last year the Health Fair was held in April, on Good Friday at the request of the Board to allow children to participate. It was too cold, and the machines would not work. The committee recommends holding the 2013 Health Fair on June 7th; most schools will be out; Burton will be out at Noon.

The Committee also recommends changing the venue to the Tule Gym, inside and out. There are enough electrical outlets to support the lab machines and more.

Last year's budget was \$10,000-, the Committee is requesting \$15,000 for this year. Adrianna Gibson will bring last year's budget. Last year each department only received \$300 for incentives. If we want better

incentives, we need to increase the amount. Mr. Sheikh suggested that since a Council member is also a Board member, the Council Member should request \$5,000 from Tribal Council for the Community Health Fair.

Christina Dabney-Keel stated that she lacked in motivation last year o bring community members to the different booths; the idea of a health fair is to identify the people that are at risk and follow-up with them.

Barbara Baga left the meeting at 2:05 p.m.

Mr. Sheikh suggested as a plan B to identify those at risk and follow up by sending a letter to the high risk individuals inviting them to come to the clinic for a more complete check-up.

Alberta left the room at 2:10 p.m. and returned at 2:15 p.m.

Christina Dabney-Keel stated that we have an outpatient form "Community Outpatient Contact" Sheet that the CHRs use. Yolanda Gibson suggested that Board members interested attend the next Health Fair meeting.

Adrianna Gibson stated that the Tule Gym is also better for elders; they have less risks of fall.

Consensus of the board is to approve the date of June 7, 2013, and the circus theme.

3. Approval of Transporter Job Description

The position was flown requesting a class B. The position will be re-advertised with the change.

The question again was raised why transporters are picking up medications. During the Personnel Committee meeting, PHN Edith Anguiano was called in and she had explained that Transporters pick up medications at the pharmacy and bring them to the clinic only. The CHRs deliver the medications to the patients. Table and bring back to Personnel Committee meeting.

4. Approval of Board Training Dates

Refer to e-mail from Marilyn Pollard

Yolanda Gibson left the room at 2:22 p.m. until 2:28 p.m.

Suggest Friday, March 8 or March 15. (The final date is Monday, March 4, 2013 @ 8:30 a.m. - 12:30 p.m. with lunch provided.)

5. Approval of 2 Contracts - Capture Rx & 340B Pharmacy Services Agreement -

Tabled until March 6 Board meeting - Greg Williams, CAC will be present. Board members will read the agreements in the meantime.

6. Approval of 2013 Holidays

Christina Dabney-Keel argued that holidays that are not Federal holidays but rather Tribal Holidays, like the Indian Holidays, come out of Tribal budget or third party revenue for us; only approved federal holiday can be charged against our 638 contract.

Gayline Hunter stated that this clinic had to stay open during several holidays taken by the Tribal office; we cannot always mirror the Tribal Holidays.

The Employee handbook states that employees are entitled to 13 holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- National Indian Day
- Memorial Day
- San Juan Day
- Independence Day
- Labor Day
- California Indian Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

The following Holidays were approved for 2013:

- | | |
|------------------------|---------------------|
| 1. New Year's Day | Tuesday, January 1 |
| 2. Presidents' Day | Monday, February 18 |
| 3. National Indian Day | Monday, May 13 |

4. Memorial Day	Monday, May 27
5. San Juan Day	Monday, June 23
6. Independence Day	Thursday, July 4
7. Labor Day	Monday, September 2
8. California Indian Day	Monday, September 23
9. Veterans' Day	Monday, November 11
10. Thanksgiving Day	Thursday, November 28
11. Day after Thanksgiving	Friday, November 29
12. Christmas Day	Tuesday, December 24

MOTION #9: Christina Dabney-Keel/Alberta Chavez motioned to approve the 2013 Holiday Schedule with 13 Holidays listed above. The vote was 5-0-0, motion carried.

Christina Dabney-Keel left the meeting at 3:15 p.m.

7. New Check Signers -- Tabled.
8. Quarterly Tribal Contributions Report

Christina Dabney-Keel stated that the Quarterly Tribal contributions Report needs to be submitted to the Tribal Council and it needs to come from Finance. We also need a justification to draw more money from the Tribe.

Break 3:16 until 3:21 p.m.

VII. EXECUTIVE REPORTS & COMMITTEE REPORTS

1. CEO Report

Good news-refer to item #3. Optional Services (Dental services for MediCal patients above the age of 18) were taken away in 2009. Since that time CRIHB has been lobbying to restore those services. Finally CMS in collaboration with HHS agreed to allocate \$36 Million; the funds will not be given to the State but remain CMS funds; it may formally be approved by CMS in March. We are waiting to see if we will be allowed bill retroactively to January 24, 2013 when it was unofficially approved. Mr. Sheikh gives credit to Mr. Crouch. CMS selected CRIHB to do 3rd party billing - we will send our bills to CRIHB who will bill for us - CRIHS will retain 15%.

Gayline asked if we need to sign a contract - yes, they will send it to us. CRIHB will also send us a

team of experts to train our employees.

Gayline Hunter stated that she heard disturbing news about dental issues with kids and asked why the Dental Department is not open on Saturdays. It is for religious belief reasons. Mr. Sheikh talked to Dr. Riggio @ IHS who will look for a part time Dentist for us. We also need a part time optometrist.

Yolanda Gibson asked for a copy of the sign-in sheet for Aaron Alafa to be attached to his timecard; he already attaches his report. We plan on bringing Volleyball for our kids this summer. Mr Sheikh suggested providing T-shirts with our logo as we are sponsoring for the Aaron's boxers and to also provide uniforms with our logo for the kid's Volleyball team.

Mr. Sheikh reported that we did not a large turn-out for the PSA education & screening event but at least it was a start.

Mr. Sheikh also reported that mammogram trucks are booked at least 2 years in advance; our staff is discussing with hospitals for reasonable cost to perform mammograms at their facility.

Suicide prevention program information was given to Mr. Sheikh. An award given to M. Sheikh and Diane Hilliard.

Gayline Hunter asked if Diane or any of our employees are checking on the families who lost loved ones. Yes, Diane is.

- Holiday weekend Saturday clinic:

We will be installing new hospital-grade flooring in the clinic and will need 2 to 3 days for the installation, for several weekends. It was agreed to close on Saturday during 8 holiday weekends listed below:

- Presidents Day
- National Indian Day
- Memorial Day
- San Juan Day
- Labor Day

- California Indian Day
- Veterans Day
- Thanksgiving

MOTION 10: Yolanda Gibson/Donna Medrano motioned to allow closing Saturdays during 8 holiday weekends listed above. The vote was 2-0-2, Joseph Garfield & Alberta Chavez abstained, motion carried.

We currently have 238 elders; 55-65 = 151 ages 55-65 and 87 over the age of 65. Mr. Sheikh proposes increasing the eye glass allowance (currently \$275) for Elders ages 55-65 to \$500 and for Elders over 65 to \$700. The total cost will be \$166,600 once a year.

MOTION 11: Yolanda Gibson/Donna Medrano motioned to approve the allowance for eyeglasses increase for elders 55-65 be increased to \$500 once a year and \$700 for elders above 65, once a year, effective today. The vote was 4-0-0, motion carried.

HR Mgr/Compliance Officer - bring all applications to the Personnel Committee on Friday, February 27, 2013.

Quotes for approval - tabled.

2. CAC Report - P&Ps on agenda for next month.
3. CFO Report & Finance Committee Report
4. CHS Report & CHS Committee Report

Mr. Sheikh reported that a few patients are in collections. A family's account is in collections; the patient had private insurance; it is a business decision-did not deny.

MOTION 12: Yolanda Gibson/Donna Medrano motioned to approve the Tribal Contributions #VI-D under Old Business of the 23 January 2013 CHS Committee meeting minutes. The vote was 4-0-0, motion carried.

The meeting stopped here and we adjourned.

5. HR/Compliance Report & Personnel Committee Report

VIII. DEPARTMENTAL & GRANTS REPORTS - For information only

1. Dental Report

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

IX. ITEMS FOR INFORMATION

1. January 2013 CRIHB quarterly meeting highlights

X. ADJOURNMENT

MOTION# 13: Yolanda Gibson/Alberta Chavez motioned to adjourn at 4:34 p.m. The vote was 4-0-0, motion carried.