

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

P.O. BOX 768

PORTERVILLE, CALIFORNIA 93258

PHONE 784-2316

Date: July 17, 2013

**Board of Directors Meeting**

**I. CALL TO ORDER:** The meeting was called to order by Gayline Hunter at 10:42 AM.

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

<b><u>Board Members:</u></b>		<b><u>Staff</u></b>	
Gayline Hunter, Chairperson	P	Casey Carrillo	P
Barbara Baga, Vice-Chair	P	Zahid Sheikh	P
Christina Dabney-Keel, Treasurer	P	Terri Ortiz	P
Alberta Chavez, Secretary	P		
Yolanda Gibson, Member	P		
Donna Medrano, Member	P		
Vincent Burrough, Member	A		
Veronica McDarment, Alternate	E		
Joe Garfield, Alternate	P		

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

**III. APPROVAL OF AGENDA**

***Motion # 1 Yolanda Gibson/Barbara Baga motioned to approve the Agenda. Motion carried 5-0-0***

**2013-2014 Operating Grant Budget**

CFO Casey Carrillo presented the 2013-2014 Operating Grant Budget.

Gayline Hunter had a question regarding Darlene Yazzie's salary. Christina Dabney-Keel asked if we are currently doing 50/50 for Darlene's salary with half from 638 and half from Tribal Contribution.

Gayline Hunter asked if AOA, CHR, and diabetes department have an allowance for uniforms. Casey said yes, and the expense comes out of third party. Gayline said the budget should reflect this

amount. Casey said he will look at the budget and recode it if necessary.

Casey Carrillo said 30% of Edith Aguiano and 100% of Margaret Hernandez' salary comes from the Diabetes Grant. Lisa's salary and benefits mostly comes out of the Cal Works grant. But now we have an increase in health insurance which bumped her up a little bit.

Gayline Hunter asked if the events that Lisa Graham puts on, comes out of her budget such as food, supplies, etc. Casey Carrillo said that normally, the supplies come out of the CARE program. The program is being eliminated. Casey had originally factored those funds in at about \$7500. He just discovered the program is canceled for this coming year and so he will have to rework those numbers.

Casey Carrillo said he looked at last year expenses. No more, specialized items for supplies. It is separate from medical supplies.

#### Repairs and Maintenance

Casey Carrillo said the Repairs and Maintenance line item includes repairs done for the entire clinic. Since Casey used last year expenses to budget, this is pretty much what we spent on repairs and maintenance 2012-2013.

#### Employee Appreciation

Yolanda Gibson asked about employee appreciation. Casey said this expense would include items such as the monthly staff meeting, Christmas party and Health Fair. \$50K was what was budgeted for the entire year.

#### **Administration Department**

Casey Carrillo said it appears we have been using the same dollar amounts for employee insurance costs for several years in a row. This is in error since costs fluctuate each from year to year. This year the costs are going up.

Christina Dabney-Keel asked for an update on Mr. Sheikh's previous comment about asking the insurance brokers to find some savings.

HR Manager Rigo Ceja reported that we had a 22% increase in claims. Due in part to this, we had a \$120K increase in Employer premium costs. Rigo had hoped to contract with Aetna. Aetna was going to be a \$40K savings. But we found out TRIHC is not an approved provider for Aetna so we had to renew with our current carrier. Rigo will be working on getting the clinic credentialed to accept Aetna.

There was discussion on the option to move under the umbrella of the Tribe for health insurance. Gayline Hunter asked Mr. Sheikh

to set up a meeting to discuss this item and steered the discussion back to the budget.

Gayline Hunter asked Mr. Sheikh to provide a report on CRIHB Care Options at the August Board Meeting. Casey said registration and billing is researching and beginning the work to bill for CRIHB Care Options. Salaries for data entry clerk fall under administration but are supervised by the Clinical Applications Coordinator

Casey Carrillo said for Grounds, we budgeted for three people. One of those staff members does not have benefits. Gayline Hunter clarified that the position without benefits is not custodian, its groundskeeper.

#### Rent and Lease on the Building

It was noted that \$5700 is in the budget for rents and leases. What is that for? It might be the storage units (C-Train). Mr. Sheikh said they have mini-storage rented in Porterville. There was discussion on what is stored in those units. Yolanda Gibson said it might be supplies from the Visalia Clinic and also from a doctor who is no longer here.

Gayline Hunter asked for an inventory on the items in the Mini-Storage to be placed on the August 2013 Board Agenda. Casey said it might be Stericycle, biohazardous. Etc. Casey will look into this to make sure the item has been applied to the right department.

#### **Compliance Department**

There was discussion on trainings. Casey Carrillo pointed out that he and Mr. Sheikh must attend four trainings per year with IHS. Part of that is reimbursed. Christina Dabney-Keel said the tribe is making revisions to their training budgets. Rigo Ceja said September 3, 2013 will be a clinic wide training.

#### **IT Department**

Gayline Hunter pointed out that there is an additional IT Tech position listed here in the budget.

#### General budget discussion

Casey Carrillo said \$725K of this year budget. He is going to pull over to Union Bank. Christina Dabney-Keel asked if we are putting any of the surplus funds from last year into reserves. Casey said we have planned to reinvest that in our employees. Christina Dabney-Keel said in the past we wanted to invest in opening a clinic in Visalia.

Casey explained that we received \$5.4M from IHS. \$725K was a roll over from last year into this years budget. Of \$2.8M, \$880K will be applied to this year.

Mr. Sheikh said he thinks we should strategically open a new clinic to increase our revenues. Christina Dabney-Keel said she understands we need to utilize our Third Party Revenue.

### **Finance Department**

Rigo Ceja said he will be presenting a new position today. There was discussion of the difference between Biller and Coding positions.

Rigo reported that the Account Manager position is a new position. Mr. Sheikh said we are changing the title of an individual's position, not hiring a new staff member. Gayline Hunter said new positions should go to the Personnel Committee first and then be placed on the budget.

There was discussion on fuel reimbursement for the different departments. AOA gas will be applied to AOA Grant. Fuel had not been tracked this way in the past. Casey Carrillo said moving forward, we will address this in more detail.

Mr. Sheikh said we get mileage on the MAA program. Casey said Mileage would need to come out of Admin Fuel Assistance. Gayline said it could be coded to travel.

\$25K is approximately what we paid Eagle Feather last year. Casey will look into the matter.

Rigo Ceja reported that CHS will be presenting a position to the Personnel Committee to make a part-time person full-time.

Gayline Hunter noticed there is not an allotment to CHS for training. Casey Carrillo clarified that transportation expenses for CHS is when CHS has to pay patients to get to their appointments, i.e, mileage reimbursement.

Yolanda Gibson said sometimes the Tribe can help with this. Rigo Ceja asked for the contact info. Casey Carrillo he has not consulted with CHS on this budget but he will. He will be meeting monthly with managers to review.

Gayline Hunter asked Casey Carrillo to add a line item for Optometry/Dental CHS payments. She would like to see it separated.

### **Medical**

The committee reviewed salaries. Mr. Sheikh said we have one Physician Assistant and we are proposing one more.

Yolanda Gibson pointed out the Lab Department is budgeted for one person and there are actually two working right now.

Mr. Sheikh said he thought one person was a Medical Assistant by title but floats in the Lab Department.

Gayline Hunter asked if the Medical Assistant's job description reflects working in the lab.

There was a question about the Temporary Medical Receptionist. The job position could not be located in the budget.

Gayline Hunter left the meeting at 12:07.  
The Board took a break for lunch at 12:10 PM.  
Gayline returned at 12:13.

There was more discussion on Medical Reception, Medical Secretary, Medical Registration. Gayline Hunter asked if we have a policy that addresses how often uniforms are purchased? Casey said he believed so. He will review the policy. Gayline Hunter asked if there is the ability to distinguish phone charges by department. Casey Carrillo said that item is for staff cell phones. Gayline Hunter asked if the Finance Committee could review a bill. Casey said he will bring that to the next meeting.

#### **Dental Department**

Repairs and Maintenance to vehicles was miscoded. Casey will correct. Software for Dental would come out of the IT Budget.

#### **Behavioral Health**

Behavioral Health does not utilize a secretary for reception or billing in their department. The Substance Abuse Coordinator is Lisa Graham, LCSW is Diane Hilliard, and the Coordinator is Vincent Burrough. Lisa Graham's salary comes out of the Cal Works Grant. Her fringe benefits come out of ??, Casey Carrillo, \$10K to pay her fringe benefits, remainder would come out of third party. \$53,950 is the Cal Works Grant. LCSW is now able to bill for her services and we can recoup some costs. Casey Carrillo said he is going to make sure everything is being processed accordingly for LCSW billing.

Casey Carrillo asked the Board to approve a line item in the amount of \$2500 from Third Party to Behavioral Health for support groups. Expenses included patient incentives for program participation and completion.

***MOTION # 2 Yolanda Gibson/Barbara Baga made a motion to approve a line item in the amount of \$2500 under behavioral health Support Group coming from Third Party Revenue. 5-1-0.***

#### **Outreach Department**

We have three transporters, all full-time. Gayline Hunter pointed out that we have one open position for Transporter but it is not budgeted.

Gayline Hunter said we will not have a temporary patient transporter this year. AOA grant has funds in it for a position? Casey said as far as he knows, it is salary and meals. There was discussion on the fuel and vehicle costs for the program. Christina Dabney-Keel pointed out that without these hard numbers documented, we cannot accurately estimate the total cost to provide the additional service to the community. This is very helpful when applying for more funds or other grants. Mr. Sheikh pointed out that we are only getting \$40K a year for CHRs from IHS. Gayline Hunter pointed out that the MAA program could be helping out with that. The AOA grant was discussed. Travel is not included in this budget. However, the AOA worker will need to be recertified. Casey will reassign \$3000 from Admin to AOA for travel expenses. Alberta Chavez asked about uniform expenses. Linen Supplies were discussed.

**Motion # 3 Yolanda Gibson/Barbara Baga made a motion to approve the fiscal year 2013 -2014 budget with the changes upon the approval of job descriptions, earmark the funds for those positions. Motion carried 6-0-0**

The positions pending approval are for IT Tech, Transporter, Groundskeeper, and Medical Receptionist.

There was discussion on a proposal for Elders trip to diabetic conference August 3, 2013 in Solvang. The Elders Council had approached the Board with the request at the last Health Board meeting.

**Motion # 4 Alberta Chavez/Christina Dabney-Keel motioned to deny the Elder's request for Diabetes Conference at this time. Motion carried 6-0-0.**

Mr. Sheikh was instructed to contact the Elder's Council with the decision. The Board will consider bringing the conference to the reservation for the community.

Rigo Ceja wanted to bring up an item. An urgent concern came up. We are facing problems with our CHRs safety. It is a safety concern. Mr. Sheikh is reaching out to the Board for help. Some members of the community refuse to ride with some transporters and in some cases the transporters are being harassed. This incident got to the extent of a physical altercation. It was an attempt for aggressive behavior. There was discussion of incidents of gender discrimination, sexual harassment, and aggressive behaviors displayed by both patients and families.

Christina Dabney-Keel said she would like to see the transport policy. Mr. Ceja emphasized that staff is here to provide a service and provide a safe work environment. He said he is reaching out to the Board for guidance on how the Board would like us to proceed. Should we insist on the staff person going out to homes with potential incidents or should we allow the employee to refuse to pick up certain patients. Rigo Ceja said he will follow the chain of command but we need something to back us up.

Rigo Ceja, Casey Carrillo, and Mr. Sheikh left the meeting at 1:27 PM.

### **Previous Meeting Minutes**

#### **1. March 06, 2013-**

**Motion #4.** Christina Dabney-Keel said part of that motion was for the EAN. Please correct the minutes.

Yolanda Gibson/Christina Dabney-Keel motioned to approve the March 06, 2013 minutes with the format changes, Motion carried 5-1-0.

#### **2. April 10, 2013-** Yolanda Gibson/ tabled the minutes of the meeting

**3. May 1, 2013-** These minutes were Tabled

**4. May 21, 2013-** Says Alberta Chavez was late, but yet she called role. Check minutes. Minutes were tabled pending corrections.

**5. June 11, 2013-** These minutes were tabled.

**6. July 1, 2013-** Yolanda Gibson/ Barbara Baga made a motion to approve July 1, 2013 meeting minutes with the corrections. 5-0-1. Donna Medrano Abstained.

**7. July 3, 2013-** Table the minutes because votes were missing.

Please correct the spacing. Please add action item to the next Board meeting agenda to add chairperson signature to every Employee Action Form (EAN).

**Motion # 5 motioned to adjourn at 1:45 PM. Motion carried 6-0-0**