



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

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MARCH 6, 2013 BOARD MEETING MINUTES

- I. **CALL TO ORDER:** Chairperson Gayline Hunter called the meeting to order at 9:09 a.m.
- II. **ROLL CALL:** Secretary Alberta Chavez called Roll

Board Members:

| | |
|--|---|
| Gayline Hunter, Chairperson | P |
| Barbara Baga, Vice Chairperson | P |
| Christina Dabney-Keel, Treasurer | P |
| Alberta Chavez, Secretary | P |
| Yolanda Gibson, Member | E |
| Donna Medrano, Member | P |
| Vincent (Mickey) Burrough, Sr., Member | P |
| Veronica McDarment, Alternate (seated at 9:10 a.m.) | P |
| Joseph Garfield, Alternate (seated and in at 12:00 p.m.) | L |

Staff

| | |
|---------------|---|
| Zahid Sheikh | P |
| Resty Rios | P |
| Daniele Healy | E |

min approved approved on 7-17-13

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

Veronica McDarment was seated at 9:10 a.m.

III. APPROVAL OF AGENDA

The following items were added under Old Business: 7) Audit-Final Resolutions; 8) Tribal Contributions Report; 9) Executive Session (Personnel Issues).

The following items were added under New Business: 3) Monthly Report to TRTC; 4) Medication; 5) Greenway.

MOTION #1: Barbara Baga/Christina Dabney-Keel to approve the agenda with the added additions. The vote was 6-0-0, motion carried.

IV. APPROVAL OF PREVIOUS BOARD MINUTES

1. February 11, 2013

MOTION #2: Barbara Baga/Donna Medrano motioned to approve the February 11, 2013 Board minutes with corrections. The vote was 5-0-1, Yolanda Gibson abstained, motion carried.

V. OLD BUSINESS

1. Approve Capture RX & 340-B Contracts - Above CEO Limit

It was the consensus of the Board of Directors to send the contract to TRIHC's legal counsel for review to see what TRIHCI legal obligation will be and what benefits TRIHCI will obtain from this program. Contract will be brought back at the next regular Board of Director's meeting with the recommendations from legal counsel.

2. Approve Midmark IQecg - Above CEO Limit -

TRIHCI's current Mid-Mark ECG Module is installed on a laptop that is positioned on a mobile cart. When an EKG is ordered by a provider, it takes several minutes for this task to be completed. With the proposed module, this service can be expedited quickly and will cut the time it takes to obtain an ECG from 10-15 minutes to 2-3 minutes. Hence, this will take the quality of care that is provided to TRIHCI's patients to the next level.

Three estimates were received and made available to the Board of Directors. They included Midmark (\$3,195.00 x 4 units = \$12,780.00); Mid Valley Surgical Supply (\$14,840.00); and Physician Sales & Service (\$13,196.00).

This item was tabled at this time. It was suggested to include this in the new budget. Greg Williams will check with CRIHB to see if there are any funds available through the shares that are given by TRIHCI.

3. Approve New Servers - Above CEO Limit

Three estimates were received and made available to the Board of Directors. They included Dell (\$13,631.91/each); CDW-G (\$14,953.20/each); and CCB, Inc. (\$21,130.00/each). The IT Department is recommending the Dell quote be approved.

MOTION #3: Christina Dabney-Keel/Joseph Garfield motion to approve Dell Quote to purchase (2) servers; one for the Finance Department and one for the Dental Department at a cost of \$13,631.91 each for a total price of \$27,263.82.

4. Discuss CEO Performance and Increase Retroactive

Zahid suggested that the Board devise a policy as to increases. Previous PAN's of Mr. Sheikh were reviewed by the Board of Directors. Mr. Sheikh also suggested for the Board of Directors to review and modify the Salary Scale for TRIHCI.

MOTION #4: Joseph Garfield/Donna Medrano to approve increase for Zahid Sheikh, CEO from Tier 17, Step 3 to Tier 17, Step 4 retroactive back to July 6, 2012; and to have the Chairman of the Board of Directors sign the PAN. Vote was 5-0-0, motion carried.

5. Federal Mileage Reimbursement - Change from \$0.555 to \$0.565

Christina Dabney-Keel indicated that as of January 2013 the federal mileage rate has been changed from \$0.555 to \$0.565.

MOTION #5: Christina Dabney-Keel/Joseph Garfield to approve the federal mileage rate change from \$0.555 to \$0.565. Vote was 5-0-0, motion carried.

6. Approval of four (4) Job Descriptions at the recommendation of the Personnel Committee (Administrative Assistant, Behavioral Health Manager/LCSW, Medical Coder and Data Entry Clerk)

It was noted that these job descriptions have been through the Personnel Committee and are now ready for the final approval by the Board of Directors. Greg Williams indicated that he had worked on the Medical Coder and Data Entry Clerk job descriptions as those two positions do different duties.

A question was asked if TRIHCI's budget has these positions in the budget. Mr. Sheikh responded once IHS approves the budget with the listed positions, new positions should not be created and paid from that years IHS budget or TRIHCI may be in violation. In the situation with the two Data Entry Clerks, the two mentioned positions are included in the IHS budget; however, each position is doing a separate set of duties and Mr. Williams would like to define this.

Christina Dabney-Keel suggested that if TRIHCI wants to change one of the job positions to a Medical Coder, a budget revision be submitted due to the fact that the original IHS budget submitted list two Data Entry Clerks. It was noted that the Administrative Assistant position is included in this year's budget.

Greg Williams will research the salary scale for the Medical Coder position, look into the line item for the proposed position and make a proposal to the Board of Directors for the change.

In regards to the LCSW Job Description, Mr. Sheikh reported that 75% of the salary would come out of the 638 Grant and 25% would need to come from Third Party. Mr. Sheikh also added that he is thinking of adding mental health services within the Diabetes Grant to assist the diabetics (this would help with the 25% that is needed).

MOTION 6: Christina Dabney-Keel/Alberta Chavez to approve the LCSW Job Description. Vote was 5-0-0.

7. Audit - Final Resolutions

The report was included in the Board of Director's binder for their information. Mr. Sheikh reported that TRIHCI has not received the formal final audit report and that it should be sent in a couple of weeks.

There was one finding which was in the fiscal department for not filing our audit on a timely basis. There were no findings in the CHS Department. There was some internal management deficiencies but the auditor indicated they would not file them as findings.

This item is tabled until TRIHCI receives the formal final audit report.

8. Tribal Contributions Report

A question was raised as to why \$200 was paid from the Tribal Contributions Fund to Adrianna Gibson for a Diabetes Walk. Resty Rios replied that he does have the back up as to why this was paid from the Tribal Contributions Fund and will bring it to a future meeting.

Motion #7: Christina Dabney-Keel/Joseph Garfield to approve #850253 in the amount of \$5,874.00; #850383 in the amount of \$2,400.00; #850288 in the amount of \$729.00; #851185 in the amount of \$13,058.00; #874273 in the amount of \$5,664.00; #850374 in the amount of \$480.00; #855446 in the amount of \$5,580.00; #855642 in the amount of \$17,448.00; and #855596 in the amount of \$1,115.00. Vote was 4-0-0. Motion carried.

The CHS Department reported that a letter has been sent to Patient #851317 on March 2, 2013 and no response has been sent to date. Also TRIHCI's Benefit Coordinator has made contact with the patient regarding possibly alternate resources available.

Discussion was also made on the Tribal Contributions Policy. A recommendation was made to amend the policy so that the Executive Committee would review, approve and bring to the full Board for approval. The CHS staff will submit the amendment for Board approval.

9. Executive Session (Personnel Issues)

Barbara's recommendation to put both custodians at the same pay and to delete the lead custodian and to at-will Alicia Herrera.

The Personnel Committee is recommending to delete the lead custodian position and to have TRIHCI have two custodians at the same level and at the same level of pay. A question was raised as to the safety issues involved with TRIHCI (OSHA Regulations). It was noted that this is covered under the Human Resources Department.

Motion 7: Veronica McDarment/Alberta Chavez to delete the lead custodian position and to have TRIHCI have two custodians at the same level and at the same level of pay and to have the custodian positions placed under the supervision of the Human Resources Department. Vote was 5-0-0.

The Personnel Committee is recommending to terminate Alicia Herrera at will.

Motion 8: Veronica McDarment/Christina Dabney-Keel to terminate Alicia Herrera at will effective ASAP. Vote was 5-0-0.

VI. NEW BUSINESS

1. CRIHB Annual Training -

Barbara Baga indicated that Gayline Hunter is requesting those Board of Directors who did not attend the CRIHB training that was offered at the Tule River Health Center make arrangement to attend the Leadership Training being offered by CRIHB in Rolling Hills in June 17-20, 2013.

2. Meeting with Tribal Elders

It was decided to have a letter sent to the Elder's Council Chairperson indicating the Board is requesting a letter be sent from the Elder's Council Chairperson requesting a meeting with the Health Center Board of Directors.

3. Monthly Report to TRTC

Barbara Baga indicated that Gayline Hunter is requesting that a monthly report be sent to the Tribal Council

4. Medication - This item was tabled.

5. Greenway - This item was tabled.

X. ADJOURNMENT

MOTION # : Joseph Garfield/Christina Dabney-Keel motion to adjourn the meeting at 3:30 p.m. Vote was 4-0-0, motion carried.