

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

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PORTERVILLE, CALIFORNIA 93258

**MAY 21, 2013 BOARD OF DIRECTORS MEETING MINUTES**

**I. CALL TO ORDER:** Chairperson Gayline Hunter called the meeting to order at 9:15 a.m. **Is this correct?**

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

<u>Board Members:</u>	<u>Staff</u>	
Gayline Hunter, Chairperson	P	Resty Rios P
Barbara Baga, Vice-Chair	P	Francine Gibson P
Alberta Chavez, Secretary	P	Terri Ortiz P
Christina Dabney-Keel, Treasurer	P	Rigo Ceja P
Yolanda Gibson, Member	E	Lyle Martin P
Donna Medrano, Member, departed early @ 9:50	P	Sara Isch P
	A	
Vincent (Mickey) Burrough, Member	P	
Veronica McDarment, <u>Alternate Member</u>	A	
Joseph Garfield, Alternate		

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

**III. APPROVAL OF AGENDA**

The Board Chair asked to add Patient Wait Time Policy and Ambulance coverage quote approval for the Rodeo to New Business. **Need the vote. Do not have min recorded.**

**IV. APPROVAL OF PREVIOUS BOARD MINUTES**

Meeting minutes for March, April, and May were not available and therefore tabled to the June meeting. Gayline Hunter will complete the minutes.

**V. OLD BUSINESS**

1. There was a presentation from Lyle Martin and Sara Isch on I.T Proposals

(Refer to proposal packet in Board binder.)  
There was discussion on the pros and cons of the proposals. Lyle Martin said this is what we need to bring ourselves into compliance. There was no single software that met all of our needs and so he had to add some additional elements to the software. The biggest advantage moving to this new system will be failover capabilities. Lyle Martin said the only thing we really get from CRIHB right now is email and internet. On 5/13/13, the clinic experienced a disaster when the Server Room lost Air Conditioning/G and the server room heated up to 129 degrees. Some servers shut down and permanent damage could have been the result. Patient records could have been lost. We had to convert to a manual process that morning increasing patient wait time. There is a good possibility that life has been shaved off of the servers due to the extreme heat. We can get a much larger data route through the Tribe and it will be at no cost.  
Lyle Martin said if we purchase an internet plan from CRIHB. ~~If we decide to~~ and move away from CRIHB, we will see a huge cost savings, and we will be in much better condition IT wise. Donna Medrano asked if the staff is capable of the work. Lyle Martin said he feels confident he and Sara have the competency necessary to see the project through. It would be a lot of work, but they can do it.

Lyle Martin said we will also be able to use our own domain for email that will identify us as TRIHCI and not CRIHB. The appearance is more professional. We would get about 123 accounts. The clinic would also have full control of the system.

*Donna Medrano departed at 9:50 AM*

**MOTION # 1 Christina Dabney-Keel/Barbara Baga made a motion to have Zahid pull back our shares that CRIHB holds for IT and M&I. The motion carried 4-0-0.**

Gayline Hunter said we will approve the expense out of the 2013-2014 Budget, pay for it out of Third Party funds, and reimburse it with funds from the new budget upon receipt.

**Motion # 2 Christina Dabney-Keel/Barbara Baga made a motion to approve the Dell quote in the amount of \$191,000. Motion carried, 4-0-0.**

**VI. EXECUTIVE REPORTS & COMMITTEE REPORTS**

CEO Report- Mr. Sheikh submitted a written report in his absence (attached) which was presented by Francine Gibson. Report was reviewed by the Board.

Gayline Hunter noted a recent Saturday Clinic where we only saw two patients. She would like a report on that date with information on what caused the low volume, i.e., no shows, lack in patient needs. Christina Dabney-Keel would like to see a report for every week included in the monthly Board report. She is looking for how many patients, what services or amount billed/reimbursed and the types of visits. Gayline Hunter requested for the CEO to submit a written report on any updated plans regarding opening a new clinic. She would like to have an update in writing.

Francine Gibson reported on the next item which is the HOOP Grant. TRIHC is a part of the grant, CRIHB applied for it, they got it, and they had included us in the grant. It's all about healing. The SAMSHA Grant is going away so they are trying to find other ways to provide the needed service and this is one way.

Gayline will ask Zahid if grant funds can be used for both CAC and or LCSW salaries.

2. CFO Report & Finance Committee Report - Resty Rios  
Resty Rios presented the Finance Report, the proposed budget for 2013-2014. Resty is glad to report that he has help now and a new CFO will be starting in June. We will be getting the books caught up. Going forward, this will be the report monthly. Resty said we have cut office supplies in the new budget and the utilities are spread out. Total cuts equal \$140K. We have cut travel and training to \$60K. We had been spending \$85K on advertisements and we cut that also. We have a positive balance of \$4M. Total for Third Party Revenue is \$1.2M. Not all of the salaries come out of 638 funds. For instance the Public Health Nurse is only 30% 638. Charles Houston and Margaret Hernandez are 100% in diabetes. Substance Abuse Program Coordinator salary comes

out 100% of the CALWorks Grant.

Christina Dabney-Keel asked Resty Rios if every grant we have is within its allocated amount. He said yes. Resty Rios said this is the proposed budget for 2014. As soon as we start with the fiscal year, we will be reporting monthly. Gayline Hunter said she would like to refer the budget to the Finance Committee meeting and then approve it at the June Board meeting.

The only big issue she sees is the injury prevention grant and expenses versus the grant amount. Resty said we are looking this year at getting more in-house training versus going out to save in costs. Christina Dabney-Keel said her employer only allows travel within the state. She also suggested sending only one person from the department as opposed to all the staff.

### 3. HR/Compliance Report

April Report. Rigo Ceja has been getting updated on tribes and processes. He is working on scheduling random drug tests. Will review some of our FMLA forms. Now we have two people on Leave of Absence. Karelin Sammann is covering Worker's Comp. Gayline Hunter asked if we have temps in the positions for the LOAs. No. Rigo has noticed that there is no backup for a lot of staff. Rigo's goal is to begin cross-training to have current staff cover for others. He will continue to work on P&Ps. We have some really good policies in place but not being followed. Right now we are looking at the attendance policy. At our next staffing meeting he will be letting staff know that we are not changing, but enforcing the current attendance policy. Rigo Ceja said he did an informal survey. It was interesting to see the feedback. He is also trying to reinforce the chain of command.

Rigo Ceja reported on the recent new hires. Terri Ortiz, Executive Secretary. We also hired Joe-Boy Perez part-time. Receptionist Arnea Tanguma is temporary. We will also be having another physician starting, Rafa Hana who is an M.D and specialized in Internal Medicine. He will be full-time, traveling from Bakersfield. Rigo will also be meeting with an Optometrist next week. We conducted about 20 interviews for the CFO position. We hired a very qualified candidate Casey Carrillo. Donna Medrano was on that interview. Casey worked for us in the past and he now has more experience and more education. Rigo Ceja said we still have an open position for Dietitian. We may have to reach out to telemedicine dietitian consultants. We've also hired a very capable AP/Payroll Accountant, Rommel Tahimik.

The Board requested for the HR report to include the total number of applicants per position and how many of them were Tribal. Rigo is working on getting more qualified applicants. Experience is needed in key positions. Rigo likes the WIA program and will try to utilize them whenever possible.

### **HR Proposal**

Rigo Ceja pointed out need for IT tech. With all these IT changes, the load is increasing for staff. Plus one IT Tech will be going out on Maternity Leave which will leave Lyle alone. Rigo said also, Lyle Martin may plan to retire soon. Rigo is trying to be proactive and has reached out to Office Team. Rigo said he is just presenting the need to the board. The additional IT workload is not something that is going to end in a month or two. The IT position requires serious and critical levels of expertise for this type of work. Gayline, has no doubt that there is a need for this and asked Rigo to finalize the Job Description.

Rigo Ceja reported that CHS is requesting another position. They have worked the salary into the budget. Francine Gibson has stepped up and has been trying to help the girls but it is tough. They can't use a WIA or a temp because it is such a unique program.

The Board commented that this issue was voted on last year. 50% of Darlene Yazzie's salary would come out of tribal. That would leave us half her salary for a part-time person.  
*Resty Rios arrived at 12:12 pm*

Rigo Ceja reported that Greg Williams has submitted his resignation. He has given us two weeks advance notice. We may get him to stay on a little while longer. Rigo said that with the Board's approval, he will move forward with replacing Greg' position.

This concluded the HR Report.

Alberta Chavez reported that DPS would like to donate emergency equipment to the clinic. We had a recent power outage and we had no communications to the Fire Department, nor the Department of Public Safety, so we realized how cut off we would be in the event of another crisis. DPS will be donating a base radio to the clinic but the health center will have to pay for install. The programming is about \$800.

Alberta Chavez recommends using SC Communications from Bakersfield who is used by DPS with funds coming from Third Party. She also noted to mention that we are an entity of the tribe when we contact SC communications for better

pricing.

**Motion # 3** Gayline Hunter/Veronica McDarment made a motion to obtain free base unit radio from DPS to have it installed. The motion carried 4-0-0.

Francine Gibson gave an update on a quote for ambulance services for the rodeo. She said we will have two ambulances, one for standby, at the rodeo. The tribal fire department will be busy at another event and so they are unavailable.

**Motion # 4** Alberta Chavez/Veronica McDarment made a motion to approve the expense for the ambulance service at the rodeo on June 22 and 23 to be taken from Tribal Contribution Fund in the amount not to exceed \$2250.00. The motion carried, 4-0-0.

Patient wait time policy will be reviewed and placed on the agenda for approval on June 11, 2013.

**VII. ADJOURNMENT**

**MOTION #6:** Alberta Chavez/Barbara Baga motioned to adjourn at 12:38 p.m. The motion carried, 4-0-0.

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Board Chairperson

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Board Secretary