

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

2 APRIL 2014 BOARD MEETING MINUTES

I. CALL TO ORDER: Gayline Hunter called the meeting to order at 9:02 a.m.

II. ROLL CALL: Gayline Hunter called Roll.

Board Members:

Gayline Hunter, Chairperson
Barbara Baga, Vice-Chair
Donna Medrano, Treasurer
Alberta Chavez, Secretary
Yolanda Gibson, Member
Christina Dabney-Keel, Member
Richard Brown, Member
Joseph Garfield, Alternate
William Carrillo, Sr., Alternate

Staff

P		
P	Zahid Sheikh	P
L	Casey Carrillo	P
L	Danièle Healy	P
L		
P		
P		
P		
P		

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

William Carrillo, Sr. and Joseph Garfield were seated at 9:03 a.m.

III. APPROVAL OF AGENDA

The following additions were requested:

under Old Business:

- policies and procedures and
- an update on the health fair

under New Business:

- Orientation of departments
- 2014-2015 budget
- IHS budgets appropriations.
- Willie Carrillo travel to Washington.
- Rhoda Hunter - Traditional Medicine
- Formal approval for Visalia clinic

Yolanda Gibson arrived at 9:10 a.m. and Donna Medrano arrived at 9:11 a.m.

MOTION #1: Christina Dabney-Keel/William Carrillo, Sr. motioned to approve the agenda with additions; motion carried, 6-0-0.

William Carrillo, Sr. and Joseph Garfield were unseated at 9:12 a.m.

- 24 February 2014 Board meeting minutes - Consensus to table the minutes until Danièle Healy has time to listen to the tape and make corrections. And she was asked to also listen to the February 5, 2014 and December 11, 2013 meeting minutes and bring the updated meeting minutes to the May Board meeting.
- March 2014 Board meeting minutes - Consensus to table these as well until Danièle Healy has time to listen to the tape.

Corrections to list of members: Richard Brown's second e-mail address was erroneously added under Joseph Garfield's.

Gayline Hunter reminded Mr. Sheikh that when approved and signed by the Board Secretary, the minutes need to be sent to Tribal council.

Rhoda Hunter arrived at 9:30 a.m.

IV. NEW BUSINESS

Rhoda Hunter came in to talk about **Traditional Medicine**. She would like to see traditional medicine brought back to the Health Center. This will be put on the May Board meeting agenda.

Gayline Hunter reported that we have a draft Traditional Medicine policy that Joseph Garfield & William Carrillo, Sr. worked on. William Carrillo, Sr. confirmed that he still has it on his computer. Rhoda Hunter would like to be involved in finalizing this policy. Gayline Hunter informed Rhoda Hunter that we will contact her when we schedule the review of the traditional medicine policy.

William Carrillo, Sr. reported that Mr. Sheikh is trying to get someone to come to the Health Fair to show traditional Native American cooking, such as acorn grinding, salmon smoking, and prepare delicious traditional meals.

Rhoda Hunter left at 9:40 a.m.

Shawn Gonzales and Kathleen Nieto arrived at 9:41 a.m.

Tule River Rodeo Donation Request

Shawn Gonzales asked for a donation from the Health Center to cover the Imperial Ambulance fee during the Tule River Rodeo. The Fire department cannot commit to be there at all times therefore we need an additional ambulance. They will only charge for the time they are on-site. The price difference is due to the fact that ACLS, Advance Cardiac Life Support is more expensive than BLS, Basic Life Support.

Zahid Sheikh left the room at 9:44 a.m. and returned at 9:49 a.m.

Gayline Hunter stated that last year we were promised advertisement but we did not receive any. Shawn Gonzales explained that Sponsorship had banners that were "double printed" last year, and therefore were not put up.

Shawn Gonzales suggested that we request to be compensated for last year by sending a letter to "Sponsorship". They have pre-admission tickets available; Gayline Hunter stated we could raffle them off to the staff.

Shawn Gonzales reported that 8,000 advertisement fliers were printed; some will be mailed out and about 1,000 will be inserted in the Springville Rodeo program at the end of April.

Christina Dabney-Keel wants something in writing stating that we will only pay for the time that the ambulances are actually on-site.

MOTION #2: Christina Dabney-Keel/Barbara Baga motioned to approve a donation for Imperial Ambulances for the Tule River INFR Rodeo May 2, 3, & 4 not to exceed \$3,187.50 and state that payment will include actual hours worked and for funds to come out of tribal contributions. Motion carried, 6-0-0.

Irma Hunter & Marcia Estrada from TRAP arrived at 10:10 a.m.

TRAP - Feasibility Study on Youth and Women Treatment
Marcia Estrada & Irma Hunter.

Marcia Estrada explained that there is a need for a youth and women treatment facility on the Reservation, similar to the one for men. Marcia Estrada took a survey last year and saw

that there was a need for support for women suffering from domestic violence, etc. She contacted a Psychologist in Porterville, Ken Kilburn who wanted to do a feasibility study in the area. William Carrillo, Sr. stated that CRIHB said they would help with the feasibility study.

Marcia Estrada explained that they are here to find out if the Health Center or the Board has funds to help expand TRAP.

Mr. Sheikh stated that in his previous job, he established a shelter for women. He suggested that it has to be anonymous somewhere else, not on the Reservation. Women who have experienced domestic violence do not want to come here. Mr. Sheikh reported that grants are available through SAMHSA (Substance Abuse & Mental Health Services Administration) not only for shelters but also for education (about \$1,000 per month) to give these women financial freedom.

Christina Dabney-Keel added that we have an LCSW on-site who is familiar with the types of services that are available in Porterville; she has a lot of valuable information that we can use; we can utilize what she is already doing. Meeting with Diane Hilliard, LCSW first would be a good start for the feasibility study; we are already gathering data.

Marcia Estrada stated that we need one person to spearhead the project and talk with people like Diane Hilliard and others. Mr. Sheikh reported that funds are available to start this project now and that we also have another LCSW extern that will come on board shortly who will be able to help.

Marcia Estrada stated that they want to have the blessing from the Board to move forward. Yolanda Gibson asked if we would use our clinic's license to apply for grants or TRAP's. Mr. Sheikh stated that we will have to coordinate our efforts.

William Carrillo, Sr. said that when the time comes, an MOU will be established. He suggests working with Mr. Sheikh and try to get funds from CRIHB.

The **Consensus** is to have TRAP Advisory Board work with Mr. Sheikh to start the correspondence for collaboration regarding the feasibility study for women and youth treatment programs.

Mr. Sheikh stated that this program may provide a transitional home and professional training to help find financial stability for the women and their children.

Mr. Sheikh invited Marcia Estrada to join us at the North County meeting at TANF in Visalia every second Friday at 1:00 p.m. and meet with Corky Mills who is very involved with the North County communities.

Marcia Estrada and Irma Hunter left at 10:40 a.m.

Shawn Gonzales returned with an update: The "Rodeo Sponsorship" will give us one of the VIP tables for Saturday and Sunday events -finger foods and drinks available- and our business will be advertised through banners and announcements. Shawn Gonzales asked to have our logo e-mailed to Novalie McDarment. Gayline Hunter said she would take care of that.

Yolanda Gibson expressed her concern that William Carrillo, Sr. may be using Board stipends when traveling for TRAP business. Christina Dabney-Keel stated that is why she asked to include North County as they are part of the CHSDA area; this should be in addition to what we are doing; they should be included in the study.

Alberta Chavez left the room at 10:42 a.m. & returned at 10:46 a.m.

- New vehicle for Elders Program
Refer to Casey Carrillo's handout; this vehicle was not budgeted for; it may need to come out of 3rd party revenue. Christina Dabney-Keel asked who maintains the maintenance files on each vehicle - the drivers do. Resty Rios is working on a daily inspection check-list.

Christina Dabney-Keel asked if we send our drivers for drug testing when they have even a minor incident, for example if they backed up into a rock at a patient's house Danièle Healy confirmed that yes, we do.

Christina Dabney-Keel stated that we are short on food service; how will that be reflected on the budget; Casey Carrillo explained that the shortfall is projected in the food cost. We can compute our shortfalls when we issue our quarterly report for the grants; we need to show that monies were allocated through 3rd party revenue. We need to make sure we show the need of a van in the next grant cycle (3 years).

MOTION #3: Yolanda Gibson/Barbara Baga motioned to approve the purchase of the new 2014 Dodge Van not to exceed \$20,884.00. The funds will come out of 3rd party revenue. Motion carried, 6-0-0.

IV. OLD BUSINESS

- Organization Chart (revised):

Danièle Healy was asked to:

- Remove "Lead" Janitor under Administration
- Add, "Jr." After Willie Carrillo under Administration
- Correct Erlene McDarment's name under Outreach.
- Change Dental Assistants to Registered Dental Assistants.

Christina Dabney-Keel asked if Tyra Outzen had experience in Medical Billing since she was selected for the position. Then Alberta Chavez asked if Rebecca Hawley had experience as Clinical Application Coordinator since she had been chosen for that position.

Mr. Sheikh assured the Board that Rebecca Hawley has ample training as core group member in EPM - Electronic Patient Management. Previous CAC, Greg Williams was also a coder; it was difficult to find a competent CAC due to our new system; most candidates required relocation and a salary in excess of \$165,000/year; we have great support from CRIHB to help our employees move into their new positions. Yolanda Gibson stated that a tribal member wanted the position; that individual will be cross trained when we have the new budget in place; it is a long term plan, and a Medical Assistant position will be vacant then.

Alberta Chavez asked why new employees or employees in new positions were not introduced to the Board.

Gayline Hunter informed the Board that the custodians' supervision was taken away from the Executive Assistant position and they are now under the supervision of the CEO.

Mr. Sheikh would like to add the grants allocations to each position on the organization chart. Tabled to send back to Personnel Committee

- Building Maintenance and Improvements - Update

Danièle Healy reported that Terri Ortiz had contacted several contractors for bids but only one had responded and came to look at the CHS building repair and paint needs. This is the same contractor that remodeled the Board room a few years ago.

Gayline Hunter confirmed that we need 3 bids for any work over \$5,000. This may again delay the Behavioral Health, Outreach, and CHS projects. Mr. Sheikh will call Kerry Gragg at CRIHB to find out if we have M&I funds available.

Air conditioning: it was recommended to have Gray's air conditioning fix the balancing in the patient rooms and other areas of the building without the need for 3 quotes as this is considered an emergency.

- Scheduling of Policies and Procedures Review:

Mr. Sheikh stated that he will give timeline for **Medical** during the next Board meeting - we will have a new Interim Medical Director in May and hopefully we will have our Director of Nurses back and will be able to present each section. IHS stated that we need to center our policies around AAAHC accreditation. Will discuss a schedule during the Personnel Committee meeting

Behavioral Health: Danièle Healy will ask Diane Hilliard for copies of changes made to their policies for Board approval in May

Finance: Casey Carrillo will bring a list of content at the next Finance committee meeting and schedule a date then. Mr. Sheikh suggested preparing a list of content first; Casey Carrillo still needs to convert the policies Christina Dabney-Keel gave him into Pdf format. Danièle Healy told Casey Carrillo that she will try and retrieve the original final policies from 2006 with Lyle Martin's help and forward the Finance section to Casey Carrillo in Word format. Casey Carrillo was asked to include the travel policy.

Outreach: Mr. Sheikh will ask Edith Anguiano for a date to review policies and procedures.

IT policies: Gayline Hunter reported that the titles did not match. Mr. Sheikh will discuss this with Lyle Martin.

Traditional Health: William Carrillo, Sr. and Joseph Garfield will find their copy and will schedule a review at the next Board meeting.

Dental: A review with the Board is scheduled for April 8.

- Health Fair Update

Mr. Sheikh asked Resty Rios to join the meeting.

Resty joined the meeting at 11:20 a.m.

Progress report on Health Fair: Resty Rios

Resty Rios reported that the committee met again on Tuesday; we have 27 confirmed vendors; Samantha Jasso is still calling more vendors.

We will have cycle races for children with small prizes and also a bounce house and sack races; the sacks will be donated by *Evans Feed*. Joseph Garfield asked we were using a Tribal member business for the bounce house. Resty Rios stated that he was not sure but that everything had been confirmed.

We are very happy to report that the Tribal Council donated \$8,000 for the Health Fair. Resty Rios reported that we will spend about \$5,000 for prizes and the remaining will be used to acquire wellness activities such as yoga, zumba, etc., for 3 months for Community members. Gayline Hunter stated that she has a problem with this; originally the request for money was to go to the health fair. Mr. Sheikh explained that the remaining money of the total budget - including 3rd party revenue - will be dedicated to wellness activities for the tribal members. Food is sponsored by Blue Shield; tables and chairs come from the Health Center.

All staff members will be signing in at 8:00 a.m. at McCarthy Ranch and sign out after clean-up. Mr. Sheikh asked if we could authorize employees to leave at 4:30 if clean-up is done.

Consensus by the Board is to allow employees to leave at 4:30 p.m.

A skeleton crew will be available at the clinic.

Resty Rios left at 11:50 a.m.

- IT back-up plan

The amount of the 1st quote was \$113,000 and the second one was approximately the same. We want to officially approve these quotes by motion by the Board. This was previously approved by the Board in May 2013 but Casey Carrillo was unaware of this at the time he prepared the budget and it was not put in the FY2014 budget.

The first plan is to have back up here, on-site and the second plan will be to establish back-up offsite.

Richard Brown left the room at 11:51 a.m. at 11:55 a.m.

Christina Dabney-Keel left the room at 11:53 a.m. returned at 11:55 a.m.

Gayline Hunter asked to schedule a date for Department Heads to introduce their department to the Board.

It was agreed to have the Department Heads give a brief presentation to the Board on April 16, after CHS Committee meeting, starting at 10:00 a.m.; the Board wants to know what the department does, and if grants are involved, they want to know what monies are available, and how much has been spent and the date for the grant. Also, they would like the report in writing as a hand-out. Danièle Healy will prepare a schedule.

A question was raised why the clinic was still closed on Tuesday mornings. Danièle Healy explained that the clinic was closed in the morning on the first Tuesday of the month for the All Employee Staff Meetings and In-Services and on the 4th Tuesday, the clinic is closed until 10:00 a.m. for department meetings. The schedule is available in the monthly Newsletter.

Joseph Garfield said he only gets meals once a week, and that he rates the Service 2.5, but the meals are good. The meal contract will be reviewed at the May Board meeting.

Casey Carrillo brought the minutes of the 21 May 2013

meeting when the IT back-up was approved.

Christina Dabney-Keel asked again why we still have a server for Greenway. Mr. Sheikh explained that we have about 12 thousand patients in Greenway and that it takes about one hour per patient to transfer the data from Greenway to NextGen. Mr. Sheikh gave the Data Entry personnel 120 days to finalize this. We may need to bring in a WIA person to help. The Greenway server is dying.

Casey Carrillo wants to know how we will pay for this.

The **Consensus** by the Board is to first Exhaust CRIHB shares (\$92,000), the remaining will come from Tribal contributions. No need to vote again; this was already approved during board meeting in May 2013.

Joseph Garfield left the room at 12:12 p.m. and returned at 12:33 p.m.

Gayline Hunter reported that the Tribal CFO wants back-up documentation for monies spent for Tribal Contributions.

Gayline left at 12:20 p.m. and returned at 12:25 p.m.

The trainer Aaron Alafa joined the Board meeting and gave a presentation on his training program, describing the benefits of health education and physical fitness activities

Aaron Alafa asked the Board for help to go to a training offered by Nike, promoting wellness education.

Mr. Sheikh left the room at 12:41 p.m. returned at 12:45 p.m.

Christina Dabney-Keel left the meeting at 12:42 p.m.
Joseph Garfield was seated at 12:42 p.m.

MOTION #4: Yolanda Gibson/Donna Medrano motioned to approve the travel for Aaron Alafa to attend the upcoming Nike conference in Oregon, using Diabetes funds if available, and then Outreach funds. The vote was 6-0-0, motion carried.

- FY-2015 Budget.

Casey Carrillo reported that an informal budget was given

to Gayline Hunter for \$5.4 Million. Casey Carrillo started scheduling meetings with Department Heads.

It is the **Consensus** from to Board to send the informal budget to Travis Coleman. Gayline Hunter suggested including Traditional Medicine; Casey Carrillo stated that it would be best to wait till the final budget to add this.

Yolanda Gibson left the meeting at 12:54 p.m. William Carrillo, Sr. was seated at 12:55 p.m.

- William Carrillo, Sr. Travel to Washington.

William Carrillo, Sr. reported that he had discussed this with Mark LeBeau @ CRIHB and that he will have access to Tule River's lobbyist in Washington. He stated that the Tribal Chairman made the tribal lobbyist available to us. Gayline Hunter thanked William Carrillo, Sr. for attending this meeting on our behalf - it is very exciting.

V. **EXECUTIVE REPORTS AND COMMITTEE REPORTS**

- CEO Report

Mr. Sheikh read through his report. Regarding the IHS findings of Audit, Mr. Sheikh reported that we will be working on policies and procedures towards AAAHC accreditation. IHS agreed to have Mr. Sheikh talk to other Health Centers already accredited; they will send us their policies that we can adapt to our own Health Center. Once we have the policies they will send people for a mock Survey of our clinic.

Mr. Sheikh attended the IHS conference in Reno and reported that one thing that touched him deeply is the VA reimbursement contract; it will be beneficial for all Veterans not only Native Americans. We could get grants to purchase vehicles/vans to transport Veterans.

Mr. Sheikh reported that Next Gen is working well. Rebecca Hawley is working closely with CRIHB, and started the 5.8 upgrade. The upgrade will be implemented in different stages and needs to be completed by October 2014.

Mr. Sheikh reported that the 340B program is showing progress; we had meetings, webinars, etc. Amir Khoyi

visited from CRIHB to discuss issues with Walgreens. They do not keep generic medications; our Vendor Cardinal should provide the generic medications.

Mr. Sheikh reported that Darlene Yazzie identified that Native Americans who do not have any insurance who live in CHSDA may be a burden on us.

Elders want to see a Traditional Medicine policy; Mr. Sheikh assured them that Joseph Garfield is working on it.

Mr. Sheikh informed Dr. Saljoughy to step down as Medical Director and only work here one day a week for women's health. He agreed. Dr. Hana will be assuming the Interim Medical Director responsibilities, starting May 1, 2014. We will then advertise the position and go through the formal process.

Behavioral Health will add a Native American Extern to the department; she specializes in PDSO.

Mr. Sheikh will travel April 9 to 11. Casey Carrillo will be in charge.

Gayline Hunter asked who "we" was going to Morongo to see a pharmacy. It will be Mr. Sheikh, Dr. Hana, Francine Gibson and Darlene Yazzie.

Mr. Sheikh recommends paying Dr. Saljoughy \$75/hour; our CLIA license is under his license; we need to send Dr. Hana for training in order to be able to transfer our CLIA license under his license.

Gayline Hunter asked how long it will take before Dr. Hana can become Medical Director; about 90 days. Gayline Hunter is afraid that we will miss if the training is before that - Mr. Sheikh stated that they have training once a quarter.

Barbara Baga asked to have CHRs visit the rest homes in Porterville; patients are able to go out.

William Carrillo, Sr. left the room at 1:19 p.m. and returned at 1:21 p.m.

MOTION #5: Barbara Baga/William Carrillo, Sr. motioned to go into closed session at 1:24 p.m. The vote was 6-0-0, motion carried.

MOTION #6: Barbara Baga/Joseph Garfield motioned to come out of closed session at 1:35 p.m. The vote was 6-0-0, motion carried.

MOTION #7: William Carrillo, Sr./Donna Medrano motioned to approve the CEO request for time off from June 1 to June 16, 2014 for continued education covering travel, airfare, lodging and per diem, with the agreement that Mr. Sheikh will sign a 2 year contract with TRIHCI. The vote was 6-0-0, motion carried.

William Carrillo, Sr. left the room at 2:48 p.m. and returned at 2:50 p.m.

- CAC Report

Rebecca Hawley joined the meeting to introduce herself to the Board and go through her report.

EPM is patient information and EHC is electronic health information. William Carrillo, Sr. asked what "adjustment" is: the adjustment is if patient is CHS or has insurance.

Rebecca Hawley was asked to also show a report with revenue of amounts billed/received Monday through Friday; she already showed Saturday revenues.

Barbara Baga & Donna Medrano left the room at 2:00 p.m. and returned at 2:05 p.m. and 2:07 p.m.

Rebecca Hawley reported that she is working on attestations for meaningful use with each provider - national registry and state registry.

Why is Dental scheduling so far in advance if they only see 4 or 5 patients per day? Some patients require deep treatment that takes a long time. Dr. Dunnivan sees more patients than Dr. Newman. Dr. Newman also has administrative time - 60/40.

Gayline Hunter reported that the Dental figures do not add up - Rebecca Hawley will check with Dr. Newman.

Rebecca Hawley works with Brian Borski at CRIHB who has been a great help to her.

Francine Gibson asked Rebecca Hawley to also do CHS

extractions.

David Baro, P.A. is a NextGen super user who will be training the nurses and help Rebecca Hawley with templates.

Rebecca Hawley divided the Core group into 2 groups - one for EPM and one for EHR, which are 2 different trainings. The Super users can also help employees.

Gayline Hunter asked if she had learned to run the GPRA report - Greg Mejia can generate that report. A quarterly GPRA report will be sufficient.

Rebecca Hawley confirmed that her team is working on extracting data from Greenway into NextGen - it is time consuming; some patients have over 150 pages in Greenway.

- CFO Report

Casey Carrillo confirmed that the pdf documents (policies) Christina Dabney-Keel wanted him to convert into Word cannot be converted if the document was scanned. Danièle Healy told Casey Carrillo that she will ask Lyle Martin to help her retrieve the "Final Policies" document that Casey Carrillo will be able to update.

Casey Carrillo went through his report and stated that the expenditures were reviewed during the Finance Committee meeting. Casey Carrillo also reported that the new Medical Biller, Tyra Outzen is catching on quickly and that the CRIHB Quarterly meeting scheduled on Thursday April 24, 2014; Wednesday and Friday will be travel days.

Gayline Hunter reminded Casey Carrillo that she is waiting for a 3rd party revenue report - Casey Carrillo reported that he has instructed Sylvia Jimenez to work on this - and that drawdowns need to be included in the Finance report.

- CHS Report - in the binder.

- HR/Compliance Report

Danièle Healy went through the HR/Compliance report. The revised Executive Secretary, Administrative Secretary, and Administrative Assistant job descriptions were presented

to the Board for approval. Only a scanned pdf version of the CEO job description was available; Danièle Healy will need to retype the CEO job description with changes.

William Carrillo, Sr. left the room at 2:53 p.m. and returned at 2:57 p.m.

Gayline Hunter read through the CEO job description - Advisory Board needs to be changed to Board of Directors.

MOTION #8: Donna Medrano/Barbara Baga to approve the Executive Secretary, Administrative Secretary, Administrative Assistant and CEO Job descriptions with corrections. The vote was 5-1-0, Joseph Garfield voted against; motion carried.

MOTION #9: Donna Medrano/Barbara Baga motioned to approve the presentation of the CEO, CAC, CFO, CHS, and HR reports. The vote was 5-0-1, Joseph Garfield abstained; motion carried

VI. DEPARTMENTAL & GRANT REPORTS - for information only

- Dental Report
- Medial Report
- Clinical Services Report
- Community Outreach Report
- Behavioral Health Report
- Information Technology Report
- Diabetes Grant Report
- Injury Prevention Grant Report - not in the binder

VII. ITEMS FOR INFORMTION

VIII. ADJOURNMENT

MOTION #10: Donna Medrano/Alberta Chavez motioned to adjourn at 3:12 p.m. Motion carried, 6-0-0.



Alberta Chavez, TRIHCI Board Secretary