

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

BOARD MEETING

DATE: June 4, 2014

TIME: 9:00 A.M.

**I. CALL TO ORDER:** Gayline Hunter, Chairperson called meeting to order at 9:04 a.m.

**II. ROLL CALL:** Gayline Hunter, Chairperson called roll.

<u>Board Members:</u>		<u>Staff</u>	
Gayline Hunter, Chairperson	P		
Barbara Baga, Vice-Chair	P	Zahid Sheikh	T
Donna Medrano, Treasurer	P	Casey Carrillo	P
Alberta Chavez, Secretary	E	Danièle Healy	T
Yolanda Gibson, Member	P		
Christina Dabney-Keel, Member	P		
Richard Brown, Member	P		
Joseph Garfield, Alternate	P		
William Carrillo, Sr., Alternate	A		

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

**III. APPROVAL OF AGENDA**

The following additions were requested:

Under New Business:

- California Indian Health Conference donation

**MOTION #1:** Barbara Baga/Donna Medrano motioned to approve the agenda with additions; motion carried, 5-0-0

*-Joseph Garfield seated at 09:07 a.m.*

**IV. APPROVAL OF PREVIOUS BOARD MEETING MINUTES**

- May 7, 2014 Board meeting minutes
  - Christina Dabney-Keel would like to make sure Grant drawdown reports are included on the next agenda.
  - Casey Carrillo will provide reports as he has already

*started an excel spread sheet with all information regarding drawdowns.*

*Donna Medrano has concerns regarding purchasing of gym equipment. Lisa Davis is having trouble getting the equipment that was approved. Casey Carrillo stated they are working on getting purchasing information of equipment from Lisa Davis and can have information available at the next Finance meeting, he also stated the need to verify, tag, and inventory the equipment once it comes in.*

*Casey Carrillo gave a quick financial update on Saturday Clinic, not losing money.*

**MOTION # 2:** Donna Medrano/Christina Dabney-Keel motioned to approve the May 07, 2014 Board Meeting minuets, with corrections; motion carried 6-0-0.

- May 20, 2014 Board Training minutes

**MOTION #3:** Joseph Garfield/Yolanda Gibson motioned to approve the May 20, 2014, Board Training minuets, as written; motion carried 5-0-1, Yolanda Gibson abstained.

- May 21, 2014 Board Training minutes

**MOTION #4:** Barbara Baga/Richard Brown motioned to approve the May 21, 2014, Board Training minuets, as written; motion carried 3-0-3, Joseph Garfield, Yolanda Gibson, & Christina Dabney-Keel abstained.

- May 22, 2014 Board Executive Committee meeting minutes

**MOTION #5:** Yolanda Gibson/Barbara Baga motioned to approve the May 22, 2014, Board Executive Committee minuets, as written; motion carried 3-0-3, Richard Brown, Christina Dabney-Keel, & Joseph Garfield abstained.

**V. OLD BUSINESS**

- Traditional Medicine Policy - tabled  
Casey Carrillo just an FYI Mr. Sheikh requested that a budget be prepared for Traditional Medicine; because there is no policy to go by it has been left off the budget. Casey Carrillo has redone finance policies & procedures to state when

doing budgets we can accordingly if necessarily add items or create items to the budget, so at a later date we can make a budget for Traditional Medicine.

Approval of Holiday change from June 24 to June 23 to mirror the Tribal Office holiday - approval recommended by the Personnel Committee

**MOTION # 6:** Barbara Baga/Christina Dabney-Keel motioned to approve the change of the San Juan's Holiday, from June 24<sup>th</sup> to June 23<sup>rd</sup>; motioned carried 6-0-0.

- Immunization report  
After reading the report Christina Dabney-Keel would like to see how we are in compliance & meeting the standards, with GPRA as report is unclear. Gayline Hunter agrees the report only shows information for the clinic; we would have to see National reports to compare our numbers and see if we are in compliance and meeting standards. We need to make sure information is being entered. We would like to see improvement in our numbers. Christina Dabney-Keel said two - three years ago all numbers were being met on immunization reports; why has that changed? Gayline Hunter needs for Rebecca Hawley or her supervisor to come in and explain the report.

Rebecca Hawley explained there is a manual explaining how to read the immunization reports which is very lengthy. Rebecca Hawley has C.H.R.S program that will show where we are at for month, she has not used it yet, she will go in and figure out how to use the program and pull up a report for every single item in the GPRA so we can see where we are at any given time in the month. Christina Dabney-Keel and Gayline Hunter stated that would be great, as there are standards that have to be met in certain categories.

Rebecca Hawley and Paula Gomez are working on getting a team together with someone from each department with regards to GPRA and meet at least twice a month to see where we are and what we can do to improve numbers. First meeting will be Friday, June 06, 2014.

Paula Gomez joined the meeting to aid in reading the reports.

Christina Dabney-Keel found GPRA report national target for 2014 is 74%, we currently are at 23.6%; Christina Dabney-Keel is concerned with low numbers, because GIPRA reports are looked at to ensure we are meeting standards.

Paula Gomez stated the numbers shown in the report are not current accurate numbers. The report with full numbers will be available after June 30<sup>th</sup>. Paula Gomez thinks it would be good to have someone going after patients reminding them of services they need. Barbara Baga asked if that was what CHRs are for. Christina Dabney-Keel & Donna Medrano clarified that the program used to generate reports also generates letters reminding patients of services needed. Christina Dabney-Keel suggests having CHRs follow up with patients after letters have been sent out. Donna Medrano suggested giving parents of newborns a print out of when their child should be getting certain vaccinations. Paula Gomez has already started handing out schedules of immunizations for infants & teens.

Gayline Hunter suggested holding immunization clinics and offer incentives for going and getting vaccinated.

Casey Carrillo suggested discussing the incentives as a line item when discussing the budget, if it's a way to help increase numbers he's all for it.

- Scheduling of Policies and Procedures (Medical, Finance, Outreach, IT, Traditional Medicine)

Medical currently has 54 sections ready, per Casey Carrillo after speaking with Fred Huerta medical has over 100, 150 different types of policies they need in place; gave no update on where he stood with it. Gayline had a question on whether the updates noted in Fred's report are part of his policies & procedures?

*A concern was brought up about employees having access to wifi again, after the board decided no one was to access wifi. Gayline Hunter wants to get IT put back on the agenda. A board member suggested having Mr. Sheikh give a written directive to the IT department stating the password will be changed on a weekly basis & not handed out to employees. Casey Carrillo was directed to carry out the task.*

Back to scheduling of Polices and Procedures

- o Medical - June 10, 2014 @ 8:30 a.m.
- o Finance - June 11, 2014 @ 9 a.m.
  - June 20, 2014 @ 8 a.m. (budget)
- o IT - June 17, 2014 @ 8:30 a.m.
- o Traditional Medicine - June 17, 2014 @ 8:30 a.m.
- o Outreach - June 24, 2014 @ 8:30 a.m.
  - Christina is to email board members not present letting them know of the scheduled dates.

## VI. NEW BUSINESS

- 2014-2015 Budget  
Scheduled for June 20, 2014 @ 8 a.m.; Casey Carrillo handed out overall budget for board to start reviewing. *(Needs to add line item for Immunization incentives)* Gayline Hunter asked if Travis Coleman needs to know how we will be allocating 3<sup>rd</sup> party funds? Casey Carrillo advised documenting any project that is in mind.

*Christina Dabney-Keel would like to see incentives used toward GPRR only, to track how effective incentives are.*

- California Indian Health Conference Donation  
Mr. Sheikh recommending we sponsor two continental breakfast. \$5,000 total donation; \$2,500 each meal. To be taken from 3<sup>rd</sup> party funds.

Per Gayline Hunter, Mr. Sheikh mentioned he would go to Tribal Council and ask them to sponsor Cultural Night for \$7,000.

**MOTION #7:** Barbara Baga/Donna Medrano motioned to approve a donation of \$5,000 for two continental breakfast for the California Indian Health Conference held July 15-17<sup>th</sup>; motion carried 6-0-0.

*Joseph Garfield would like to see a full page advertisement for sponsoring the continental breakfast. Gayline made a call to CRIHB & spoke with Anita Patel asking for the full page advertisement. Anita Patel has approved the request & will design the advertisement.*

## VII. EXECUTIVE REPORTS AND COMMITTEE REPORTS

- **CEO Report**

*Meeting with Tribal Council & Mahone June 16, 2014 @ 2 p.m., will be reviewing MLR rates. Allowing Tribal Council to utilize MLR rates will jeopardize 638 funding. Gayline Hunter will be inviting a few people from IHS.*

*-Back to CEO Report read by Gayline Hunter*

- Visited Riverside, San Bernardino County
- Letter of support to Fresno American Indian Health project, obtaining suicide prevention grant; this will be a collaborative grant assisting the community

Christina Dabney-Keel elaborated on what the grant is. Indian Health received the grant; we are responsible for the disbursement of funds. Christina Dabney-Keel would like to know; how are we going to monitor how the funds are spent, how are we going to monitor if all goals and objectives for the grant are being met if the funds are going to Fresno County? Are the funds we get strictly for administering grant?

Gayline Hunter says Finance would be tracking grant funds.

More information on the grant was requested. Casey Carrillo will make contact with Jennifer Ruiz.

- Sharing agreement between Dept. of Veterans Affairs & TRIHC. Meeting scheduled with Katrina Ballard & Kathy Humphrey regarding F.A.I.H. they illustrated different aspects of the agreement & have provided a sample of the agreement.

Gayline Hunter believes this has to do with reimbursement for treating Veterans. Is Mr. Sheikh looking for approval of this agreement? Board will review and add on to next agenda.

- Data Sharing Agreement between CRIHB & TRIHC. CRIHB has requested resigning of Data Sharing Agreement.

Christina Dabney-Keel would like to know if this is a

new agreement. Do we have an old agreement? If we do, when was it last signed? Has the agreement changed since the last time it was signed? Does the patient want their information shared?

Casey Carrillo can get specifics on the last contract that was signed.

Purpose of the agreement is to collect data; patients sign an agreement every year.

Christina Dabney-Keel is questioning the time frame they are proposing to report a breach of information to us. We are held to report a breach with-in 72 hrs., they are proposing reporting a breach with-in 5 days.

Gayline Hunter asked Christina Dabney-Keel to give a copy of her notes to Casey Carrillo so Mr. Sheikh can review.

Christina Dabney-Keel is also wondering if this agreement has to do with data storage.

- Health Center is clearing storage room due to excessive clutter. Fire department has recommended clearing room due to potential fire hazard.

Per Casey Carrillo employees were informed if they had a need for an item in their office they were to pick them up given they had the space for items. If they wanted an item for use outside of work they were to place a silent bid.

Any items not needed are going be donated to Goodwill.

Gayline Hunter stated we need to make sure we are tagging property purchased by the TRIHCI for tracking purposes.

Casey Carrillo states a policy is being made specifically for tagging and tracking of items. During the audit that was a concern that was brought up.

- Health Center plantage has been completed & installed.

- Annual Health Fair was a success.

Gayline Hunter asked if a breakdown of how much everything cost, has been supplied?

Per Casey Carrillo once Rommell Tahimik put in his notice it was put on hold. Now that his position is filled, it is being worked on.

- Tribal Resolution for annual funding has been unanimously approved for the funding period 2014-2015.
- Interviews for Human Resources Manager were scheduled for Friday, May 30, 2014.

Danièle Healy was unanimously selected for the position.

Gayline Hunter asked if there were any Tribal member applicants to for the position. Casey Carrillo is unaware of that, as he did not take part in the review of applications. Gayline Hunter will email Mr. Sheikh with her question.

- Update on other miscellaneous issues.  
Sponsorship of continental breakfast.

Mr. Sheik is asking for an estimate for the exterior building of the Health Center. Building requires pressure wash and painting of exterior and trimming.

- CHS building painting is progressing.
- Possible purchase of a building in Porterville.

Joseph Garfield thought the purchase was to be made in Visalia. Christina Dabney-Keel agrees saying the goal of opening a Visalia clinic was to service north valley residents.

Casey Carrillo elaborated; the opportunity to purchase was brought to us by the Tribe & we simply gathered information and looked at the site nothing has gone beyond that point. The building is the old Forest Service office which has been renovated to fit standards for a medical office.

Board member requested this issue be on the July



agenda, so everyone can have the opportunity to express their thoughts on purchasing a clinic in Visalia Vs. in Porterville.

No personnel issues to discuss.

Mr. Sheikh will be on travel 07/02-07/15 back in the office 07/16.

Letter of support for Healthy Transition grant will be submitted on or before June 13, 2014. Goals and objectives attached. More information will be obtained when Mr. Sheikh returns.

Personnel Committee will review HR policies and procedures on June 25, 2013. Location to be determined.

Diabetes Coordinator position; suggesting Health Board consider paying staff salary & benefits out of 3<sup>rd</sup> party revenue. Primary reason being there are limited funds allocated under grant. This particular position uses almost 37.1% of grant funds, causing us to inadequately provide appropriate services to potential clients & community members.

Gayline Hunter asked if this shows in the financial report. That's not how she is reading it.

Per Casey Carrillo using 3<sup>rd</sup> party funds to pay for that position will allow us to allocate funds in different areas to provide services.

Christina Dabney-Keel is concerned that we will see a decrease in funds that are granted to us if we use 3<sup>rd</sup> party funds to pay for that salary. We should use grant money to pay for the position being that the funds are already being given to us.

Yolanda Gibson is concerned we may still see a decrease in grant funding if we do not start using 3<sup>rd</sup> party funds.

Per Christina Dabney-Keel the intention of saving 3<sup>rd</sup> party funding was to open a clinic that could service the north valley.

Casey Carrillo explained we are not saying we no

longer need the funds, rather making those funds more available to use for our patients.

Christina Dabney-Keel thinks we should use both 3<sup>rd</sup> party funding together with grant funding to show a need for more funding.

Casey Carrillo will make sure we can use 3<sup>rd</sup> party funds to pay for the positions salary & allocate funds to other areas is allowed & not be in jeopardy of losing any funding if that change is made.

- Registered Dietician comes once a week, providing services to the Diabetic clientele. Mr. Sheikh is recommending Dietician come twice a week to assist community members especially elders. Proposing Dietician provide nutrition education to elders during their monthly meeting, in addition to seeing community members one-on-one. Work proposal was attached.

Coming up once a week three times a month & is paid out of the Diabetes grant.

Gayline Hunter asked if we have a report on how many patients Dietician sees.

Extra day would be to work with and educate elders and community.

- **CFO Report**

Update on current issues when Finance Committee met on May 14, 2014

No new updates regarding CSC claims.

IHS is fully funding this coming fiscal year for the 1<sup>st</sup> time. As far as previous years, we are still fighting to have those fully funded.

Budget for upcoming year is ready to go.

Policies and Procedures are complete

Michelle McDarment new hire in finance department.

*Christina Dabney-Keel asked how much our budget is up from last year.*

Casey Carrillo will provide exact answer at the Finance Committee meeting. The board will see an increase in a few areas that were not seen last year, funds were better appropriated, this year we have been under budget. We have been making sure we have not been excessively spending.

**MOTION #8:** Barbara Baga/Donna Medrano motioned to approve CFO and CEO reports; motion carried 6-0-0.

- **CAC Report**

Needs to add Dietician report.

Gayline Hunter has a question as to what happened the week of the May, 19<sup>th</sup> in the dental Department, was Dr. Newman off?

That was GPRA week.

Positive reports about P.A. David Baro.

**MOTION #9:** Yolanda Gibson/Donna Medrano motioned to approve CAC report; motion carried 6-0-0.

- **CHS Report**

Barbara Baga mentioned Doctors not being paid in a timely manner once bills are submitted(not in report).

Casey Carrillo reported once bills are received in fiscal they try to push them; previous policy was to pay them no later than 30 days of receipt. That has changed significantly; finance is to pay them the following week after receiving whether they are regular 18 or CHS. Last month we did fall behind because there was an empty position.

Board needs to approve Tribal contributions. - Tabled

- **HR/Compliance Report**

Job offer to Executive Secretary candidate was rescinded even though background check came back clear. Position will be re-advertised in July 2014.

Final review of Administrative Department job descriptions:

- CEO
- Executive Secretary
- Administrative Secretary
- Administrative Assistant

Approved during the April 02, 2014 Board meeting Motion #8. Needs to be signed by the Personnel

Committee Chair.

- Job descriptions not approved at the April 02, 2014 Board meeting:
  - Human Resources Manager
  - Custodian
  - Part-time Grounds Keeper
  - Maintenance Technician

Did Personnel Committee take a look at these?

Per Donna Medrano they were looked at and are going to be compared to original job descriptions.

- Updated Organizational Chart for Board review final approval and signature needed.
- Dental Policies & Procedures were presented at Special Board meeting on April 08<sup>th</sup> & 29<sup>th</sup> with Dr. Newman. Board approved Policies & Procedures during the May 07<sup>th</sup> meeting Motion #6. Signature page ready for Board Chair's signature.
- General job descriptions are finalized and have been sent to Personnel Committee for review. Need formal approval and signature of Personnel Chair.
- Interviews for CHR position held on May 08, 2014. One candidate was offered the position and declined after one week and after background was concluded.
- Interviews for Accounts Payable Technician, held on May 02, 2014. Tribal Member Michelle McDarment was offered & accepted the position. Michelle was previously employed with TRICH from Dec. 2002 - Oct. 2003. After reviewing her Personnel file, it was noticed on her termination EAN it was checked not subject to rehire. The Executive Committee met on May 22, 2014 & over wrote the EAN. Anticipated start date is Monday, June 02, 2014. Background being conducted.

Executive Committee based their decision on the fact that on Ms. McDarment's EAN there was no reason given for her ineligibility to be rehired.

- Interviews for Human Resources Manager position to be held May 30, 2014. Three candidates will be interviewed.
- Positions Filled  
Accounts Payable Clerk - Michelle McDarment.

- Open positions:
  - Executive Secretary
  - Human Resource Manager
  - CHR
  - FMP
  - Podiatrist
- Employee training Deborah, Training Coordinator & Jennifer Parsons, Health Educator Specialist from CRIHB Hoops program presented a safe talk certification program during an in-service following the May 06, 2014 general staff meeting.
- Extended leaves  
One employee returning from a one month FMLA.

One employee returning from baby bonding FMLA on May 05, 2014.

Two employees out on intermittent FMLA.

- 2014 Holiday Schedule  
Wants to adjust San Juan's holiday from Tuesday to Monday.

- TRIHC has scheduled River Island Country Club for Christmas Party Saturday, December 20, 2014.
- Temporary HR/Compliance Manager will be on leave from Wednesday, June 04, 2014 - June 30, 2014.

Gayline Hunter questioned HR/Compliance managers pay while out. Casey Carrillo clarified she will not be getting paid her salary for the month as her official start date for Human Resource Manager is June 30, 2014. Gayline Hunter is going to ask Mr. Sheikh what is going to happen with the Executive Secretary position.

**Motion #10:** Barbara Baga/Donna Medrano motion to approve the Interim HR/Compliance Managers report; motion carried 6-0-0.

**VIII. DEPARTMENTAL & GRANT REPORTS - for information only**

- Dental Report
- Medical Report
- Clinical Services Report
- Community Outreach Report

- o Behavioral Health Report - Not submitted
- o Information Technology Report
- o Diabetes Grant Report
- o Injury Prevention Grant Report

*Board needs a report on what CHR's and what they do. The report they get from Community Outreach only shows what Edith Anguiano does. Report needs to show how many home visits, telephone calls, etc. are being made.*

*Christina Dabney-Keel has a concern with transporter Erlene McDarment driving extremely fast after hours. Casey Carrillo suggested putting it in writing for Mr. Sheikh to address.*

**Back to CHS Report**

Approval of Tribal Contributions (they have not yet been approved by CHS) Board will approve, so they will not have to wait a whole month to approve. Presented by Francine Gibson & Apple Yazzie.

**Motion #11:** Barbara Baga/Christina Dabney-Keel motion to approve #1 - 855731 Orthodontic amount of \$2,599, #2 - 855741 Orthodontic amount of \$5,265, #3 - 855598 Orthodontic amount of \$2,920, #4 - 850280 Rehabilitation amount of \$13,320, #5 - 850207 Dental Implants amount of \$4,595, #6 - 850391 Judgment Fee for Medical bills amount \$4,099.17, #7 - 851064 second step in Lasik Eye Surgery, #8 - 855256 Orthodontic amount of \$4,700; motion carried 6-0-0.

*-CHS Committee Meeting will stay on for the 18<sup>th</sup> of June. Any changes in dates will be emailed.*

*-Gayline Hunter would like for Grievance Committee to meet with Mr. Sheikh soon to find out what complaints are, if there are any.*

**Motion #12:** Donna Medrano/Barbara Baga motion to approve CHS Report; motion carried 6-0-0.

**IX. ITEMS FOR INFORMATION**

**X. ADJOURNMENT**

**Motion #11:** Barbara Baga/Yolanda Gibson motioned to adjourn at 01:34 p.m.; motion carried 6-0-0.