

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

2 JULY 2014 BOARD MEETING MINUTES

**I. CALL TO ORDER:** Chair Gayline Hunter called the meeting to order at 9:12 a.m.

**II. ROLL CALL:** Chair Gayline Hunter called Roll.

Board Members:

Staff

Gayline Hunter, Chairperson	P	Zahid Sheikh	P
Barbara Baga, Vice-Chair	E	Casey Carrillo	P
Donna Medrano, Treasurer	P	Danièle Healy	P
Alberta Chavez, Secretary	E		
Yolanda Gibson, Member	P		
Christina Dabney-Keel, Member	E		
Richard Brown, Member	P		
Joseph Garfield, Alternate-arrived & seated @9:30 a.m.)	L		
William Carrillo, Sr., Alternate-seated @ 9:13 a.m.	P		

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

**III. APPROVAL OF AGENDA**

One addition: Gayline Hunter reported that a Tribal Member would like to present a personal case at 10:00 a.m.

**MOTION #1:** Yolanda Gibson/Donna Medrano motioned to approve the agenda with one addition. Motion carried, 4-0-0.

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

- No minutes available - tabled.

**V. OLD BUSINESS**

- Traditional Medicine Policy - tabled
- Scheduling of Policies and Procedures (Medical, Human Resources, Traditional Medicine)

- Gayline Hunter reported that Board members went over some sections of the Clinical/Medical policies and procedures. The second review is scheduled for July 29 @ 8:30 a.m. Optometry Policies will be included as well as the Registered Dietician policies. Mr. Sheikh will meet with Paula Cowdrey to get her input.

- Finance: Board Members went through 5 policies so far that need some alterations to be presented at the next Finance Committee Meeting. Property Management and equipment retention policies will be included in the Finance Policies, as well as vehicle maintenance.

- Board members already went over I.T. policies. Danièle Healy will make changes identified.

- Human Resources policies will be reviewed on July 8 @ 8:30 a.m.

- Update on equipment purchased for Tule River Gym by TRIHCI.

Casey Carrillo reported that Resty Rios is talking to Lisa Davis at the Recreation Department; they are still missing one piece of equipment that was never delivered; Resty Rios is keeping a log book of communication with Lisa Davis and the equipment vendor.

- TRIHCI Satellite Clinic

Christina Dabney-Keel wanted this on the agenda. Mr. Sheikh stated that we have been discussing informally adding a clinic in the Tulare/Visalia area and we proposed some possible sites in Visalia but we did not receive green light from the Board to go ahead. We need to have a formal understanding that this is the way we want to go and identify allocated funds.

We did not receive approval from Board of Directors for the proposed clinic in Porterville either. Gayline Hunter believes that the clinic in Visalia would serve more people.

Mr. Sheikh stated that if the Board of Directors gives us the green light to start looking for sites we can present a proposal including cost for building, equipment, staff, etc. The first step would be to use current resources.

Mr. Sheikh suggested we present plan A and plan B; we do not want to deplete our resources here and we first want to receive go-ahead from Dr. Hana. Board member Yolanda Gibson would like to see the number of patients that would go from here to the Visalia/Tulare clinic. Mr. Sheikh reported that we already have a P.A. who resides in Visalia and we will have a good pediatric

The Board members suggested pursuing the clinic in Visalia/Tulare and not the Portville one.

*Joseph Garfield arrived at 9:30 a.m. and was seated at that time.*

Mr. Sheikh stated that Porterville would be the most strategic place for us to open another clinic where Family Healthcare is a big competitor and taking away our share. We would have an edge over them. Most are MediCal patients and we have a greater encounter rate. It would be a big push to bring in third party revenue.

Dr. James in the proposed Porterville clinic on West Grand already sees a lot of patients and could work for us. He has a good reputation. The facility is huge; we could have an Elder's center, pharmacy, clinic, etc. Mr. Sheikh will prepare a plan to present to the Board. The owner of the building is asking for \$1.2M - all up front.

Yolanda Gibson suggested sending the Tribe's Realtor to go check out the building in Porterville.

Mr. Sheikh and Casey Carrillo will prepare a proposal for the Porterville clinic based on our needs as well as one for a Visalia/Tulare clinic.

#### **VI. NEW BUSINESS**

- Schedule CEO Evaluation

William Carrillo, Sr. suggested also including the Management Team and a self-evaluation, by the July 30 Personnel committee meeting.

#### **VII. EXECUTIVE REPORTS AND COMMITTEE REPORTS**



- CEO Report

Mr. Sheikh went over his report including the attachments.

Mr. Sheikh recommended that all Board members attend the Groundbreaking for the future site of the Southern YRTC in Hemet on July 31, 2014 if they can. Joseph Garfield already has another commitment. Danièle Healy will ask Christina Medrano to make reservations.

Mr. Sheikh reported that we received full funding for indirect costs and that this is the first time they have done that. We are still working with attorneys to get indirect costs from previous years.

Mr. Sheikh also reported that the Area office is happy with us the way we are conducting our business. They see the stability, good leadership and team work. There is a joke going around about Mr. Sheikh always asking for more money every time they see him.

Gayline Hunter reported that she received an e-mail from Margo Kerrigan regarding a new grant for facilities - Mr. Sheikh will check it out.

Mr. Sheikh directed the Board members to the CRIHB activities spreadsheet attached to his report.

Mr. Sheikh asked to table the Sharing Agreement between the Department of Veterans Affairs & TRIHCI.

Savings should be within Rules and Regulations (1.5) and not put our funds into jeopardy to apply MLR.

**10:00 a.m.** Darlene Yazzie, Gina Dulay, Pona Anderson, and a friend of Ms. Dulay joined the meeting. Patient 850140 asked for \$1,000 financial assistance for a gastro by-pass surgery.

Danièle Healy was asked to have our attorney prepare a Release of Responsibility for people who ask for gastro by-pass surgery stating that TRIHCI is not responsible for any additional costs that may be incurred due to complications.

**MOTION #2:** William Carrillo, Sr./Donna Medrano motioned to approve patient 850140 specialized elective surgery due to high

risk of patient's health, contingent on patient's signing of waiver, with a CAP of \$5,000; funds to come from Tribal contributions. Motion carried 5-0-0.

*Richard Brown left the room at 10:40 a.m. and returned at 10:45 a.m.*

Back to the CEO report - Data Sharing Agreement

A concern was brought forth that if CRIHB's system has a breach, could our patients information be accessed? CRIHB has a good firewall. Casey Carrillo stated that the wording may be changed; they stipulate 3 days in policy vs. 5 days in the letter.

**MOTION #3:** Yolanda Gibson/Donna Medrano to approve the CA Data Sharing agreement between CRIHB and TRICHI, contingent upon CEO verifying the HIPAA Breach clause. Motion carried 5-0-0.

*Yolanda Gibson left the room at 10:45 a.m. and returned at 11:49 a.m.*

Yolanda Gibson asked if we could hire LVNs through Tribal Contributions to check on our elders. New regulations require that home care givers have to be licensed; CNA have a limited scope of work but LVNs are OK. Mr. Sheikh will talk to Dr. Hana and Fred Huerta and will report back to the Board. LVN job description, policies etc. need to be in place. We need to maximize existing resources in Outreach.

*Yolanda Gibson left the meeting at 11:02 a.m.*

*William Carrillo, Sr. left the room at 11:03 a.m. and returned at 11:06 a.m.*

Board members would like to receive statistics & numbers for the Dietician. Mr. Sheikh will ask her to prepare a report for the Board.

There are 3 different groups of diabetic patients: (1) extreme diabetics; (2) those who are in the middle; (3) those who are leaning towards borderline. It was suggested that the Dietician meet with the 3 different groups and not leave them alone.

Casey Carrillo suggested having the Dietician come present to the Board of Directors and also give an in-

service after a staff meeting. Gayline Hunter stated that Paula Cowdrey should be more energetic when she sees patients.

William Carrillo, Sr., stated that as new Board member, a lot of ideas are brought forward and these need to be put on a map during a strategic plan meeting. Mr. Sheikh stated that with the Board Members reviewing the Policies and Procedures they will understand the administration better and should then go into strategic planning meetings, and this on a continuous basis.

Mr. Sheikh was asked to Report on his recent trip - it involved his residency in Houston. It was very intensive, from 7:30 am to 6:30 pm daily and he learned a lot. Mr. Sheikh reiterated his commitment to do whatever he can to bring wellness to this community; it is part of his Ph.D. in clinical psychology.

**MOTION #4:** Donna Medrano/Joseph Garfield motioned to approve the CEO report as presented. Motion carried, 4-0-0.

- CAC Report

Casey Carrillo explained that the reason we see "0" for Paula Cowdrey, Registered Dietician, is that her information has not been entered; it is being billed under another provider, no credit goes to her yet. CAC Rebecca Hawley is working on this.

Gayline Hunter noticed that Dr. Newman's numbers are still very low; she understands that he has admin time, but he also has a lot of back-up patients waiting to see him.

**MOTION #5:** William Carrillo, Sr./Richard Brown motioned to approve the CAC report as presented. Motion carried 4-0-0.

- CFO Report

Casey Carrillo went through his report. Copy of the consolidated budget is attached to the report.

The 3<sup>rd</sup> party revenue report presented at the finance Committee meetings will also be part of the Board Finance Report in the future.

**MOTION #6:** Joseph Garfield/Donna Medrano motioned to approve



the CFO report as presented. Motion carried, 4-0-0.

- CHS Report

Joseph Garfield read through the CHS report prepared by Francine Gibson. Casey Carrillo confirmed that the Walgreen's check was ready to be processed today.

**MOTION #7:** Donna Medrano/Richard Brown motioned to approve the CHS report as presented. Motion carried, 4-0-0.

- Human Resources Report

Danièle Healy read through her report.

Joseph Garfield asked for a list of the Policies and Procedures that were already finalized and Gayline Hunter asked to keep a copy of those policies in the boardroom.

**MOTION #8:** Joseph Garfield/Donna Medrano motioned to approve the HR report as presented. Motion carried 4-0-0.

**FYI:** Mr. Sheikh reported for information that Frankie Williams sent him an e-mail regarding TRAP patients who need help with pharmacy services. Joseph Garfield suggested setting up an account with Rite Aid for direct billing of TRAP patients. Mr. Sheikh stated he is willing to consult with TRAP.

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

- Dental Report
- Medical Report
- Clinical Services Report
- Community Outreach Report
- Behavioral Health Report
- Information Technology Report
- Diabetes Grant Report
- Injury Prevention Grant Report

**IX. FINAL REVIEW/APPROVAL OF OUTREACH POLICIES**

Page 3.5: Gayline Hunter asked to make a correction: Add **Native American** MediCal Eligible patients. Mr. Sheikh will review this with Edith Anguiano.

**X. ADJOURNMENT**

**MOTION #9:** Donna Medrano/William Carrillo, Sr. motioned to adjourn at 11:54 a.m. Motion carried, 4-0-0.

  
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Alberta Chavez, TRIHCI Board Secretary