

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

20 AUGUST 2014 BOARD MEETING MINUTES

I. **CALL TO ORDER:** Chair Gayline Hunter called the meeting to order at 9:10 a.m.

II. **ROLL CALL:** Alberta Chavez, Secretary 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 Zahid Sheikh	P
P Casey Carrillo	T
P Danièle Healy	P
P Elizabeth Acevedo-Medrano	P
A Resty Rios	P
A	
P	
L	
P	

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

III. **APPROVAL OF AGENDA**

**MOTION #1:** Barbara Baga/Donna Medrano motioned to approve the agenda with additions; motion carried 4-0-0.

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

- 02 July 2014 Board Meeting Minutes

*William Carrillo, Sr. stepped out at 9:11 a.m. returned at 9:13 a.m.*

*William Carrillo, Sr. was seated at 9:18 a.m.*

**MOTION #2:** William Carrillo, Sr./Donna Medrano approval of July 2, 2014 Board Meeting Minutes with corrections; motion carried 4-0-1. (Barbara Baga abstained.)

V. OLD BUSINESS

- Traditional Medicine Policy  
-Gayline Hunter asked Mr. Shiekh to ask CRIHB for a copy of their policy on Traditional Medicine.

William Carrillo, Sr. would like to attend a Traditional Health meeting on the 28<sup>th</sup> of August, as Joseph Garfield will not be able to attend. Gayline Hunter would like to see an agenda before approving him to go.

William Carrillo, Sr. went into detail about the meeting stating it was going to cover how clinics can bill insurances when using traditional health practices. Gayline Hunter thinks we should send our billers to this meeting if that's the case.

- Scheduling of Policies and Procedures (Traditional Medicine)  
-Gayline Hunter requested setting a date for HR Policies & Procedures; Policies & Procedures have been scheduled for September 02, 2014 at 12 p.m. Elizabeth Acevedo-Medrano is to make arrangements for lunch. Medical Policies & Procedures are scheduled for the 26<sup>th</sup> of Aug. Finance committee was asked to set a date to review Finance Policies & Procedures.
- TRIHCI Satellite Clinic  
-Mr. Sheikh reported Fred Huerta found a Realtor agent in Tulare who showed them 3 sites. They did ask him to show more sites, we would like to start at a lower spectrum as opposed to a high. Our goal is to pay below \$2,000/mo.

The location should be accessible to patients who have limited transportation. They were shown a site that was on the bus line, and across the street from Kaweah Delta Hospital.

Once they get down to a definitive space a budget will be presented to the Board of Directors. A budget is in the process of being put together, hopefully it'll be ready to present at the next board meeting.

William Carrillo, Sr. asked if North County members have any suggested sites. Mr. Sheikh reported that our last meeting with the North County community was

the same day they looked at sites; he presented them with the list of potential sites and they were very pleased with the area being looked at, especially a site located near the South Court Pharmacy.

William Carrillo, Sr. asked what was needed to start up the clinic in Visalia. Mr. Sheikh reported we need a business license, license from the Health Department, and an inspection from the Health Department of the clinic. Mr. Sheikh has heard it will take at least five (5) to six (6) months for this whole process. He wants to negotiate with the landlord of the potential site to get one hundred twenty (120) days rent free on a three (3) year lease, so we may be able to accomplish all licensing requirements and inspections. Mr. Sheikh has let the Realtor know this is something he wants to make sure the landlord can do; he also suggested paying rent a year in advance to get a five (5) to ten (10) percent discount every year saving money.

William Carrillo, Sr. stated he knows in the past there was more leeway with the Health Board; it seems now there is more guardianship over the Health Board by Tribal Council, would we need a resolution or approval from them to move the satellite clinic off the Reservation? Gayline Hunter said it would be nice to go to Tribal Council and talk to them about it.

Gayline Hunter learned part of the Gaming money is to go toward Economic Development. If we can prove to Tribal Council the satellite clinic will generate revenue for the Health Center providing more services to the community they can give us money under the Economic Development. All they require is we be a 501(c), which we are. Gayline Hunter is hoping if they give us money for Economic Development we can use 3<sup>rd</sup> party money to pay for the Tribal Contributions we have on hold.

Barbara Baga said she would like to see us buying a building rather than leasing a space throwing money away, if we are really going to keep this clinic running. Gayline Hunter thinks purchasing may be a possibility if we get money for Economic Development.

Donna Medrano would like to know what happened if Tribal Council has already approved the Health Center

for Tribal Contributions. Gayline Hunter stated something went wrong with their budget.

Danièle stepped out at 9:39 a.m. returned at 9:50 a.m.

- MLR update

-Mr. Sheikh reported on a meeting requested by Tule River Tribal Council, hopes this was our last meeting regarding this issue. Those who attended the meeting were IHS Travis Coleman and others at headquarters, TRIHCI staff and Board Members, Tule River Tribe CFO, Eagle Mountain Casino Staff, Robert Yoder and representatives from Mahoney Insurance. IHS said "no," the way they are proposing we share the MLR is not applicable.

Donna Medrano stated it sounded like another meeting was going to take place. Gayline Hunter agreed, they were supposed to set up a meeting with IHS. We will be asking if this meeting was set up when we meet with IHS.

- Sharing Agreement Department of Veteran Affairs & TRIHCI (Tabled from previous meeting)

-Mr. Sheikh reported TRICHI wants to put together an M.O.U. with the Department of Veteran Affairs, so that we can bill and get 100% reimbursement from the V.A.

-William Carrillo, Sr. remembers Richard Villarreal coming and presenting to Health Board a while back and never came back.

-It is a lengthy process. Gayline Hunter suggested meeting with the new Chief Operating Officer of Bishop, she is supposed to help Tribes get through the process.

- Approval of Job Descriptions

- o Medical Director

-Added c) Other duties as assigned under Additional Responsibilities

-Spelled out National Provider Identification under Certificates, Licenses, Registration

- o Grants Writer

-Change title to Grants & Contract Manager

-Add knowledge of 8) OMB circular A-87; under Knowledge, skills and abilities.

- o *Immunization/Procurement/TeleHealth/Retinal Scan Coordinator*
  - Corrected numbering under Knowledge, Skills, and Abilities.
  - Made a correction under Supervisory Duties
- o *Network Administrator*
  - Corrected numbering under Knowledge, Skills, and Abilities.
  - Removed Co-immunization coordinator from job description.
- o *Information Systems Specialist*
  - Corrected spelling of Possess under Physical Work Environment.

*Mr. Sheikh stepped out at 9:58 a.m. returned at 10:04 a.m.*

*Alberta Chavez stepped out at 10:40 a.m. returned at 10:46 a.m.*

**MOTION #3:** Donna Medrano/William Carrillo, Sr. motioned to approved Medical Director Job Description with corrections; motion carried 5-0-0.

**MOTION #4:** William Carrillo, Sr./Barbara Baga motioned to approved Grants and Contract Manager Job Description with additions; motioned carried 4-0-1.

*William Carrillo, Sr. left and unseated at 10:48 a.m.*

*Donna Medrano stepped out at 10:48 a.m. returned at 10:57 a.m.*

**MOTION #5:** Barbara Baga/Donna Medrano motioned to approve the Immunization/ Procurement/ TeleHealth/ Retinal Scan Coordinator Job Description with corrections; motioned carried 4-0-0.

*Mr. Sheikh stepped out at 11:06 a.m. returned at 11:15 a.m.*

**MOTION #6:** Barbara Baga/Donna Medrano motioned to approve the Network Administrator Job Description with corrections; motion carried 4-0-0.

*Barbara Baga stepped out at 11:15 a.m. returned at 11:20 a.m.*

**MOTION #7:** Donna Medrano/Barbara Baga motioned to approve the Information System Specialist Job Description with corrections; motioned carried 4-0-0.

**VI. NEW BUSINESS**

- CEO Evaluation (tabled)
- Review of Holiday Schedule per Policies & Procedures
  - Danièle Healy stated at a previous HR Policies & Procedures review the Personal holiday was brought up. The policy states that TRICHI gives a Personal holiday, that holiday is not reflected on the 2014 Holiday Schedule.
  - Barbara Baga stated the Personal holiday was taken away years ago when the Tribe took their Personal holiday away.
  - Mr. Sheikh suggested/requested restoring Dr. Martin Luther King, Jr. holiday because we are federally funded.
  - Richard Brown suggested giving the Personal holiday as an employee appreciation.
  - Danièle Healy read the policy aloud to the Board of Directors.

Joseph Garfield entered at 11:28 a.m.

Joseph Garfield seated at 11:34 a.m.

**MOTION #8:** Richard Brown/Joseph Garfield motioned to approve keeping of the Personal Holiday and restoring Martin Luther King holiday; motion carried 4-1-0 (Barbara Baga).

Richard Brown stepped out at 11:42 a.m. returned at 11:43 a.m.

- Health Benefits waiting period
  - Danièle Healy reported a new amendment came through, employees are no longer allowed made to wait 90 days before receiving health benefits. The new mandate states it has to be the 1<sup>st</sup> of the month following 60 days of employment.
  - Employment Offer letter has been changed to reflect the new mandate. The mandate is both State and Federal law.
  - We can have a 90 day probationary period, but our health insurance provider legally cannot wait that long to give health benefits.

To clarify there will still be a 90 probationary period, but health benefits will go into effect the 1<sup>st</sup> of the month following 60 days of completion.

Mr. Sheikh suggested adding the law as an exhibit in the employee hand book.

- CRIHB Annual Award Nomination

-Per Gayline Hunter these nominations have already gone in.

- Purchase of Ultraclave for Dental

-Mr. Shiekh mentioned possibly getting money from IHS after speaking with Steve Riggio for the purchase of an Ultraclave.

**MOTION #9:** Barbara Baga/Alberta Chavez motioned to approve purchasing of an Ultraclave for Dental from Henry Schein in the amount of \$5,189 from IHS funds; motion carried 5-0-0.

- 2014 Annual Board of Directors Meeting Sponsorship

-Mr. Shiekh reviewed the possible donations; recommends the CRIHB annual membership for next year and \$5,400 for Day II - Awards Banquet. These funds will come from 3<sup>rd</sup> Party. FYI CRIHB will be reimbursing TRICHI travel for Dr. Hana and Mr. Sheikh.

-Gayline Hunter mentioned only Tule River and Redding donated to CRIHB's meeting held in Sacramento in July.

-Joseph Garfield suggested sponsoring Day I - Cultural Night.

**MOTION #10:** Barbara Baga/Donna Medrano motioned to approve the sponsorship of the CRIHB Awards banquet in the amount of \$5,400 from 3<sup>rd</sup> Party funds; motion carried 5-0-0.

Danièle Healy stepped out at 12:07 p.m. returned at 12:10 p.m.

Gayline Hunter stepped out at 12:15 p.m. returned at 12:29 p.m.

Alberta Chavez stepped out at 12:27 p.m. returned at 12:31 p.m.

- CHR

-Barbara Baga brought a complaint to the Board. CHRs are not checking up on clients on the Reservation. They are in town more often than they are on the Reservation.

-Richard Brown suggested CHRs keeping a log of the visits they are making, and maybe having something clients can initial verifying they were there.

**MOTION #11:** Donna Medrano/Alberta Chavez motioned to go into executive session at 12:41 p.m.; motion carried 4-0-0.

Joseph Garfield left at 1:03 p.m.

**MOTION #12:** Alberta Chavez/Donna Medrano motioned to come out of executive session at 1:08 p.m.; motion carried 4-0-0.

- Warren Rubio Jr. Equine Therapy for Youth

-Mr. Shiekh mentioned in his meeting with Mr. Rubio, he was not to clear on what he wants TRICHI to do. Mr. Rubio also does not have any way to measure the effectiveness of his program. The Board of Directors has decided not to fund this program. Elizabeth Acevedo-Medrano was directed to send Mr. Rubio a letter of denial.

Gayline Hunter stepped out at 1:13 p.m. returned at 1:16 p.m.

Donna Medrano stepped out at 1:13 p.m. returned at 1:18 p.m.

Mr. Sheikh stepped out at 1:23 p.m. returned at 1:25 p.m.

- Breast Cancer Awareness Walk Budget (outreach)

-Gayline Hunter was reviewing Outreach report; walks are not being cost effective.

-The Board of Directors reviewed The Outreach proposal. The Gym has another breast cancer awareness walk a week prior. Gayline Hunter suggested combining both events to be more efficient and cost effective. Another budget will be brought back to the Executive Board for approval if amount exceeds \$5,000.

-Outreach will be notified to collaborate with the Gym.

**MOTION #13:** Donna Medrano/Richard Brown motioned to approve



\$5,000 for the Breast Cancer Awareness Walk Budget from 3<sup>rd</sup> Party funds/Injury prevention & Outreach to collaborate with the Gym; motion carried 4-0-0.

- TRTC Meeting re: Tribal Contributions

-Gayline Hunter listed what she has on her agenda to address with Tule River Tribal Council. 1) Mental Health Grant, 2) Economic development monies, 3) Tribal Contributions, 4) MLR update (have they contacted IHS staff?), 5) Grant Froilan mentioned would be available to us, and 6) IT Security Backup plan in the amount of \$250,000. If anyone has anything to address please let Gayline know.

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

- CEO Report

-Mr. Sheikh reported we have gotten the OK to negotiate with IHS for unpaid Contract Support Cost (CSC).

-Update on satellite clinic in Visalia, CA; we will be getting more information on potential locations from the Relator. We are looking for something economically suitable for prospective patients.

-Attended YRTC ground breaking with Board members July 31, 2014.

-MLR Meeting was held at the request of Tule River Tribal Council August 04, 2014. Those present were: TRIHCI staff, Travis Coleman and IHS staff from headquarters, Robert Yoder, and Mahoney Group. When Francine Gibson mentioned that Capitol Administrators were already billing Medicare Like Rates, nothing much was said by the Mahoney Group. Mr. Sheikh is unaware if this issue is dead or alive at this point.

-Medi Reconciliation Code 02, Rebecca Hawley has reported we may be able to receive \$60,000 to \$70,000 in reimbursements.

-Gayline Hunter asked about the meeting the Podiatrist. Mr. Sheikh reported the meeting went very well; she wanted to work at the Clinic once a week. She was offered the same contract Dr. Marmolejo was offered. Danièle Healy sent the contract and was

*notified this morning she wanted to wait until the beginning of next year before considering working for TRIHCI.*

**MOTION #14:** Barbara Baga/Donna Medrano motioned to approved the CEO report as written; motion carried 4-0-0.

*Mr. Sheikh thanked Gayline Hunter for pushing the CSC issue with the State of California and keeping him on his toes.*

- CAC Report
  - Board wants to see GPRA report.
  - Nutritionist still not being reported properly.
  - Barbara would like to see Darlene Yazzie cross train with Rebecca Hawley.

*Board of Directors suggested having a day dedicated to physicals, as a lot of students will need them for school sports.*

*Donna Medrano mentioned she received a complaint that Dental scheduled a patient two weeks out when they came in complaining of a tooth ache wanting to be seen as an emergency patient. Also received a second complaint of a patient coming in with complaints of high blood pressure and was scheduled two weeks out.*

*Mr. Sheikh expressed it is TRICHI protocol to have a provider come out and verify a patients complaint of high blood pressure & decide if they need to be seen immediately. Mr. Sheikh asked Donna Medrano to get information regarding the incident so he can follow up with Medical staff.*

*CAC Report NOT APPROVED DUE TO GPRA REPORT NOT BEING INCLUDED.*

- CFO Report
  - Resty Rios read thru CFO report on Casey Carrillo's behalf.
  - Gayline Hunter directed the Finance Committee Chair to set up a date to review Finance Policies & Procedures.
  - July Finance reports not included

*NOT APPROVED DUE TO MISSING JULY FINANCE REPORTS.*

- CHS Report
    - There was no meeting held in July.
- N/A these numbers have already been approved.*

- Human Resources Report
  - Danièle Healy read thru Human Resources report.
  - Danièle Healy asked the Board of Directors if they thought it would be better to make an organizational chart only listing positions rather than names of employees? Danièle Healy will present this to the Personnel committee and report back.
  - Gayline Hunter asked which Board Members will be attending NNAHRA annual conference with Danièle Healy. Donna Medrano would like to go if William Carrillo, Sr. is not going. Mr. Sheikh suggested Richard Brown attending the conference; if Richard Brown needs to go he will attend. Gayline Hunter would rather Richard Brown attend the AAAHC meeting in December in Las Vegas, NV.

**MOTION #15:** Barbara Baga/Alberta Chavez motioned to approve the Human Resources Report as written; motioned carried 4-0-0.

**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. ADJOURNMENT**

**MOTION #16:** Alberta Chavez/Donna Medrano motioned to adjourn at 2:32 p.m. motioned carried 4-0-0.

  
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Alberta Chavez, TRICHI Board Secretary