

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

01 OCTOBER 2014 BOARD MEETING MINUTES

I. CALL TO ORDER: Chairperson, Gayline Hunter called meeting to order at 9:10 a.m.

II. ROLL CALL: Secretary, Alberta Chavez called roll

<u>Board Members:</u>	<u>Staff</u>	
Gayline Hunter, Chairperson	P Zahid Sheikh	P
Barbara Baga, Vice-Chair	P Casey Carrillo	P
Donna Medrano, Treasurer	T Danièle Healy	T
Alberta Chavez, Secretary	P Elizabeth Acevedo-	P
Yolanda Gibson, Member	A Medrano	
Christina Dabney-Keel, Member (LEFT @ 1:26 P.M.)	P	
Richard Brown, Member	P	
Joseph Garfield, Alternate	A	
William Carrillo, Sr., Alternate	P	

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

William Carrillo, Sr. seated at 9:11 a.m.

III. APPROVAL OF AGENDA

MOTION #1: Barbara Baga/William Carrillo, Sr. motioned to approve the agenda with additions; motion carried 5-0-0.

IV. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

- 19 September 2014 Board Meeting Minutes

MOTION #2: William Carrillo, Sr./Christina Dabney-Keel motioned to approve the September 19, 2014 Board Meeting Minutes with corrections and additions; motion carried 4-0-1.

V. OLD BUSINESS

- CEO Evaluation (tabled from last meeting)
- Board of Directors Evaluations

MOTION #3: William Carrillo, Sr./Christina Dabney-Keel motioned to go into closed session at 9:35 a.m.; motion carried 5-0-0.

MOTION #4: William Carrillo, Sr./Barbara Baga motioned to come out of closed session at 10:32 a.m.; motion carried 5-0-0.

MOTION #5: Christina Dabney-Keel/William Carrillo, Sr. motioned to accept the evaluation of Zahid Sheikh, with the comments and recommendations and to move forward with an increase of 5%; motion carried 5-0-0.

- Approval of Job Descriptions
 - CHS Patient Records Coordinator
 - CHS Patient Registration

It was a consensus to TABLE the approval of Job Descriptions.

- CSC resolution

Mr. Sheikh presented to the Board of Directors the resolution that needs to be adopted and signed by the Board of Directors authorizing Sonosky, Chambers, Sachse, Enderson & Perry LLP to sign the agreement on our behalf with IHS. William Carrillo, Sr. asked what our attorneys' fees are and are they benefiting for signing the agreement on our behalf. Mr. Sheikh stated they do not receive extra benefits for signing the agreement and if we settle before the end of the year their total cost is 20% of the claim. Gayline Hunter stated we receive interest on these funds from the date we signed a contract with IHS. Gayline Hunter pointed out a mistake on the drafted resolution submitted by Sonosky, Chambers, Sachse, Enderson & Perry, LLP Christina Dabney-Keel would like for there to be a dash in between FY 2006 and FY 2010. Gayline Hunter would also like for the entire law firms name to be written out. Mr. Sheikh suggested placing a call to Colin Hampson. A phone call was placed to Colin Hampson at both numbers on file no answer at either number. The Board of Directors asked Elizabeth Acevedo-Medrano to be sure to include TRIHCI standard resolution language.

MOTION William Carrillo, Sr./Barbara Baga motioned to approve Resolution #2014-003 (motion died)

Richard Brown stepped out at 11:01 a.m., returned at 11:08 a.m.

Christina Dabney-Keel would like to know how long Sonosky, Chambers, Sachse, Enderson & Perry LLP will keep funds in the trust account before they wire the funds to us. This question will be asked of Colin Hampson. A second phone call was placed to Colin Hampson; he asked if he could call back as he was

boarding a train at that time.

William Carrillo, Sr. stepped out at 11:11 a.m., returned at 11:17 a.m.

VI. NEW BUSINESS

- Thanksgiving \$50 gift cards for staff
- Christmas \$50 gift cards for staff

MOTION #6: Christina Dabney-Keel/Barbara Baga motioned to approve the Thanksgiving \$50 gift cards for staff and Board and Christmas \$50 gift cards for staff and Board; motion carried 5-0-0.

- Allocation of \$1,735,628.00 received from IHS for 2006-2010 CSC claims

Mr. Sheikh was asked to give the Board of Directors suggestions on how to allocate the funds from the 2006-2010 CSC claims. Christina Dabney-Keel asked if there are restrictions on how these funds are spent. Mr. Sheikh stated these funds only need to be used for the health and wellness of the community. William Carrillo, Sr. suggested taking a community health and wellness needs assessment.

Gayline Hunter stepped out at 11:26 p.m., returned at 11:30 p.m.

Colin Hampson returned phone call to the Board of Directors. Mr. Sheikh introduced the topic of conversation. Christina Dabney-Keel addressed the law firms name on the resolution. Colin stated the name can be changed to show the entire name of the law firm. Christina Dabney-Keel asked for clarification on how the funds will be sent to us. Colin explained the process; the funds go into a trust account they have set up for their clients. William Carrillo, Sr. asked what the benefit is for TRICHI to use a trust account. Colin explained that with a trust account deposits can be monitored. William Carrillo, Sr. asked if there are additional fees for services. Colin Hampson answered there are no additional fees. Mr. Sheikh asked how long from the time the funds are deposited into the trust account are funds transferred to us. Colin Hampson stated within one to two days.

Barbara Baga stepped out at 11:34 a.m., returned at 11:37 a.m.

Motion #7: William Carrillo, Sr./Barbara Baga motioned to approve the CSC resolution FY2014-003 with additions and corrections; motion carried 5-0-0

MOTION #8: William Carrillo, Sr./Christina Dabney-Keel motioned on the allocation of the \$1,735,728.00 from IHS for 2006-2010 CSC claims, that we enter into a comprehensive community needs assessment and consider the findings of the health assessment before we enter into a plan of allocating funds. Time frame being 45 days from 10/01/2014; motion carried 5-0-0.

Christina Dabney-Keel and William Carrillo, Sr. volunteered to go out into the community to gather the findings of the assessment.

- Approval of Organizational Chart

It was a consensus to TABLE the approval of organizational chart.

- Purchase of Topcon TRC-NW8 Retinal Camera

MOTION #9: Christina Dabney-Keel/William Carrillo, Sr. motioned to approve the purchase of a Topcon TRC-NW8 Retinal Camera from Cal Cost in the amount of \$23,185.00 to come from third party funds; motion carried 5-0-0.

- Purchase of PowerEdge R520 server for RPMS

MOTION #10: Christina Dabney-Keel/Barbara Baga motioned to approve the purchase of a PowerEdge R520 server for RPMS in the amount of \$5,543.30; motion carried 5-0-0.

Alberta Chavez stepped out at 11:50 a.m., returned at 12:05 p.m.

- Tribe becoming a full member of CRIHB

Gayline Hunter feels this discussion should take place between the Tribal Chairman and CRIHB.

- Systems of Care grant

Mr. Sheikh presented the Head Start and Child care development Grant from CRIHB. Gayline asked what exactly will our providers be doing. Mr. Sheikh has not seen the entire scope of the grant Mr. Sheikh believes child care can bring the children to the clinic for services. Once he gets all logistics and

scope he will provide the Board of Directors with information.

Gayline Hunter asked for a status on the meeting that was to take place with a speech pathologist who was mentioned in a CHS meeting last month. Mr. Sheikh reported a meeting took place with said speech pathologist and we are currently waiting on her proposal; the speech pathologist has a lot of services she can provide the Health Clinic. Mr. Sheikh believes it would benefit the Health Center to have a speech pathologist; we have identified at least twenty-four Tribal Member who would benefit from the services being offered by the speech pathologist.

VII. EXECUTIVE REPORTS AND COMMITTEE REPORTS

- CEO Report

Mr. Sheikh reported there was a comprehensive Diabetes Clinic on Monday with a full team present; we had 60% of scheduled patients show up. Mr. Sheikh suggested the Diabetes team be present at various community meetings promoting our services. Christina Dabney-Keel suggested having the team set up at the Tribal Office on the 1st of the month when people are going in to pick-up their pre-capita checks.

Richard Brown stepped out at 12:37 p.m., returned at 12:40 p.m.

Mr. Sheikh has requested the suggestion of Kerry Gragg on the maintenance of our Quinn Power System. Mr. Gragg suggested we have the power system regularly serviced; this will cost us about \$3,600/year. Gayline Hunter asked if it would be possible to have one of our maintenance employees taught how to service the power system. Mr. Sheikh stated no they cannot.

Mr. Sheikh reported the video on the Sacred Use of Tobacco will be ready approximately sometime next week.

Paula Gomez is working on outlining a plan for incentives for families who come in for vaccinations. \$2,500.00 has been allocated for the incentives.

Mr. Sheikh and Dr. Hana are working on the Pharmacy Project. They have found a location within the Clinic where the pharmacy can be placed. Kerry Gragg will be

consulted for architectural advice on how to set up the pharmacy. Once a plan has been made Mr. Sheikh wants to go to Tribal Council for funding; Mr. Sheikh remembers Councilmen Kenneth McDarment stating once we have a plan TRICHI should go to Tribal Council.

Progress on the Visalia Clinic; the owner of the building is asking for \$1.80 per sq. foot, Mr. Sheikh has offered \$1.30 per sq. foot on a 5 year lease with the first 5 months free, because we need some time getting licensing and inspections before we can open doors. Barbara Baga mentioned she thought we would be purchasing instead of leasing. Mr. Sheikh would like to see how much income the clinic will generate in the first 5 years. William Carrillo, Sr. suggested asking if we can lease with an option to buy.

- CAC Report

- CFO Report

Casey Carrillo read thru finance report. Casey Carrillo needs a motion to sign contract with Bottom Line Billing.

MOTION #11: Christina Dabney-Keel/William Carrillo, Sr. motioned to sign the medical billing agreement with Bottom Line Outsource Solutions, LLC and to designate the CEO and Chairperson of the Board as signers; motion carried 5-0-0.

Alberta Chavez asked a question on injury prevention program. Casey Carrillo explained that program fiscal year just restarted, we are still waiting for reimbursement on some travel. Christina Dabney-Keel why there are repairs and maintenance cost charged to that grant. Casey Carrillo explained that the injury prevent grant cannot be charged fuel it can cover cost for maintenance repairs.

Mr. Sheikh reported to the Board of Directors that he would like to present a proposal to purchase a vehicle for Board members to travel within California.

MOTION #12: Christina Dabney-Keel/Barbara Baga motioned to approve the CEO Report with corrections; motion carried 5-0-0.

MOTION #13: Christina Dabney-Keel/Barbara Baga motioned to approve the CFO report as written; motion carried 5-0-0.

Back to CAC Report

Christina Dabney-Keel is not happy with the GPRA report. Last year our numbers were off the roof. Christina Dabney-Keel stated our staff should be aware of what the National average is and what our target is. Mr. Sheikh reported we are working with CRIHB on how to correctly report numbers into NextGen.

Rebecca Hawley came in at 1:12 p.m.

Christina Dabney-Keel asked who records numbers for the GPRA report. Rebecca Hawley stated data entry records those numbers. Christina Dabney-Keel is concerned we were way off our mark, which tells her the services were not provided to the patients or they were not be recorded in RPMS. Rebecca Hawley explained a lot of the information was not being asked of the patient, because no one knew they were supposed to ask certain measure questions. William Carrillo, Sr. stated those questions were at one time being asked, Christina Dabney-Keel agreed with his statement. Rebecca Hawley stated everyone is aware of our numbers and they are working really hard on getting those numbers up and devising a plan to help. Christina Dabney-Keel asked about Dental Rebecca Hawley stated she found out there was an interface between RPMS and Dentrix; as Dentrix slowly started upgrading the interface stopped working with it. Dental was trained on how to enter information in RPMS. Mr. Sheikh stated that Dr. Newman needs help getting his information transferred into RPMS; currently Patricia Carothers is helping input that information.

William Carrillo, Sr. stepped out at 1:15 p.m., returned at 1:17 p.m.

Rebecca Hawley left at 1:25 p.m.

MOTION #14: William Carrillo, Sr./Christina Dabney-Keel motioned to accept the CAC report; motion carried 5-0-0.

Christina Dabney-Keel left the meeting at 1:26 p.m.

- CHS Report

William Carrillo, Sr. asked if CHS report can show how many bills are denied, is there a possibility to have those numbers reflected in next month's report.

Gayline Hunter asked if there was ever an exception made with the 72 hour notification rule about notifying the CHS department about an emergency visit. Mr. Sheikh reported IHS rules state 72 hours but it can be appealed to the committee.

MOTION #15: Barbara Baga/William Carrillo, Sr. motioned to approve the CHS report; motion carried 4-0-0.

- Human Resources Report
It was a consensus to TABLE the Human Resources report.

VIII. DEPARTMENTAL & GRANT REPORTS - for information only

- Dental Report
- Medical Report
- Clinical Services Report
- Community Outreach Report
Alberta Chavez would like to know how many home visits were on the Reservation; also mentioned CHR's still do not have time to post home visits into RPMS. Alberta Chavez would like to see that CHR's are recording more visits into RPMS.
- Behavioral Health Report
- Information Technology Report
- Diabetes Grant Report
- Injury Prevention Grant Report

IX. ADJOURNMENT

MOTION #16: Barbara Baga/William Carrillo, Sr. motioned to adjourn at 1:50 p.m.; motion carried 4-0-0.


Alberta Chavez, TRIHCI Board Secretary