

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

TULE INDIAN RESERVATION

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PORTERVILLE, CALIFORNIA 93258

## FEBRUARY 5, 2014 BOARD MEETING MINUTES

- I. CALL TO ORDER:** Gayline Hunter called the meeting to order at 9:07 a.m.

Joseph Garfield and Veronica McDarment were seated at 9:08 a.m.

<u>Board Members:</u>		<u>Staff</u>	
Gayline Hunter, Chairperson	P	Zahid Sheikh	P
Barbara Baga, Vice-Chair	P	Casey Carrillo	P
Christina Dabney-Keel, Treasurer	P	Terri Ortiz	P
Alberta Chavez, Secretary	P		
Yolanda Gibson, Member	P		
Donna Medrano, Member	P		
Vincent Burrough, Member	A		
Veronica McDarment, Seated at 9:08	P		
Joseph Garfield, Seated at 9:08	P		

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

**II. APPROVAL OF AGENDA**

Add the request of additional funds for Annual Health Fair and Tribal Contribution Report.

**MOTION #1:** Christina Dabney-Keel/Barbara Baga motioned to approve the agenda with additions. Motion carried, 6-0-0.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

- a. December 11, 2013 Minutes - Tabled to research the language used in regards to "Bonus". Other corrections Noted.

Meeting Minutes of December 11, 2013 - Tabled to research how "Christmas Bonus" should be worded.  
Also, from now on, Secretary will mark "Motion #\_" for each motion.

**b. Minutes for January 9, 2014**

**MOTION #2:** Barbara Baga/Donna Medrano motioned to approve the January 9, 2014 meeting minutes with corrections. Motion Carried 4-0-2 (Christina Dabney-Keel and Alberta Chavez abstained.)

**c. Minutes for January 20, 2014**

Corrections and recommendations for changes were noted.

**MOTION #3:** Joseph Garfield/Barbara Baga motioned to approve the minutes of January 20. Motion carried 6-0-0.

**d. Minutes for January 23, 2014**

*Yolanda Gibson arrived at 9:56 a.m.*

**MOTION #4:** Joseph Garfield/Donna Medrano motioned to approve the January 23, 2014 with the corrections and additions. Motion carried 5-0-1. (Barbara Baga abstained)

*Joseph Garfield was unseated at 9:59 a.m.*

Christina Dabney-Keel asked to have Board Binders distributed a day or two in advance.

**IV. OLD BUSINESS**

**1. Donation Request**

This item was tabled until the Traditional Medicine Policy is approved.

**2. Medicare Like Rates**

Conference call with Steven Quesenberry began at 10:07 a.m.

Mr. Quesenberry said he responded to Mr. Sheikh about catastrophic care. Steven Quesenberry determined there was no need to make any changes because the contract was covered very carefully. Steven Quesenberry has been in touch with Robert Yoder. Robert Yoder had an appointment with Capital Administrators and Steven Quesenberry has not gotten in touch with him on that yet. Steven Quesenberry reviewed the agreement in detail, section by section.

*Mr. Sheikh left the room at 10:16 a.m., returned at 10:23 a.m.*

*Francine Gibson and Apple Yazzie arrived at 10:21 a.m.*

*Donna Medrano left the room at 10:21 a.m.*

Steven Quesenberry said the patient has to be CHS Eligible and CHS referred in order to get the Medicare-Like-Rates. That is really the most important issue.

*Donna Medrano left at 20:25 AM and returned at 10:26 a.m.  
Casey Carrillo left the meeting at 10:28 a.m.*

Steven Quesenberry said the clinic may want to consider using special check stock for services CHS authorizes that are not MLR; Physician, non-hospital services. The Claims administrator will pay at the network rate. The way it helps Tribal Self-Insurance is that it helps the tribe and it also helps the CHS Department.

Christina Dabney-Keel has a problem with them issuing checks for us. Steven Quesenberry said he can delete the section about "Check-stock" and there was Board consensus to replace the last part of the sentence with "Some other manner in which parties may agree".

Gayline Hunter asked the Board and staff if they feel comfortable with the agreement so that we can move forward and sign this today. Joseph Garfield said he would like to see those changes first before agreeing to sign. Gayline Hunter asked Mr. Quesenberry how long it would take him. Steven Quesenberry said he could return the final draft today.

Francine Gibson had a question on Page 4 Section C. Supplemental Funding.. "the Tribe reserves to right to waive co-pay..." Francine asked for clarification on what that means. Mr. Quesenberry explained that the Medicare-Like-Rate applies, as part of self-insurance payment there is a co-payment obligation by the patient as part of their plan - The Tribal Self Insurance plan, the patient still has some obligation. The tribe has right to waive the co-pay.

What Francine asked clarification on is "Other Plan Cost Sharing Provisions". Steven Quesenberry said he does not know the answer to that. He said he can ask Mr. Yoder.

*Board took recess at 10:40 a.m.  
Yolanda Gibson left the meeting at 11:35 a.m.  
Meeting back in session at 11:37 a.m.*

**V. NEW BUSINESS**

**1. Consideration of Personnel Committee Recommendations**

a. Patient Registration Job Description

There was general discussion on the Benefits Coordinator, Patient Registration, Patient Reception, Medical Director, Registered Nurse, and Director of Nurses (Clinical Supervisor).

Donna Medrano gave an update on the Personnel Committee meeting. Fred Huerta is expected to return on March 3, 2014. His 12 weeks of FMLA will expire before then. There was Board discussion on FMLA rules and Board Policies.

The Board discussed Nurse staffing options.

Mr. Sheikh said some of the problem is that we now have a lot of employees enrolled in school. Carrie Gonzalez is enrolled in school from 10 a.m. - Noon. Edith Anguiano covers when Carrie is absent.

There was general discussion of the 30/10 Work Program. Donna Medrano pointed out that we have yet to put in place a policy on contract. The previous HR Manager had said he would work on that.

Donna Medrano motioned to have a policy implemented on a loan agreement.

*Board recessed at 12:12 p.m. for lunch.*

*Casey Carrillo left at 12:26 p.m.*

*Return from recess at 12:30 p.m.*

*Gayline Hunter seated Joseph Garfield at 12:30 p.m.*

The recommendation from the Personnel Committee is to approve the job description for Patient Registration that Francine Gibson revised. Donna Medrano noted that it looked like all of the changes that were recommended to Francine Gibson were put into this. The Patient Registration job description presented to the Board was not red-lined.

Gayline Hunter said she asked for the Org Chart also.

Christina Dabney-Keel asked if we can have a binder with an Org Chart, all of the current job descriptions and pay. This will be a priority for the new HR Manager.

*Donna Medrano left the room at 12:37 p.m.; returned at 12:40 p.m.*

Mr. Sheikh said Casey Carrillo can pull the Org Chart up.

Zahid Sheikh said that whatever Org Chart we can recover, we will present to the Board at the next meeting.

Gayline Hunter said she cannot make a decision on approving the receptionist or registration job descriptions until she looks at the CHS Officer's and CFO's job description. Patient Registration and Reception can be incorporated by the CFO and CHS Officer so that they are not left in limbo. An Org Chart, with updates and changes to job descriptions needs to be brought to the next Board meeting for approval.

Christina Dabney-Keel said she would like HR to work on getting all current, board approved, job descriptions in one binder. This should be a priority item for HR.

**MOTION #5:** Christina Dabney-Keel/Joseph Garfield motioned to put the patient receptionist staff under the CFO and the patient registration staff under the CHS Officer. (Job Descriptions are still unapproved) motion carried, 6-0-0.

**b. Benefits Coordinator**

Discussion on the budget for this position. Casey Carrillo handed out a report on the funds available for the Benefits Coordinator position.

**Motion #6:** Christina Dabney-Keel/Veronica McDarment motioned to approve the Benefits Coordinator position to be filled as soon as the person selected can start work side-by-side with the benefits coordinator, funds will come from CHS budget. Motion carried, 6-0-0.

**c. Interim Director of Nursing**

After Board discussion, the recommendation was to hire a temporary RN instead of Interim Director of Nursing.

**MOTION #7:** Christina Dabney-Keel/Barbara Baga motioned to hire a temporary RN for 120 days and for the funds to come from the Medical Department. Motion Carried, 6-0-0.

**1. Organization Chart**

Tabled. Will be brought to the next Personnel Committee

**Dental Privileges**

Terri Ortiz explained that Dr. Newman is presenting privileges for dentists and the other licensed dental staff. With the upcoming IHS visit, Dr. Newman wants to make sure he has everything ready for the audit.

**MOTION #8:** Barbara Baga/Joseph Garfield made a motion to approve the dental privileging for our dental providers and to approve the dental

privileges request form with the insertion of a title page and CEO signature. Motion carried, 6-0-0.

2. Recognition for years of service for Carlos Martinez  
Half-Page advertisement in the Porterville Recorder, plaque, and \$100 Gift Certificate were approved by Consensus.
3. Tribal Contribution Report - Proposed Budget  
There was discussion on how much the Tribal Contribution money is spent on dental. After discussion Gayline Hunter would like Mr. Sheikh to look into this matter and possibly bringing our own orthodontia services to TRIHCI. The Board reviewed the report presented by Casey Carrillo.

**MOTION # 9** Joseph Garfield/Christina Dabney-Keel motioned to approve the Tribal Contribution report for the period of October 1 2013 - September 30, 2014 and to be forwarded in the amount of \$1M to Tribal Council. Motion carried 6-0-0.

4. Policies and Procedures  
Tabled until after Elections.
5. Darrell Hostetler Fund

**MOTION #10:** Joseph Garfield/Christina Dabney-Keel motioned to approve the Darrell Hostetler fund in the amount of \$10,000 to come out of Tribal Contribution funds when the funds become available. Motion Carried, 6-0-0.

6. Tribal Contributions
  - a. Case #850200 in an amount not to exceed \$10,000.
  - b. Case #855126 in an amount not to exceed \$3,600.

**MOTION #11:** Joseph Garfield/Barbara Baga motioned to approve the above mentioned Tribal Contribution requests that were recommended for approval by the CHS Committee. Motion carried 6-0-0.

**MOTION #12:** Christina Dabney-Keel/Barbara Baga motioned to go into closed at 1:45 p.m. Motion carried, 6-0-0.

**MOTION #13:** Christina Dabney-Keel/Joseph Garfield motioned to come out of closed session at 2:05 p.m. Motion carried, 6-0-0

*Joseph Garfield left the meeting at 2:11 p.m.*

No action was taken in Closed Session.

## 7. Health Fair Discussion

Christina Dabney-Keel said she is opposed to having the Health Fair at McCarthy Ranch. She would also like to see a budget for the Health Fair before any funds are approved.

Mr. Sheikh said he will recommend for the Health Fair Committee to meet with Lisa Davis from the gym.

## VI. EXECUTIVCE REPORTS

### 1. CEO Report

Mr. Sheikh gave his monthly report to the Board. He reported that E.Y Hooper from IHS Area Office in Phoenix called regarding the tort claim by a patient. Gayline Hunter will speak to Tribal Council Chairman about this issue.

Mr. Sheikh said Sarah Isch has shown interest in the Clinical Applications Coordinator. He did discuss with her the salary range. The starting salary is \$52,000. Mr. Sheikh said we need a CAC but we are not increasing the salary.

Mr. Sheikh attended budget a planning meetings in Sacramento.

Walgreens is coming to the Health Center tomorrow. We are going to let them know that we are having problems with their services. Mr. Sheikh has involved Amir from CRIHB. Amir is in communication with CaptureRX to look into additional options. There was discussion on patient's experiences.

*Donna Medrano left at 2:34 p.m. and returned at 2:40 p.m.*

Mr. Sheikh is also going to call Toiyabe to see how they run their pharmacy program. They have their own pharmacy. If we used Toiyabe, Mr. Sheikh said we might experience some logistics issues.

Mr. Sheikh reported that he has given directives to his managers to review their policies.

### 2. CFO Report

In January the Finance Committee did not meet. Finance will meet on February 12, 2014.

Casey Carrillo said he has been in touch with the finance Auditors. We need to get on the same page with them. In January we received our first check from CRIHB. We will no longer be able to bill for some of the CRIHB Care Options services.

Casey Carrillo provided a revised job description for the Patient Receptionist. He said they have been revised and are ready to be approved by the Board.

*Veronica McDarment left the meeting at 2:45 p.m.*

Gayline Hunter said the job descriptions will be tabled for the Personnel Committee. Casey Carrillo said he can sit down with Francine Gibson and make sure there are no duplicate duties. Donna Medrano suggested getting with the employees to see what they do during the day.

Gayline Hunter asked for an update on the Contract Support Costs Litigation issue. Casey Carrillo said he will check in with them. It was his understanding that we had everything turned in.

Gayline Hunter noted missing reports from departments. Gayline Hunter would like a report on monthly CHR visits, per CHR; GPRA Report, Diabetes Program, and the 100-Mile Club.

Casey Carrillo asked about the patient who had asked for assistance. Yolanda Gibson reported that the Tribe will pay three months and the Clinic will pay for three months of housing assistance.

Gayline Hunter asked for reports on the patient's status.

Board again reviewed the proposed EANs. There was discussion on the VFC Coordinator position. Alberta Chavez asked the CEO to look into the VFC Coordinator.

The Board discussed the proposed EANs. Gayline Hunter recommends that Mr. Sheikh meet with the Medical Director about him approving Carrie's EAN.

**MOTION # 14** Christina Dabney-Keel/Veronica McDarment to adjourn at 3:33 p.m. Motion carried, 5-0-0.

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Alberta Chavez, TRIHCI Board Secretary