

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

P.O. BOX 768                      PORTERVILLE, CALIFORNIA 93258                      PHONE 784-2316

**MARCH 5, 2014 BOARD MEETING MINUTES**

**I. CALL TO ORDER**

The Meeting was called to order at 9:03 AM by Chairperson Gayline Hunter.

<u>Board Members:</u>		<u>Staff</u>	
Gayline Hunter, Chairperson	P		
Barbara Baga, Vice-Chair	P	Zahid Sheikh	P
Donna Medrano, Treasurer (arrived at 9:08 AM)	P	Casey Carrillo	P
Alberta Chavez, Secretary	P	Daniele Healy	P
Yolanda Gibson, Member	P	Terri Ortiz	P
Christina Dabney-Keel, Member	I		
Richard Brown, Member	P		
Joseph Garfield, Seated at 9:04 AM	P		
Joyce Carothers, Alternate	A		

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

**II. APPROVAL OF AGENDA**

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

**III. OLD BUSINESS**

**December 11, 2013 Board Meeting Minutes Approval**

There was discussion on the wording for "Christmas Bonus" as stated in the minutes. Casey Carrillo said he checked with IHS and they suggested calling it an "incentive". Alberta Chavez would like to look at the minutes again before voting to approve.

**February 5, 2014 Board Meeting Minutes Approval**

The minutes from February 5, 2014 were reviewed. Daniele Healy suggested Downloading the recording after each meeting. These minutes were tabled.

**February 24, 2014 Board Meeting Minutes Approval**

The minutes for the meeting held on February 24, 2014 were reviewed. Gayline Hunter said that the Board should have voted by resolution.

Gayline Hunter said she needs to know if it is okay with Barbara and Yolanda to make Motion #14 a Resolution. The Resolution would be 2014-01 and 2014-02. Barbara Baga noted that on Motion #12.

**MOTION #2:** Yolanda Gibson/Barbara Baga motioned to approve the minutes of February 24, 2014 with corrections. Motion carried, 6-0-0.

Francine Gibson and Darlene Yazzie arrived at 9:31 a.m.

*Daniele Healy left the room at 9:33 a.m.*

Conference Call began at 9:35 a.m.

On the call is Steven Quesenberry, Robert Yoder, Troy Pitney. To be joining the call soon are Froilan Sarmiento, Nancy McDarment, and other TRTC members.

Gayline Hunter asked Troy Pitney to give an update. Troy Pitney explained that the Medicare-Like Rates (MLR) Agreement is to coordinate care for self-insured CHS Eligible patients. When clinic might be eligible for better rates, they (Capital) negotiate this type of processing.

Robert Yoder said they need a list of plan participants. It could be set up electronically, by phone or some other way. He suspects patients will mostly go to the clinic first, or else begin with hospitalization. We have to figure out what is the least amount of burden.

Troy Pitney thinks Capital will need a list of who is eligible for services in the first place so that they can put in a process that is secure. It can be updated as patients come on and go off. Francine Gibson said we have a process now. She doesn't think a list is going to be necessary. Troy Pitney said they have to know who is eligible for the MLR. Mr. Sheikh said we cannot provide a list. We can share information on a case by case basis. Robert Yoder said maybe something can be worked out so that it is not so much a burden.

It was agreed that Capital will just call the clinic for each patient to check CHS Eligibility.

Mr. Sheikh said it would be a good idea to send an announcement to Tribal members who are on the insurance to remind them to come and update their information with CHS.

Francine Gibson said typically CHS would know a patient is getting services before Capital. Maybe Capital can give CHS a contact person to notify.

Steven Quesenberry said he thought the Newsletter would also be a good vehicle.

Robert Yoder also noted that if there are particular confidentiality forms that need to be completed, we can start on that also.

*Barbara Baga left the room at 10:07 a.m.*

Steven Quesenberry said he has gone through the agreement with the Health Board. They have worked out any questions. The agreement has not been formally signed by the parties. Perhaps they should talk about that. Troy Pitney said he hopes he can get on a call with the clinic by next week.

*Barbara Baga returned at 10:13 a.m.*

*Yolanda Gibson left the room at 10:15 a.m.*

Joseph Garfield asked about a lag in payment. Robert Yoder said that would be a good question for Capital. He also asked if they are going to send a list of authorized hospitals. What is the current network for payment of claims?

*Yolanda Gibson returned at 10:22 a.m.*

**Conference Call ended at 10:24 AM**

Francine Gibson explained her thoughts on this agreement. There was general discussion.

*Francine Gibson and Darlene Yazzie left the room at 10:36 a.m.*

**HEALTH FAIR BUDGET**

It was noted that the Diabetes Program is not going to participate in the Health Fair. Gayline Hunter asked if Mr. Sheikh has seen the diabetic budget. Mr. Sheikh said yes, he has. The Board expressed concern that the Diabetes Program will not participate in the Health Fair. Diabetes is a huge focus for the clinic.

Casey Carrillo noted his finance budget with the section on Diabetes. Gayline Hunter asked for the diabetes staff to come to the Board Meeting.

*Daniele Healy returned to the meeting at 10:45 a.m.*

Gayline Hunter asked for the Organization Chart. Daniele was not aware that this was on the agenda as she had not yet seen it. The board will give Daniele Healy some time to get the organization chart revised and submitted to the Board.

Mr. Sheikh reported on the IHS Audit/Survey. The Finance Department had a good review. Gayline Hunter asked for a copy of what Finance gave to IHS so the Board can review and possibly approve.

Mr. Sheikh said IHS asked for HR/Compliance. That is why Mr. Sheikh called Daniele Healy. Daniele met with the IHS Auditors. They were satisfied with Daniele's answers.

*Casey Carrillo left at 10:47 a.m.*

*Edith Anguiano arrived at 10:46 a.m.*

Edith Anguiano said her entire department is participating in the Health Fair. Outreach is participating: AOA, CHRs, Diabetes, and Injury Prevention.

*Margaret Hernandez (Diabetes Grant) arrived at 10:48 a.m.*

*Casey Carrillo returned at 10:50 a.m.*

Edith Anguiano said the Diabetes Program is joining in the Health Fair but they are not putting in any funds from their grant. Margaret Hernandez reported that last year they had used carryover funds from the previous year. This year we don't have any carryover funds to use. Gayline Hunter noted that the Health Fair is a major event for the Health Center. Why wouldn't they allocate funds ahead of time? Mr. Sheikh said this year all line items of the grant have been allocated and there was not enough funds left over. Edith said we organize Diabetes walks twice a month. Gayline Hunter asked for numbers on how many people are participating in the walks.

The Board asked why the departments are not listed in the budget that is being presented. There was discussion on this matter. Gayline Hunter asked for a copy of the Diabetic Grant Budget. Margaret said their year starts June 1 through May 31 of every year.

Joseph Garfield asked if the Health Fair Committee shopped around for the lowest cost t-shirts.

Margaret Hernandez and Edith Anguiano left the meeting at 10:55 a.m.

The Board reviewed the Health Fair Budget. Gayline Hunter suggested asking Tribal Council for financial assistance with the Health Fair. The location for the Health Fair will not be changed; it will remain at McCarthy Ranch. Mr. Sheikh said we were able to get the gym to donate tables and chairs.

Mr. Sheikh said he will try to get on the Council's agenda for tomorrow to see if they will provide funds.

**MOTION #3:** Yolanda Gibson/Joseph Garfield motioned to approve the 2014 Health Fair Budget in the amount of \$15,000 with any unused funds to go back into the Third Party account. The additional \$5,000 requested will come out of third party account. Motion carried, 6-0-0.

## **POLICIES AND PROCEDURES**

### **Medical, Dental**

Mr. Sheikh suggested waiting to see what the suggestions are from IHS and then review and approve the policies.

Dental Policies are ready to be approved. The Board will meet on April 8, 2014 at 8:00 AM.

### **IT Policy**

Tabled

### **Fiscal Year 2012-2013 Audit**

Casey Carrillo distributed the audit report. There were no formal findings. They made a few minor recommendations. Gayline Hunter asked about the wording "unmodified".

*Joseph Garfield left the meeting at 11:26 a.m.*

*Alberta Chavez left the meeting at 11:27 a.m.*

**MOTION #4:** Yolanda Gibson/Barbara Baga motioned to approve the FY 2012-2013 Fiscal Audit. Motion carried 4-0-2. (Alberta Chavez and Joseph Garfield were out of the room at the time)

Casey Carrillo thanked the Board. His department is going to work on having the audit complete at the end of every year.

*Joseph Garfield returned at 11:29 a.m.*

## **BOARD MEMBER VACANCY**

Gayline Hunter read a letter she received from Joyce Carothers stepping down from the Health Board.

**MOTION #5:** Barbara Baga/Richard Brown motioned to accept the resignation of Joyce Carothers as alternate for the Tule River Health Board. Motion carried, 5-0-1; Alberta Chavez was out of the room.

Gayline Hunter said the Board can appoint anyone from the list of candidates to replace Joyce's alternate position. It doesn't necessarily have to be the next person in line. Gayline Hunter read from the Bylaws. It actually has to be the next person with the highest amount of votes.

**MOTION #6:** Barbara Baga/Donna Medrano motioned to approve by resolution for William Carrillo Sr. to be appointed as Board of Director alternate for 2014. Motion carried, 5-0-1. Alberta Chavez was still out of the room.

*Casey Carrillo left the meeting at 11:43 a.m.*

#### **H. CLOSED SESSION**

Barbara Baga/Yolanda Gibson motioned to go into closed session at 11:43 a.m. Motion carried 5-0-1. (Alberta Chavez out of the room)

*Alberta Chavez returned at 11:43 a.m.*

Barbara Baga/Yolanda Gibson motioned to come out of closed session at 12:02 p.m. Motion carried, 6-0-0.

Richard Brown left the room at 12:06 p.m. and returned at 12:10 p.m.

#### **CEO REPORT**

Mr. Sheikh said he was approached with a donation request for the Annual Rodeo to cover the cost of the Ambulance Services. It was noted that the Health Center was not recognized by advertising or anything last year.

There was discussion on the Rodeo. There will be more rodeos this year and the expense might be much greater than last year.

Mr. Sheikh reported on the IHS Audit. Mr. Sheikh reported that he has submitted Tribal Contribution request to Froilan Sarmiento, the CFO at the Tribe. There was Board discussion whether the funds from Tribal Council must be reimbursement. Gayline Hunter asked for Casey Carrillo to follow up on this. Gayline Hunter asked if Casey Carrillo has submitted report on Tribal Contribution requests to Tribal Council. Gayline Hunter would like a copy of the report.

*Casey Carrillo arrived at 12:25 p.m.*

Mr. Shiekh reported that we have been working on Dr. Steidley's charges to make sure that we can bill Medi-Cal. We have made improvements and data is being entered into the system.

We have had two clinic vehicles with gas lines cut. Mr. Sheikh is asking for cameras to be installed in the parking lot. Mr. Sheikh would also like DPS to come out more often.

Last week there was also a person on the reservation with a gun. Mr. Sheikh said we are forming our own safety committee. Richard Brown said the main thing is that DPS is supposed to secure the perimeter. Mr. Sheikh said the other suggestion was to have a fence installed around our clinic. Joseph Garfield recalled that there was supposed to be someone posted here at the clinic.

*William Carrillo Sr. arrived at 12:31 p.m.*

Mr. Sheikh continued with his report. He is looking into orthodontia care here.

We continue to have issues with Walgreens' 340B program. We have aired out our issues. They are trying to resolve those issues. They will be returning late March. They are also trying to install a dedicated phone, fax, and staff dedicated just to Tule. Mr. Sheikh is also suggesting that their employees meet with Apple Yazzie to learn about our unique program. Pharmacies should not run out of medication. They should have supplies. Mr. Sheikh said he is going to give them 60-90 Days to improve.

Mr. Sheikh reported that CRIHB will be assisting us with software updates. Also, we have designated a Super User, David Baro. We also have a Clinical Applications Coordinator, Rebecca Hawley. Rebecca will be signing a two year agreement in return for training.

The Behavioral Health Department needs renovation immediately. This is a liability issue. Mr. Sheikh is going to talk to the Housing Department about giving us a bid.

Gayline Hunter suggested talking to Kerry Gragg from CRIHB about M&I Funds.

Mr. Shiekh updated the Board on a Tort Claim.

Mr. Shiekh is traveling to Reno with a few Board members.

Gayline Hunter mentioned that our Tribal chairperson will be attending a meeting to advocate for our needs.

Mr. Sheikh said we need more money to provide quality care. Mr. Sheikh urges the Tribal Chairperson to ask for our funding to be increased.

Mr. Sheikh said the CHS is the payer of last resort.

Joseph Garfield asked Mr. Sheikh if he can ask for more Walgreen's staff to cover at night. He has been trying to pick up a prescription for three days after work and he hasn't been able to.

Gayline Hunter reminded Mr. Sheikh and Casey Carrillo that it is time to begin preparing for the annual Budget.

Gayline Hunter asked Mr. Sheikh to send his managers a reminder to turn in monthly Board reports. Also Gayline Hunter reminded that the SDPI Grant is coming up again and CRIHB wants us to send in letters of support and success stories from our patients.

#### **CFO REPORT**

Casey Carrillo reported on his report. As far as the CSC litigation is on track. Casey Carrillo said he heard on the news that they are going to award a settlement to all Tribes.

Casey Carrillo said they have lost one of their Medical Billers when she went to Clinical Applications Coordinator. Interviews will be tomorrow and Casey hopes that the person selected can start as soon as Monday. It has been flown in house and externally.

Casey Carrillo is also working on the "hand written".

Yolanda Gibson/Joseph Garfield to accept the CFO Report as . Motion carried 6-0-0.

Barbara Baga/Donna Medrano motioned to approve the CEO Report.  
Gayline Hunter noted the CHS Committee minutes and Report.

There was discussion on when to meet for Finance and CHS.

*Joseph Garfield left the meeting at 1:02 PM.*

CHS and Finance will meet at 8:00 AM on March 19, 2014.  
The CHS Report is tabled.

### **HR/Compliance Report**

Daniele Healy referred to her written report. Daniele Healy will be meeting with each department manager for job descriptions. She will also work closely with Terri Ortiz on any pending HR Issues. She will work on compliance issues and schedule any trainings. She will start revising the Employee Handbook.

Daniele said she is updating a progress report on a daily basis with her accomplishments. She said for Personnel changes, Rebecca Hawley started on March 3, 2014. Celina Gamboa accepted the full-time transporter position.

*Yolanda Gibson left the room at 1:07 PM.*

Alma Bravo accepted the Benefits Coordinator. Daniele said they had interviews for Transporter. Daniele Healy will be sending an offer letter.

There is one person on FMLA.

Daniele Healy spoke with the River Island today. The River Island is offering two dates to us for reservation.

There was discussion on David Baro's EAN. David Baro, Physician Assistant, was promised an increase in pay after his 90-Days. The Personnel Committee recommended that this matter come to the full Board for approval.

There was more discussion on this issue. Gayline Hunter pointed out that this raise was not budgeted for. Casey Carrillo did note that the insurance costs we budgeted for were much higher and this might cause the salary increase to be budget neutral.

Gayline Hunter asked for a report of how many patients each Provider is seeing.

### **Medical Director's Report**

Gayline Hunter noted that she read the report. After the feedback she gets from the community, Gayline is not sure about the patient satisfaction results.

There was discussion about a couple of patient complaints. At some point, the complaints should have been brought to the Medical Director's attention.

*Yolanda Gibson returned at 1:18 PM.*



Gayline Hunter also asked for a report on immunizations and on outreach visits.

There are four CHR's. Mr. Sheikh mentioned that at a recent luncheon the employee commented that the CEO should see what their day is like.

Mr. Sheikh reported that he is going to meet with the Elders tomorrow for lunch.

Gayline Hunter read a card to the Board from a thankful employee.

MOTION Barbara Baga/Donna Medrano to adjourn at 1:28 PM. Motion carried 5-0-0.

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Alberta Chavez, TRIHCI Board Secretary