

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

P.O. BOX 768

PORTERVILLE, CALIFORNIA 93258

PHONE 784-2316

MARCH 02, 2016 BOARD MEETING MINUTES

- I. **CALL TO ORDER:** Chairperson Gayline Hunter called meeting to order at 9:09 a.m.
- II. **ROLL CALL:** Secretary Alberta Chavez called roll.

<u>Board Members:</u>	<u>Staff</u>	
Gayline Hunter, Chairperson	P	Zahid Sheikh P
Joseph Garfield, Vice-Chair	E	Casey Carrillo P
Alberta Chavez, Secretary	P	Katherine Portillo P
Donna Medrano, Treasurer (joined @ 11:02 a.m)	L	Elizabeth Acevedo- P
Barbara Baga, Member	P	Medrano
Richard Brown, Member	P	
William Carrillo, Sr., Member (joined @ 11:30 a.m)	L	
Yolanda Gibson, Alternate (joined @ 9:11 a.m)	L	
Jade Garfield, Alternate	P	

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

*Jade Garfield seated at 9:10 a.m.*

**III. APPROVAL OF AGENDA**

**MOTION #1:** Barbara Baga/Jade Garfield motioned to approve the agenda as written; motion carried 4-0-0.

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

1. February 03, 2016 Board Meeting Minutes

*Yolanda Gibson joined at 9:11 a.m.*  
*Yolanda Gibson seated at 9:12 a.m.*

**MOTION #2:** Jade Garfield/Barbara Baga motioned to approve the February 03, 2016 Board meeting minutes with corrections; motion carried 5-0-0.

**V. OLD BUSINESS**



1. Traditional Medicine Policy

Mr. Sheikh reported he is working with Vanessa Cresci of CRIHB on the policy. Ms. Cresci has supplied a copy of the Traditional Health Policy of Toyabi & IHS; it is the recommendation of Ms. Cresci to simplify our policy as it stands there is too much language. Mr. Sheikh will be meeting with the committee he has gathered to review the policy.

Gayline Hunter reminded Mr. Sheikh the policy is going to need procedures and would like for us to look into the possibility of billing for the services and also transportation thru the MAA program if the patient has MediCal.

Barbara Baga would like to know if we will be paying for the patient to choose their own Healer. Katherine Portillo is drafting a job description for a Coordinator.

**VI. NEW BUSINESS**

1. Provider/Mid-level Salary Scale

Katherine Portillo explained we would be eliminating the Pediatric Nurse position that has been open for a long while now, in addition we would also be eliminating the part time Medical Physician that we have and will be reducing the hours of Dr. Tran and bringing in a full time General Practice Physician. The scale is based on a 5 year salary scale and we would actually be saving money. Casey Carrillo is suggesting we use current years of service for all Providers.

The way our policy sits we should review our salary scales to ensure they are competitive with the standing market. Currently there is room in our budget to raise these salaries.

**MOTION #3:** Barbara Baga/Jade Garfield motioned to approve the Provider/Mid-level Salary Scale effective 03/05/2016; motion carried 5-0-0.



FYI the Tribe has not cut the Tribal Contributions Check; when Casey last spoke with the TRTC Fiscal Dept. they were needing a resolution number which was passed and provided again by Tribal Council. This morning Resty Rios was informed paper work was missing and told he would need to speak with Willie Carrillo. Yolanda Gibson is going to look into the problem.

2. Tribal Contributions

- a. Patient #856159 for Orthodontics \$1,755.00
- b. Patient #850731 for Dental Implants \$14,747.00
- c. Patient #850041 for Dental Implants \$23,042.00
- d. Patient #855653 to move to 2<sup>nd</sup> phase for Orthodontics

*Tabled*

3. Dental Issues

*Tabled*

4. Wheelchair for Patient #850262

Mr. Sheikh informed the Board the issue is a few months old and he was approached by the family for help. After looking into the issue Medicare denied the request due to lack of documentation and lack of diagnosis.

*TABLED*

**Dr. Newman & Leonor Gutierrez joined at 10:10 a.m.  
Back to Item #3 Dental issues**

Jade Garfield explained the PRC committee has concerns with the Dental Implant request that are coming in. We are seeing a lot of patients coming back in less than 5 years needing replacements due to the health of their gums.

Also the last time the committee spoke with Dr. Newman and asked him to look into getting a discount it now looks like there has been an increase in charges when comparing to last year.

The committee is suggesting we at our clinic give more education on implant services before sending



them out. Also require follow up appointments with patients who go out for implants. Leonor is seeing that some patients are not following up with the Surgeons or our Dental department after they have been approve for the treatment and we are getting refunded for checks that were sent out. Dental Department will draft a consent/information form to be signed by patients and will have it ready for approval at the April Board meeting.

**Dr. Newman & Leonor Gutierrez left the meeting at 10:50 a.m.**

**Back to Item #4**

**Francine Gibson joined the meeting at 10:55 a.m.**

Francine Gibson explained the request was denied by Medicare due to insufficient notes from Physical Therapy. Currently in the process of being updated and resubmitted. The patients original Primary Care Physician was Dr. Hall and Francine is unaware of which Provider took the patient on. If we look to purchase the chair the amount is \$5,789.

Donna Medrano joined the meeting at 11:02 a.m.

Donna Medrano stepped out at 11:09 a.m.

Donna Medrano returned at 11:12 a.m.

**MOTION #4:** Yolanda Gibson/Richard Brown motioned to approve Patient #850262 for a wheelchair with a request for Tribal Council to pay half, second half to come out of 3<sup>rd</sup> party; motion carried 4-0-2.

Richard Brown stepped out at 11:13 a.m.

Francine Gibson left the meeting at 11:14 a.m.

#### 5. Sponsorship Policy

Richard Brown returned at 11:16 a.m.

Board has concerns with opening the policy for the community, there may be an issue with individuals from the same team requesting sponsorship for the same event. Yolanda Gibson is suggesting donating a lump sum to the Yokuts foundation annually.

Elizabeth Acevedo-Medrano asked what the Board would like to do when request for Ambulance services come in; Richard Brown stated the Rodeo committee submits a budget to Tribal Council and they put in for



*Ambulance services.*

*William Carrillo, Sr. joined the meeting at 11:30 a.m.*

*Yolanda Gibson unseated at 11:31 a.m.*

*Yolanda Gibson left the meeting at 11:31 a.m.*

**MOTION #5:** Jade Garfield/Barbara Baga motioned to deny the Community Sponsorship policy; motion carried 5-1-0.

*If the employee sponsorship is going to be used for team building events the Board does not have issues with the policy; they would like to see that teams are 100% employee/board member or at least the majority of the team be employee/board member. Gayline Hunter noted when the employees played a Mushball league with Board members it was very well received. William Carrillo, Sr. feels the community should not be excluded from the policy. Instead of making a policy and considering these events as sponsorships, we should just consider these events as employee appreciation.*

**MOTION #6:** Jade Garfield/Barbara Baga motioned to deny the Employee Sponsorship policy based on the fact that TRIHCI budgets for employee appreciation; motion carried 5-0-1.

6. Larry Garfield memorial donation (request from TRTC to pay for half of ambulance services)

*Elizabeth Acevedo-Medrano reported Tribal Chairman called and explained it was not a directive to pay for half; they have approved to pay for the entire service but are asking if we would consider paying half.*

Break for lunch at 12:02 p.m.

Back from lunch at 12:54 p.m.

**MOTION #7:** Barbara Baga/Donna Medrano motioned to deny the request to pay for half of the Ambulance Service for the Larry Garfield Memorial Rodeo; motion carried 4-0-2.

7. Remove Salary Scale from Employee Handbook

**MOTION #8:** Donna Medrano/Barbara Baga motioned to remove the Salary Scale from the Employee handbook; motion carried 6-0-0.



8. 90 Day Temporary Transporter Needed

*Katherine Portillo reported we have lost a Transporter and have a Transporter on FMLA and we were just informed that a second Transporter maybe going out on FMLA. We have one patient who requires Dialysis treatments in Bakersfield 7 days a week 3 times a day tying up one Transporter every day.*

*Richard Brown would like to know if we can have an open list of applicants in the future so we do not have to get approval. Katherine explained we currently do that but because 6 months have passed since the last time we hired a Transporter we need to renew the applicant pool. We will be using the current pool of applicants we have from the list we used to hire the new full-time Transporter.*

**MOTION #9:** Donna Medrano/William Carrillo, Sr. motioned to approve hiring a 90 day Temporary Transporter; motion carried 6-0-0.

9. Transporter Job Description

*Katherine would like to list the actual dollar amount as opposed to the salary scale tier.*

**MOTION #10:** Donna Medrano/Barbara Baga motioned to approve the changes to the Temporary Transporter job description; motion carried 6-0-0.

10. Interpreter Needed for CPR Class

*We have an employee who requires interpreting services for a March 8<sup>th</sup> CPR Class. Because the class will be longer than 2 hours we need two Interpreters; total would be \$440.*

**MOTION #11:** William Carrillo, Sr./Barbara Baga motioned to approve the Interpreter needed for CPR Class in the amount of \$440; motion carried 6-0-0.

11. Emergency Codes Policy

*AAAHC would like to get these policies approved so we can move forward with drafting an Emergency response plan. Board would like to include a walk around after a disaster to the policies before*



approval. Jade would like to the policy to be aligned. Also need a Natural Disaster code.

Barbara Baga stepped out at 1:17 p.m.

AAAHC team will make changes and bring back for approval.

Barbara Baga returned at 1:21 p.m.

Jade Garfield stepped out at 1:21 p.m.

**VII. EXECUTIVE REPORTS AND COMMITTEE REPORTS**

1. CEO Report

Mr. Sheikh reported he attended "Audit Preparation for Tribes and Tribal Organizations" and provide OMB Federal Register for the Boards reference. In this register it outlines how we can spend monies and allowable and disallowable cost.

CRIHB announced CMS has released a letter assuring 100% Federal funding for services rendered to Medicaid Eligible American Indian and Alaskan Indians.

Mr. Sheikh will be meeting with the Traditional Health Policy committee on Friday to review our policy. Services will be starting slowly.

Pharmacy issue has been put on hold due to resignation of Dr. Amir Khoyi at CRIHB. Current 340B contract with Walgreens has been renewed for the next year.

Jade Garfield returned at 1:27 p.m.

Case management with Patient #850061 took place March 1<sup>st</sup> addressing past due bills. PRC has processed payment of delinquent bills in the amount of around \$4,000-\$5,000 and is waiting on more documentation for other outstanding bills. Patient now knows what documentation needs to be brought in with bills and is satisfied with our services.

Capitol administrators has been processing payments to the Health Center in the name of our Patients. Our billing staff has been in contact with Capitol Administrators and have requested that they fix the



issue.

Gayline Hunter stepped out at 1:35 p.m.

William Carrillo, Sr. stepped out at 1:35 p.m.

William Carrillo, Sr. returned at 1:37 p.m.

Mr. Sheikh addressed an issue emailed to him by a Board member regarding our answering service over the weekend. Mr. Sheikh has spoken with the owner of the answering service to address the issue, we have been assured this would not happen again; we are also looking into another after hours answering service provider.

Mr. Sheikh will be attending the Annual Tribal Consultation in Alpine, CA on 03/07/2016 - 03/10/2016.

**MOTION #12:** Donna Medrano/Barbara Baga motioned to approve the CEO report; motion carried 6-0-0.

William Carrillo, Sr. stepped out at 1:50 p.m.

## 2. CAC Report

Board reviewed

**MOTION #13:** Alberta Chavez/Jade Garfield motioned to approve the CAC report; motion carried; 5-0-1.

## 3. CFO Report

Casey Carrillo reported he continues to work with the auditors to finish the audit for Fiscal year 2014/15 and hopes to have a draft ready to present to the Finance Committee on the 16<sup>th</sup> of March. Once the audit is finalized there will need to be a Special Board meeting will need to be scheduled for approval.

Union Bank transfer of \$2,026,671 from 3<sup>rd</sup> party checking account was completed on 02/05/2016.

William Carrillo, Sr. returned at 1:55 p.m.

**MOTION #14:** Barbara Baga/Jade Garfield motioned to approve the CFO report; motion carried 6-0-0.



4. PRC Report

Board reviewed the PRC report. Questions regarding bills being paid numbers being reported. Casey is willing to add PO's paid to the Finance report or he can attend the PRC meetings. Casey has been requested to attend the PRC meeting.

**MOTION #15:** Alberta Chavez/Barbara Baga motioned to approve the PRC report; motion carried 6-0-0.

5. Human Resources Report

Katherine Portillo reported the following:

- Staff meeting on 02/02/2016
- AAAHC - Ongoing Bi-weekly meetings
- 2016 Health Fair Committee meetings
- Kim Thomas, Lincoln Financial Advisor was on site 02/24/2016 meeting with employees
- Looking into getting PA student rotations from University of the Pacific in Stockton

Staffing terminations & Resignations; Patient Transporter, job abandonment on 02/01, Patient Receptionist resigned effective 03/04, Custodian/Groundskeeper job abandonment on 02/23.

Open positions; Part-time Podiatrist, Licensed Clinical Social Worker (LCSW), Physician, Patient Receptionist, Custodian/Groundskeeper. Patient Transporter position filled candidate to start on 03/07.

Five employees are on FMLA/Intermittent FMLA. Once Workers Comp accident on 02/16 employee did not sustain any injuries.

HIPAA & Privacy and Sexual Harassment Training for entire Clinic staff has been scheduled for April 05<sup>th</sup> when Clinic is closed ½ day.

**MOTION #16:** Alberta Chavez/William Carrillo, Sr. motioned to approve the Human Resources report; motion carried 6-0-0.

6. AAAHC

Elizabeth Acevedo-Medrano reported AAAHC team will now be meeting Bi-Weekly with Coordinators meeting



weekly. Clinic is now using they approve Patient Registration packets.

The team is currently reviewing Core Chapter 2: Sub Chapter 1 Governance General Requirements. Main focus is risk management, strategic planning, infection control and safety and the Pediatric Care of Patients Policy. The team will start discussing new quality improvement projects which will also serve as a tool to aid in raising GPRA measure results. (If we chose a project that falls under Diabetes Program Best Practices GPRA measure it'll also serve as a tool to meet SDPI program goals)

IT has added an Emergency tab on the intranet site which will include instructions on what to do in case of an emergency; accessible to all staff. Given recent emergency situations it is not only the priority of the AAAHC team but TRICHI Management to get an Emergency plan in place ASAP.

**MOTION #17:** Alberta Chavez/Richard Brown motioned to approve the AAAHC report; motion carried 6-0-0.

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

1. Dental Report
2. Medical Report
3. Clinical Services Report
4. Community Outreach Report
5. Behavioral Health Report
6. Information Technology Report
7. Diabetes Grant Report
8. Compliance/Facilities Manager Report
9. AOA
10. FYI Items

**IX. ADJOURNMENT**

**MOTION #18:** Jade Garfield/Alberta Chavez motioned to adjourn at 2:37 p.m.; motion carried 6-0-0.

  
Alberta Chavez, TRIHCI Board Secretary