

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

MAY 04, 2016 BOARD MEETING MINUTES

I. **CALL TO ORDER:** Chairperson Gayline Hunter called meeting to order at 9:08 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	P	Casey Carrillo P
Alberta Chavez, Secretary	P	Katherine Portillo P
Donna Medrano, Treasurer	P	Elizabeth Acevedo- P
Barbara Baga, Member	E	Medrano
Richard Brown, Member	P	
William Carrillo, Sr., Member (joined @ 9:19 a.m.)	L	
Yolanda Gibson, Alternate (joined @ 9:34 a.m.)	L	
Jade Garfield, Alternate	P	

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

III. APPROVAL OF AGENDA

MOTION #1: Joseph Garfield/Donna Medrano motioned to approve the agenda as written; motion carried 4-0-0.

Jade Garfield seated at 9:13 a.m.

IV. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

1. April 06, 2016 Board Meeting Minutes

William Carrillo, Sr. joined the meeting at 9:19 a.m.

Yolanda Gibson joined the meeting at 9:34 a.m.

MOTION #2: Jade Garfield/William Carrillo, Sr. motioned to approve the April 06, 2016 Board Meeting Minutes with corrections; motion carried 4-0-2.

Yolanda Gibson left the meeting at 9:43 a.m.

V. OLD BUSINESS

1. Patient #850061 - approving medical bills

Elizabeth Acevedo-Medrano presented information to the Board. Bills for stay at Linwood Meadows Care Center were submitted for Patient #850061; when bills were originally submitted it was for Skilled Nursing which PRC funds do not cover. After explaining why bills were not being paid by TRIHCI bills were submitted for Rehabilitation Services.

PRCO Francine Gibson & G. Icho joined the meeting at 9:57 a.m.

Gayline Hunter explained to G. Icho our reason for not paying Linwood Meadows Care Center being that services on bills were switched. G. Icho explained that patient #850061 was not staying at Linwood for skilled nursing but for speech therapy, and physical therapy on a daily basis.

Francine Gibson explained the original bill stated skilled nursing; after explaining the difference between paying for skilled nursing and rehabilitation a new bill was received for rehabilitation services.

Alberta Chavez stepped out at 10:08 a.m.

G. Icho was advised to go back to Linwood and ask them to resubmit the claim to Medicare with rehabilitation services listed and have the remaining balanced resubmitted to TRIHCI.

PRCO Francine Gibson & G. Icho left the meeting at 10:19 a.m.

Consensus of the Board for PRCO to provide patient with a letter explaining what was reviewed at meeting.

Alberta Chavez returned at 10:20 a.m.

Jade Garfield would like to know why attorneys have not been consulted regarding the issue. Mr. Sheikh explained the only contact was made with Linwood.

There are bills from 2015 that have been submitted and have not been paid.

The Board would like to have a working session with Finance department & PRC department to review the billing process. Meeting will be scheduled for May 19th at 9 a.m. policies for paying bills will be sent to the Board.

Richard Brown stepped out at 10:35 a.m.

2. Patient #855433 - MVA

Richard Brown returned at 10:37 a.m.

Patient has not replied to PRCO in regards to whether or not bills still need to be paid. PRC committee is not requesting that the Board waive the 72 hour notice of an ER visit. Patient is still receiving physical therapy and paying out of pocket after being advised to come into the clinic and get a referral for physical therapy to get services paid for. Patient is not wanting to use Tribal Contributions for payment of bills.

The Board would like for a flyer to be posted in the lobby reminding patients to contact PRC with-in 72 hrs. of an Emergency Room visit.

Consensus of the Board to have PRC staff to send a letter to the patient informing them of the option to use Tribal Contributions to pay for bills.

VI. NEW BUSINESS

1. Tribal Contributions
 - a. 856274 - Orthodontics \$1,740.00

MOTION #3: Jade Garfield/Donna Medrano motioned to approve Patient #856274 for Orthodontics in the amount of \$1,740.00; motion carried 6-0-0.

- b. 855653 - Orthodontic 2nd step \$6,000.00

MOTION #4: Jade Garfield/William Carrillo, Sr. motioned to

approve Patient #855653 for 2nd step in Orthodontic treatment in the amount of \$6,000.00; motion carried 6-0-0.

2. Tribal Contributions Quarterly Meeting (agenda)

Board would like to have the meeting rescheduled for May 26th.

Items to add to the agenda:

- TRIHCI taking over TRAP*
- Ambulance Services*
- Youth Prevention Program*
- SOC grant*

3. Ambulance Services

Richard Brown has been working on getting everything set up to start billing for ambulance services. In the past Chairmen have not wanted to bill Tribal Members for these services. William Carrillo, Sr. along with CRIHB are working on getting billing for ambulance services set up. Richard Brown is working on the stages of development.

Richard Brown reported right now they are looking at who is going to oversee the ambulance service, the Tribe or the Health Center. William Carrillo, Sr. reported the Tribe is willing to help with the startup cost.

Donna Medrano stepped out at 11:21 a.m.

Donna Medrano returned at 11:24 a.m.

Mr. Sheikh reported he would like to take advantage of funds received from Blue Cross for community wellness. Mr. Sheikh would like to have enough funding to sustain the ambulance service for up to one year before we see any 3rd party revenue. We also need to consider housing employees because they will be operating 24/7. Cost of a 2 bedroom modular home is \$47,000. Gayline Hunter reminded we need to keep in mind if the ambulance service stays under the tribe 3rd party revenue would go to them, but we would be using TRIHCI billers to bill for services.

Meet at 8 a.m. before strategic planning meeting to review Ambulance Services cost.

4. TRIHCI Youth Program concept

William Carrillo, Sr. reported last year the Board of Directors approved a Youth Summit unfortunately staff did not have time to put one together. William Carrillo, Sr. feels the Health Center should have a Youth Prevention program targeting teen pregnancy, drug use and treatment services. Tribe has Future Generations currently and it has been around for years, William Carrillo, Sr. would hate to see this program dissolve.

Gayline Hunter feels right now a program like this would be too much to handle for the space and staff we have. The community currently is satisfied with where the program is now. Within the next five years the Health Center may be able to take on a project of this magnitude.

Jade Garfield stepped out at 11:36 a.m.
Jade Garfield returned at 11:41 a.m.

Gayline Hunter would like for both Health Board and Tribal Council to be on the same page if there is going to be talk about the health center taking over or developing a Youth Prevention Program.

5. Future Planning for TRICHI Services

William Carrillo, Sr. would like for the TRAP IHS contract to be under the Health Center being that Mr. Sheikh has had great success in securing funding from IHS. Currently it is too late in the year for the Health Center to oversee the TRAP contract.

William Carrillo, Sr. would like to see Women's treatment services offered.

Richard Brown stepped out at 11:50 a.m.

William Carrillo, Sr. informed the Board once delivery system is set up with county and state TRAP can start submitting for reimbursement thru the state.

Richard Brown returned at 11:55 a.m.

6. Discussion on Future Clinic Expansion/Services

William Carrillo, Sr. reported CA has never received funding from IHS for an IHS facility. William Carrillo, Sr. would like to put in a request to IHS for funding to build a new clinic in our CHSDA area. Gayline informed William Carrillo, Sr., Mr. Sheikh is constantly asking IHS for funding for these types of projects.

Gayline Hunter stepped out at 12:02 p.m.

7. Indian Health Care Improvement Memorial Project

FYI the Tribe will be Sponsoring consultants for putting together a presentation at a luncheon at the CRIHB Annual Conference to honor those who helped in getting the Indian Health Care Improvement Act of 1975. William Carrillo, Sr. has asked the consultants to involve the Health Center in the presentation.

8. Delivery of Medications

William Carrillo, Sr. would like to mention dedicating a driver specifically to pick up medications. Mr. Sheikh informed him that CHRs pick up medications for patients regularly. William Carrillo, Sr. informed Mr. Sheikh there are a few patients stating they do not get regular CHR visits.

9. CHR Visits for Elders & Diabetics

William Carrillo, Sr. has concerns and would like to know if CHRs are being properly monitored to ensure they are providing quality care to the patients.

Mr. Sheikh informed the Board that all CHRs have cell phones that work on the Reservation and have the capability to be tracked at all times. All CHRs have been notified of the importance of keeping their phones turn on at all times during the work day.

Gayline Hunter returned at 12:10 a.m.

10. Re-Schedule May Personnel Committee Meeting

Meeting scheduled for May 11th after Finance meeting.

Break for lunch at 12:13 p.m.

Returned from lunch at 12:25 p.m.

VII. EXECUTIVE REPORTS AND COMMITTEE REPORTS

1. CEO Report

Mr. Sheikh reported he had two weeks off in April. Before he went on vacation Mr. Sheikh requested a status on the state of California switching the encounter rate; currently the state only allows for one encounter per visit.

Checks from Capitol Administrators sent to patients are being cancelled and paid to the clinic if they have not yet been cashed. If the patient has cashed not paid the clinic for services patient will be responsible for their balance.

Contact has been made with Dr. Virinder Bhardwaj to make a presentation to the community on cancer education. Dr. Bhardwaj has agreed to come up on June 3rd to give a presentation on Prostate Cancer. Elizabeth Acevedo-Medrano has developed a flyer and has sent them out.

Mr. Sheikh has spoken with Margaret Hernandez Diabetes Coordinator about developing more outreach programs for diabetes patients. The 100 mile club will be brought back once more.

Mr. Sheikh has reached out to TRICHI staff to volunteer to maintain a community garden. Jade Garfield is suggesting contacting the school and ask if they would be willing to have students volunteer to help in maintaining the garden.

TRIHCI has received Area Funding Agreement funds in the amount of \$4,802,466.00 from CRIHB.

Gayline Hunter would like for Mr. Sheikh to check with CRIHB on injury prevention funds for car seat funding.

FYI there are some issues that need to be hashed out regarding the Systems of Care Grant. Mr. Sheikh will be meeting with Lisa Davis, Jennie Perez & Victor Silvas regarding issues that are coming up.

MOTION #5: Joseph Garfield/William Carrillo, Sr. motioned to accept the CEO report; motion carried 6-0-0.

Joseph Garfield left the meeting at 1:05 p.m.

2. CAC Report

Board reviewed CAC report

MOTION #6: Alberta Chavez/Jade Garfield motioned to approve the CAC report; motion carried 5-0-0.

3. CFO Report

Casey Carrillo reported the Finance Committee met on April 13th all expenditures were as expected.

Budget will be ready for review at the May committee meeting and ready for approval in June.

Board would like for the PRC department to be overseen by CFO. Mr. Sheikh agrees and will be delegating the PRC staff be under the supervision of CFO.

MOTION #7: Jade Garfield/Donna Medrano motioned to accept the CFO report; motion carried 5-0-0.

4. PRC Report

Board reviewed the PRC report

MOTION #8: Jade Garfield/Donna Medrano motioned to approve the PRC department be overseen by the CFO and change to be reflected in the Organizational Chart and the PRCO job description to be updated showing position reports to the CFO effective 05/04/2016; motion carried 4-1-0.

MOTION #9: Jade Garfield/Alberta Chavez motioned to accept the PRC report; motion carried 4-0-1.

5. Human Resources Report

Katherine Portillo reported:

- *Mandatory HIPAA & Sexual Harassment training for all staff on 04/05*
- *Attends on-going AAAHC & Health Fair committee meetings*

- Attended Job Fair on 04/15
- Attended EDD seminar on 04/20
- Attended FEHA Changes webinar 04/01
- Interviews for Dialysis Transporter scheduled for 04/22
- Eight employees are on FMLA/intermittent FMLA
- CPR took place on 04/26
- Policies & Procedures are currently being retyped for printing

Open Positions:

- Family Practice Physician
- Part-time Podiatrist
- Licensed Clinical Social Worker (LCSW)
- Outreach Supervisor/Nurse Coordinator
- Registered Dietician
- Facilities Manager

William Carrillo, Sr. stepped out at 1:38 p.m.

William Carrillo, Sr. returned at 1:43 p.m.

MOTION #10: Jade Garfield/William Carrillo, Sr. motioned to accept the HR report; motion carried 5-0-0.

6. AAAHC

Elizabeth Acevedo-Medrano reported team leaders meet weekly and the team meets bi-weekly. Team leaders have reviewed core chapters and have identified main areas of concern: developing an infection control plan, developing a quality management plan, completing medical policies and procedures and strengthening the credentialing process.

Team leaders will be meeting with Dr. Kim of CRIHB to start work on Quality Improvement plans. Team is currently working on developing response procedures for emergency codes approved by Board of Directors.

Board would like to set a date to review Medical Policies & Procedures.

MOTION #11: William Carrillo, Sr./Richard Brown motioned to accept the AAAHC report; motion carried 5-0-0.

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. AOA
9. FYI Items

IX. ADJOURNMENT

Jade Garfield left the meeting at 2:04 p.m.

MOTION #12: Alberta Chavez/William Carrillo, Sr. motioned to adjourn at 2:08 p.m.; motion carried 4-0-0.



Alberta Chavez, TRIHCI Board Secretary