

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

**AUGUST 03, 2016 BOARD MEETING MINUTES**

**I. CALL TO ORDER:** Chairperson Gayline Hunter called meeting to order at 9:12 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 (joined @ 9:39 a.m.)	L	Casey Carrillo	E
Alberta Chavez, Secretary	P	Elizabeth Acevedo-	E
Donna Medrano, Treasurer	P	Medrano	
Barbara Baga, Member	P	Resty Rios	L
Richard Brown, Member	P		
William Carrillo, Sr., Member	A		
Yolanda Gibson, Alternate	A		
Jade Garfield, Alternate	P		

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

**III. APPROVAL OF AGENDA**

*Jade Garfield seat at 9:15 a.m.*

**MOTION #1:** Barbara Baga/Jade Garfield motioned to approve the agenda with additions; motion carried 5-0-0.

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

1. July 06, 2016 Board Meeting Minutes

**MOTION #2:** Donna Medrano/Jade Garfield motioned to approve the July 06, 2016 Board Meeting Minutes with corrections; motion carried 4-0-1.

**V. OLD BUSINESS**



1. Approval of Dental Consent Form

*Dr. Newman simplified the form. Leonor Gutierrez will be helping patients in understanding the forms.*

**TABLED**

2. Approval of Lead Custodian Job Description

*Still need a revised Budget & Organizational Chart*

**VI. NEW BUSINESS**

1. Zahid Sheikh, CEO

Mr. Sheikh requested to go into closed session

**MOTION #3:** Jade Garfield/Donna Medrano motioned to go into closed session at 9:37 a.m.; motion carried 4-0-1.

*Joseph Garfield joined the meeting at 9:39 a.m.*

**MOTION #4:** Barbara Baga/Jade Garfield motioned to come out of closed session at 10:28 a.m.; motion carried 6-0-0.

2. CEO Evaluation

*Board Members were asked to have their evaluations turned into Elizabeth Acevedo-Medrano by August 12<sup>th</sup>.*

3. Approval of Dental X-ray Machine

**MOTION #5:** Joseph Garfield/Jade Garfield motioned to approve the Dental X-Ray machine to be purchased from Henry Schein in the amount of \$14,039.00 to be paid of the IHS General Fund; motion carried 6-0-0.

4. Approval of Authorization Request for Services & Letter to Vendor re: Payment Course (PRC Forms)

*Consensus to refer back to the PRC Committee to revise & add implantation date & title of form.*

5. Committee Members

*There has been a problem assuring quorums at our committee meetings.*



Joseph Garfield volunteered to step down from the Finance Committee.

Gayline Hunter is going to speak with William Carrillo, Sr. Yolanda Gibson about their seats on committees.

6. CRIHB Annual Awards Nominees

Last year the Board was late getting the nominees submitted.

Consensus to have a Special Board meeting to select nominees on August 10<sup>th</sup> at 2 p.m.

7. Allocate Funds for Projects

Consensus to revisit; Finance committee will meet & gather ideas for the Full Board to consider.

(Donna Medrano provided the Board and staff with copies of the draft version of the Strategic Plan CRIHB is preparing for us)

8. Saturday Clinic

Being short staffed the same employees are working every Saturday. David Baro, PA & Federico Huerta, DON are the only professionals available to work. Mr. Sheikh is suggesting closing every other Saturday to allow current staff the time off.

Giving employees time off during the week means a loss in revenue for the Clinic & is not feasible.

Board is suggesting the PA's alternate weekends. The Clinic will not close every other Saturday.

9. Grant Writer Consultant

Mr. Sheikh with a brief summary for a Grant Writer he would like working TRIHCI; must have knowledge of the following:

- IHS
- Substance Abuse
- Mental Health
- SAMSHA
- HRSHA



*-Insurance Foundations*

*Contracting with a person who has knowledge/experience with the above mentioned categories will benefit the community & TRIHCI. Mr. Sheikh would like to allocate \$50,000 as compensation for their services.*

*Gayline Hunter is suggesting incorporating Grant Writer services into the Strategic Plan. Elizabeth Ruiz has been in contact and has expressed interest in writing grants for TRIHCI. Mr. Sheikh will be in contact with Elizabeth Ruiz.*

10. Move PRC Department Back Under CEO

**MOTION #6:** Jade Garfield/Alberta Chavez motioned to move the PRC Department back under the CEO and have Job Descriptions & Org. Charts updated to reflect change effective 08/03/2016; motion carried 6-0-0

11. FYI Tribal Youth Being Sent Out of State for Treatment

*Jade Garfield informed the Board when Tribal Council is sending youth off the Reservation for treatment they are not making sure they have a current physical, vision or dental exam. Or ensuring the patient is PRC eligible and stays eligible while away for treatment.*

*No follow-up information is reaching the Clinic until bills are being submitted for payment. Bills have been denied because no one kept the patient PRC eligible or no information was provided to the PRC department informing them that the patient was leaving the state for treatment.*

*Jade Garfield has gone to Tribal Council expressed concerns about communicating with the Clinic so staff can work with the family to ensure the patient stays eligible to ensure medical cost are covered while the patient is away for treatment.*

*ICWA Director Anthony Rispoli is going to be invited to the PRC committee meeting to discuss what PRC needs before sending youth off for treatment.*



12. Employee Time-Clock issue

*Employees use a digital time clock to clock-in & out. There is a seven (7) minute leeway for clocking-in and out; some employees have been taking advantage of this fact.*

*Jade Garfield has witnessed employees leaving before the 5 o'clock hour and being told it was because employees clock in seven (7) mins. early. This is an abuse of the privilege employees receive to not be shown as late or receive overtime.*

*Mr. Sheikh informed the Board that Supervisors have been asked to keep an eye on employees clocking in late or clocking out early and enforcing the policy.*

*Board is suggesting changing the policy to remove the seven (7) minute leeway.*

13. Elder Request for Workout Equipment at Home

*An elder is requesting for a Stationary bike be provided for the home. The Elder just had Triple Bypass surgery. Elder has already been informed this is something the Clinic cannot provide.*

*Consensus to deny the request.*

*Richard Brown would like to get something in writing getting permission to take exercise equipment from the Justice Center to the Fire house.*

14. Elders Meeting Discussion

*Joseph Garfield suggested we write them a letter thanking them for their invite and remind them of HIPAA rules and regulations we must follow when speaking of patient care. Just an FYI the Tribal Liaison was recording the meeting and she needs to be informed she cannot release that information. Tribal Council needs to direct her not to release any patient information that was discussed at the meeting. The meeting was to be a private meeting between the Elders Council and the Health Board of Directors.*

*It was also suggested that in the letter we let them*



know we can only act on an issue if it is submitted to us in writing.

There needs to be improvement with CHRs especially when it comes to visiting CHRs. They need to log when they visit them and when a patient is refusing to take medication by obtaining the patients signature.

Board would like for the Director of Nursing to be notified when TRIHCI patients are released from the hospital so that there is follow up.

The Board would also like to be provided with a list of names of the patients that they visit because they are constantly being told patients are not being visited.

CHRs need to start checking vehicles and equipment before leaving for their days work.

15. CRIHB Options - Information

Donna Medrano reported at the CRIHB Quarterly meeting she sat on the Finance meeting. During that meeting Donna noticed we are not utilizing CRIHB Options to its full capacity there are lots of services we can be billing for.

Any type of time spent with Medi-Cal patients can be billed for. For example time spent with Benefits Coordinator, Dental staff, & PRC. Currently we are only billing for transportation services. CRIHB is willing to give a M.A.A training. Key staff members have been trained on this and have not been compliant in reporting their time.

**VII. EXECUTIVE REPORTS AND COMMITTEE REPORTS**

1. CEO Report

**Tabled**

2. CAC Report

**Tabled**

3. CFO Report



Joseph Garfield left at 1:10 p.m.

Resty Rios reported the Finance committee met on July 14<sup>th</sup> and all expenditures were as expected and within the proposed budget.

As previously discussed the MAA program was discussed at the CRIHB quarterly meeting. Resty learned a lot of new things that will be implemented in the Clinic.

Finance Committee meeting is scheduled for August 10<sup>th</sup>.

Follow-up with outstanding checks; they need to be canceled and reissued.

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

**Back to CEO report**

Mr. Sheikh reported he attended the CRIHB quarterly meeting in Sacramento where they presented a PRC application for Medicare Like Rates for Non-Hospital based providers. This may give clinics up to 65% of the actual medical charges or professional fees.

Mr. Sheikh was called upon by the Elders to attend their meeting on July 13<sup>th</sup> at 3 p.m.

Mr. Sheikh met with Kimberly Nenna on July 28<sup>th</sup> regarding the Traditional Garden; Kimberly Nenna stated with the severe drought now is not a good time for a Traditional Garden.

CRIHB MODs 26 & 27 have been signed and returned to CRIHB.

Dr. Kim has introduced a potential Doctor who may be interested in working at TRIHCI. A meeting has been scheduled with the provider on August 05<sup>th</sup>.

Dr. Jeanne Eiden has started working with the SOC grant as the Clinical Psychologist and has been receiving NextGen training.

Two RNs have been hired and will start working this month.



Patient #852127 is going to receive a transplant and will be undergoing high dose chemotherapy. Patient will need housing close to the hospital for monitoring after the transplant. Mr. Sheikh is seeking approval for payment of housing for 9-12 weeks while in treatment. Facility finds the room for the patient which can start at \$36/night.

**MOTION #8:** Alberta Chavez/Barbara Baga motioned to approve the CEO report; motion carried 4-0-1.

**MOTION #9:** Barbara Baga/Jade Garfield motioned to approve housing for patient #852127 not to exceed \$10,500.00 funds to come out of Tribal Contributions; motion carried 5-0-0.

**Back to CAC report**

*GPRA Team will now be meeting on Tuesday afternoons in conjunction with AAAHC so both teams can meet on QI projects and GPRA measures. Board would like to see how many patients are being seen by CHRs on the reservation.*

*CHR's need to make sure their reports are showing correct dates.*

**MOTION #10:** Jade Garfield/Donna Medrano motioned to approve the CAC report; motion carried 5-0-0.

4. PRC Report

**MOTION #11:** Alberta Chavez/Barbara Baga motioned to accept the PRC report; motion carried 5-0-0.

5. Human Resources Report

**MOTION #12:** Alberta Chavez/Richard Brown motioned to accept the HR Report; motion carried 5-0-0.

6. AAAHC

**MOTION #13:** Alberta Chavez/Jade Garfield motioned to accept the AAAHC report noting correction next meeting is Aug. 23rd; motion carried 5-0-0.

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

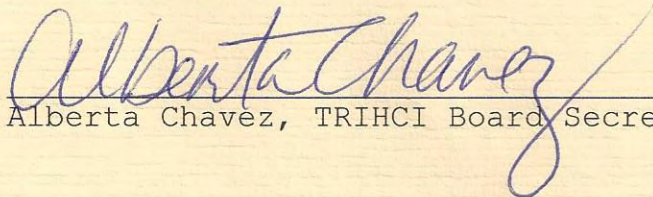
1. Dental Report



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**

**MOTION #14:** Alberta Chavez/Jade Garfield motioned to adjourn at 3:24 p.m.; motion carried 5-0-0.

  
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Alberta Chavez, TRIHCI Board Secretary