

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

SEPTEMBER 07, 2016 BOARD MEETING MINUTES

I. **CALL TO ORDER:** Chairperson Gayline Hunter called meeting to order at 9:05 a.m.

II. **ROLL CALL:** Chairperson Gayline Hunter called roll.

<u>Board Members:</u>	<u>Staff</u>	
Gayline Hunter, Chairperson	P	Zahid Sheikh P
Joseph Garfield, Vice-Chair	P	Casey Carrillo E
Alberta Chavez, Secretary	L	Elizabeth Acevedo- P
Donna Medrano, Treasurer	P	Medrano
Barbara Baga, Member	P	Resty Rios P
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

Jade Garfield seated at 9:06 a.m.

Also present Alec Garfield, Thelma Bradford & Molin Malicay

III. APPROVAL OF AGENDA

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

IV. IHCIA Presentation

Molin Malicay presented honoring of the Indian Health Care Act in Sacramento at the CRIHB Awards. The Tule River Tribe is sponsoring the event where they will be honoring key chairmen who helped get the act passed. Also presented to the Board was a book that will be shown at the ceremony.

Short videos will be shown honoring each individual. Also invited to the ceremony is the Tule River Indian Youth Dance group. Tribe is sponsoring Dance Group and partial cost of printing.

Group is requesting help the printing of the book & cost of the dinner. During the meeting with Joseph Garfield and Tribal Chairman Neil Peyron it was decided the Board would share some cost along with Tribal Council.

Alberta Chavez joined the meeting at 9:23 a.m.

Joseph Garfield and Gayline Hunter are suggesting covering half the cost for food, printing and awards totaling \$6,400.

MOTION #2: Jade Garfield/Donna Medrano motioned to donate \$10,000 for the 40th Anniversary of the Indian Health Care Improvement Act being held October 19, 2016, funds to come out of third party; motion carried 6-0-0.

Alec Garfield, Thelma Bradford & Molin Malicay left the meeting at 9:36 a.m.

Felicia Silvas, Marie Harmon, Monica Garcia, Gabriella Samangieo & Fred Huerta joined the meeting at 9:40 a.m.

V. CHR REVIEW/ Q&A (Time for Certain 9 a.m.)

Gayline Hunter explained to the CHRs the reason for the meeting. The Community is complaining that they do not know who their CHR is or do not get home visits. It is understood that they currently see high risk patients on a regular basis and are helping with a lot of transports. The Board would like for CHRs to visit all homes on the Reservation at least once a month.

Mr. Sheikh also mentioned the importance of documenting all home visits & informed the Board that Administration meets with the CHRs every Friday for CHR refresher training and teaching on proper documentation in EHRs.

Board is requesting feedback from CHRs on what they can do as a Board to help them in visiting all homes on the Reservation.

Hiring a part-time Transporter or full time. In one month Felicia Silvas made 18 transports and was unable to make any home visits a few times.

Fred Huerta acknowledged the great work CHRs have been doing; he has seen significant improvement. CHRs are

currently documenting in both EHRs (NextGen & RPMS). Fred Huerta would like a list of all the houses on the Reservations so we can divide all sections of the Reservation between all CHRs.

Gayline Hunter would like for staff to work on a budget for one to two additional Transporters to free up CHRs. Gayline Hunter would like to use funds received from the TMAA program for these positions.

Felicia Silvas, Marie Harmon, Monica Garcia, Gabriella Samaniego & Fred Huerta left the meeting at 10:10 a.m.

VI. SATURDAY CLINIC - PROVIDER REQUEST (Time for Certain 10 a.m.)

Tabled

VII. SOC UPDATE (Time for Certain 11 a.m.)

Tabled

VIII. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

1. August 03, 2016 Board Meeting Minutes

Alberta Chavez stepped out at 10:15 a.m.

Alberta Chavez returned at 10:22 a.m.

MOTION #3: Jade Garfield/Richard Brown motioned to approve the August 03, 2016 Board Meeting Minutes with corrections to times; motion carried 6-0-0.

2. August 10, 2016 Special Board Meeting Minutes

MOTION #4: Jade Garfield/Donna Medrano motioned to approve the August 10, 2016 Special Board Meeting Minutes as written; motion carried 6-0-0.

Back to item VI. Saturday Clinic

David Baro & Fred Huerta joined the meeting at 10:36 a.m.

Gayline Hunter mentioned at the August monthly Board meeting Saturday Clinic was discussed and the Board decided that the Clinic will remain open on Saturdays. The Board is in receipt of the request from Providers to close for two Saturdays a month until we are fully staffed.

David Baro explained when he was hired Saturday Clinic was divided amongst five different Providers. Since the absence of Dr. Hall David Baro & Jan Trigleth have been splitting Saturday Clinics. Providers do not mind working Saturdays but would like for the Board to consider only opening for two Saturdays a month so that Providers can go back to working one Saturday a month until we are able to hire more Providers to help with Saturday Clinics.

MOTION #5: Barbara Baga/Jade Garfield motioned to approve modification of Saturday Clinic Schedule as requested by Providers until Provider positions are filled; motion carried 6-0-0.

Flyers and notification in monthly newsletter need to be posted.

David Baro & Fred Huerta left the meeting at 10:55 a.m.
Donna Medrano left the meeting at 10:55 a.m.
Richard Brown stepped out at 10:56 a.m.

IX. OLD BUSINESS

1. Approval of Dental Consent Forms

MOTION #6: Jade Garfield/Barbara Baga motioned to approve the Dental Consent Forms; motion carried 4-0-2.

2. Approval of PRC forms
 - a. Authorization Request for Service
 - b. Purchased/Referred Care Notification Insurance
 - c. Name Change Form

MOTION # 7: Jade Garfield/Barbara Baga motioned to approve PRC forms; Authorization Request for Service, Purchased/Referred Care Notification Insurance & Name Change forms; motion carried 5-0-1.

Lisa Davis joined the meeting at 11:03 a.m.

Back to item VII. SOC Update

Lisa Davis asked the Board if they had any questions after meeting with Jami Bartgis in July.

After the meeting with Jami Bartgis there was still

some misinformation given to Tribal Council and the Health Board during the July meeting.

Lisa Davis has been sending progress reports from Jami Bartigs. Jami Bartigs is currently working on the close out report for year two due September 30th.

Amanda Sierra has made great progress since taking on the SOC project. Mr. Sheikh reported Dr. Eiden is making a greater effort to see more youth. Amanda Sierra has been able to identify 23 youth and family. SOC program is now seeing a bigger need for more than one day for Psychology services and one Referral Coordinator will also not be enough to manage the caseloads. SOC is now seeing more referrals come in. Dr. Eiden will start coming in on Fridays and staying until 6 p.m. to fulfill the needs of the SOC Grant. Mr. Sheikh is requesting providing overnight stay for Dr. Eiden during the winter months (safe travels) Lisa Davis does not see a problem with this request and will reach out to the Grant Administrators.

Mr. Sheikh would like to get something in writing from Victor Silvas approving the move of the Behavioral Health Department before making the move. Lisa Davis informed the Board and Mr. Sheikh that the furniture has been purchased and offices are ready for move in and will let Victor Silvas know we are waiting for some sort of MOU or Agreement before moving.

Lisa Davis reporting invoicing process is now going much smoother and SOC is seeing reimbursement payments. Currently waiting on invoices for Dr. Machado to be processed (needs to be completed before the end of the month). Mr. Sheikh informed Lisa Davis to reach out to Michele McDarment.

Lisa Davis is confident we will reach our goal of the required 33 clients before the end of the program year. Interviews for Care Coordinator and Data Entry positions have interviewed today. Also open is a Behavioral Health Analyst.

Lisa Davis left the meeting at 11:26 a.m.

3. Allocate Funds for Projects

Jade Garfield presented the suggested proposal from the Finance Committee.

Mr. Sheikh notified the Board we still have \$350,000 from Blue Shield we can use for Ambulance Services.

Committee for Ambulance Service will consist of: Resty Rios, Jade Garfield, Alberta Chavez & Richard Brown.

MOTION #8: Joseph Garfield/Barbara Baga motioned to approve the proposed allocation of funds as follows: \$1.4 million for Satellite Clinic (Visalia), \$1.5 million for the community (pool, walking trails, gym upgrades), \$350,000 for hard to fill positions (MDs, LCSW, etc.) \$500,000 Ambulance Service & \$250,000 funding & space at home clinic; motion carried 5-0-1.

X. NEW BUSINESS

1. Tribal Contributions

- a. Patient #855618 Orthodontics; \$3,790.00
- b. Patient #855660 Orthodontics; \$4,790.00
- c. Patient #855716 Orthodontics; \$5,790.00

MOTION #9: Barbara Baga/Joseph Garfield motioned to approve Patient #855618 Orthodontics \$3,790.00, Patient #855660 Orthodontics \$4,790.00, & Patient #855716 Orthodontics \$5,790.00; motion carried 5-0-1.

2. Fuel Policy Approval (update to mileage)

MOTION #10: Joseph Garfield/Jade Garfield motioned to approve the mileage update to the Fuel Policy; motion carried 5-0-1.

3. Approval of CFO Job Description

MOTION #11: Jade Garfield/Barbara Baga motioned to approve the CFO Job Description also to include revision/approval date be the same; motion carried 5-0-1.

4. Approval of PRCO Job Description

MOTION #12: Jade Garfield/Joseph Garfield motioned to approve the PRCO Job Description also to include revision/approval date be the same; motion carried 5-0-1.

5. Approval of Organizational Chart

MOTION #13: Jade Garfield/Alberta Chavez motioned to approve the Organizational Chart as presented; motion carried 5-0-1.

6. Strategic Plan Review

What has been presented so far is agreeable. Work needs to be made on the introduction letter. Mr. Sheikh would like to meet with IHS to present them with our Strategic Plan.

Mr. Sheikh is also suggesting a meeting just to review the plan outside of a Board meeting to understand and edit the plan.

Meeting scheduled for September 29th at noon lunch to be provided, Elizabeth Acevedo-Medrano will reserve a room at the Justice Center.

7. 47th Annual CRIHB Awards Sponsorship

MOTION #14: Barbara Baga/Joseph Garfield motioned to approve a donation of \$2,500 for the 47th Annual CRIHB Awards to come out of third party funds; motion carried 5-0-1.

Donna Medrano returned at 12:53 p.m.

8. TRIHCI Risk Management Plan

Consensus to review at the EHR policy and procedure review.

9. Agenda for TRTC Quarterly Report

Gayline Hunter commented that Health Center business not be placed on the TRTC agenda without giving the Health Board proper notice. A lot of issues being discussed can be taken care of at Board meetings. Joseph Garfield will notify TRTC secretaries not to accept Health Business CPFs and refer them to the Health Board.

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

*Quarterly report:
-Ambulance Service
-Update on Allocation of Funds*

- Draft Strategic Plan update
- Update on Saturday Clinic
- Staffing updates

Richard Brown stepped out at 1:11 p.m.

Richard Brown returned at 1:14 p.m.

- Grievance Update
- PRC Dept. Update

Board is requesting a two hour time slot in October or a working meeting on a Wednesday.

10. Billing Reports for Dr. Machado & Diane Hilliard

Board requested reports be provided at the Finance Committee the Board reviewed billing reports for Dr. Machado & Diane Hilliard.

11. Traditional Health

Board is requesting to receive the forms for allocation of funds be returned and revisited at the October Board meeting.

12. Kaweah Delta Hospital Presentation (Oct. 5th @ 10 a.m.)

FYI for Board Members (Teresa Ramos will be presenting)

13. FYI IHS Implements New Regulations for Tribes to Negotiate Medicare-Like Rates

FYI for Board members.

XI. EXECUTIVE REPORTS AND COMMITTEE REPORTS

1. CEO Report

Mr. Sheikh reported Administrative Staff met informally with Jeff Rubio, PA (had rotations at TRIHCI). Mr. Rubio is motivated to work with TRIHCI and is willing to work Saturdays. Mr. Sheikh is looking for approval to hire. Board is in agreeance to interview Mr. Rubio and waive the three applicant rule due to the position being hard to recruit.

MOTION # 15: Donna Medrano/Barbara Baga motioned to waive the three applicant requirement for the PA position because it is a hard to fill positon; motion carried 5-0-0.

Board would like to have a few members sit in on the interview.

LCSW Patricia has shown interest in working with TRIHCI. Mr. Sheikh is requesting the allocated budget for this position be adjusted to offer a higher pay at \$95,000. Board would like to see a budget modification before approving. Special Board meeting will be set to review during the week of September 12th.

Dr. Freidman will make her decision after taking her Boards in October.

Ashley Moreno has resigned and last day worked will be Friday, September 9th.

Mr. Sheikh attended the ACA meeting in Sacramento on August 24th and will be traveling to Arizona for the National Indian Health Board Consumer Conference mid-September.

Elder Kim Nenna approached Mr. Sheikh with a plan for a Brest Cancer awareness walk for Elders. Kim Nenna is seeking funding for food, t-shirts and decorations. Consensus of the Board to deny request for sponsorship.

Alberta Chavez stepped out at 2:30 p.m.

Alberta Chavez returned at 2:36 p.m.

Jade Garfield stepped out at 2:36 p.m.

Jade Garfield returned at 2:40 p.m.

MOTION #16: Jade Garfield/Barbara Baga motioned to accept the CEO report; motion carried 5-0-0.

2. CAC Report

Printed report was provided and reviewed by Board of Directors.

MOTION #17: Jade Garfield/Alberta Chavez motioned to accept the CAC report; motion carried 5-0-0.

Gayline Hunter stepped out at 2:28 p.m.

3. CFO Report

Resty Rios reported the Finance committee met on August 17th and reviewed all expenditures. Resty Rios provided the Board with requested reports for Dr. Machado & Dian Hilliard.

Richard Brown stepped out at 3:00 p.m.

Ambulance Services update is attached for Board to review. Finance committee will meet again on September 14th.

Richard Brown returned at 3:02 p.m.

Gayline Hunter returned at 3:05 p.m.

Donna Medrano stepped out at 3:06 p.m.

MOTION #18: Alberta Chavez/Richard Brown motioned to accept the CFO report; motion carried 4-0-1.

Donna Medrano returned at 3:11 p.m.

4. PRC Report

Jade Garfield reported during our PRC meeting a Tribal Contribution for a minor came up and was denied; minor is living with a new care taker who wants to switch Orthodontic providers other than the approved Orthodontist.

MOTION #19: Alberta Chavez/Jade Garfield motioned to accept the PRC report; motion carried 5-0-0.

5. Human Resources Report

Board reviewed Human Resources report. Board is requesting training report be provided at the next Board meeting.

MOTION #20: Jade Garfield/Barbara Baga motioned to go into closed session at 3:21 p.m.; motion carried 5-0-0.

Donna Medrano left at 3:38 p.m.

MOTION #21: Barbara Baga/Alberta Chavez motioned to come out of closed session at 3:41 p.m.; motion carried 4-0-0.

MOTION #22: Alberta Chavez/Jade Garfield motioned to accept the HR report; motion carried 4-0-0.

6. AAAHC

MOTION #23: Jade Garfield/Barbra Baga motioned to accept the AAAHC report; motion carried 4-0-0.

XII. 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

XIII. ADJOURNMENT

MOTION #24: Jade Garfield/Alberta Chavez motioned to adjourn at 3:52 p.m.; motion carried 4-0-0.



Alberta Chavez, TRIHCI Board Secretary