

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

P.O. BOX 768

PORTERVILLE, CALIFORNIA 93258

PHONE 784-2316

MAY 03, 2017 BOARD MEETING MINUTES

I. CALL TO ORDER: Chairperson Gayline Hunter called meeting to order at 9:07 a.m.

II. ROLL CALL: Secretary Nancy McDarment called roll

<u>Board Members:</u>		<u>Staff</u>	
Gayline Hunter, Chairperson	P	Zahid Sheikh	P
Donna Medrano, Vice-Chair in @ 9:13 a.m.	L	Resty Rios	P
Nancy McDarment, Secretary	P	Katherine Portillo	P
William Carrillo, Sr., Treasurer	P	Elizabeth Acevedo-	P
Barbara Baga, Member in @ 9:08 a.m.	L	Medrano	
Richard Brown, Member	P		
Shawn Gonzales, Member	P		
Adam Christman, Alternate in @ 9:15 a.m.	L		
Jade Garfield, Alternate	I		

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

III. ARROVAL OF AGENDA

Barbara Baga joined the meeting @ 9:08 a.m.

MOTION #1: Shawn Gonzales/William Carrillo, Sr. motioned to approve the agenda with additions; motion carried 5-0-0.

Donna Medrano joined @ 9:13 a.m.

IV. APPROVAL OF PREVIOUS BOARD MINUTES

1. April 12, 2017 Board Meeting
Adam Christman joined at 9:15 a.m.

MOTION #2: Shawn Gonzales/Donna Medrano motioned to approve the April 12, 2017 Board Meeting Minutes with corrections; motion carried 6-0-0.

V. OLD BUSINESS

1. Approval of Podiatrist Job Description

Dr. Hana has reviewed the job description and made a few edits.

MOTION #3: Shawn Gonzales/Donna Medrano motioned to approve the Podiatrist Job Description as presented; motion carried 6-0-0.

2. MLR Info Re: Tribes Self Insured Program

CRIHB was contacted regarding Medicare Like Rates (MLR) for the Tribes Self Insured program. This was after Councilmen Gary Santos presented Mr. Sheikh with citations from attorneys regarding Tribal Self Insured programs using MLR. Susan Dahl, Compliance Officer of CRIHB reviewed and returned with the same answer as before MLR can only apply to PRC eligible patients contracted with the Health Center.

Nancy McDarment is suggesting the memo from CRIHB be forwarded to Tribal Council for review before our May 8th meeting with them.

VI. NEW BUSINESS

1. Darrell Hostler Contribution

Darrell Hostler Contribution has not been paid yet. CRIHB uses this contribution to pay for lobbying in Sacramento and Washington, D.C.

MOTION #4: William Carrillo, Sr./Donna Medrano motioned to approve the Darrell Hostler Contribution in the amount of \$10,000; motion carried 6-0-0.

2. SOC Grant & MOU review (docs to be provided at meeting)

3. HHS Meeting (discussion)

HHS meeting is May 17th in Las Vegas and HHS representatives will be available for pre-scheduled one-on-one meetings. Board members are encouraged to attend and get together with CRIHB to review prospective discussion topics. (Mr. Sheikh passed around possible topics that were discussed at CRIHB quarterly)

Back to Item 2. SOC Grant & MOU review

Mr. Sheikh has reviewed and spoken with SOC Director Gordon Bussell, Hope Romero and Paul Delgado. Mr. Sheikh still has an issue with the MOU and returning monies we receive from 3rd party revenue. Mr. Sheikh and Gordon Bussell discussed possibly moving all licensed professionals under the Health Center.

Paul Delgado also approached Mr. Sheikh asking for extra help for his position. Mr. Sheikh would like for him to work under the Health Center as a fulltime employee and requesting funding from Tribal Council for his salary and benefits. Moving Mr. Delgado under the Health Center, he'll be able to access the EHR and document services provided and his position will be billable to receive 3rd party revenue.

Main purpose of the grant is to eventually be self-sustaining. Having billable positions under the Health Center will be easier to bill and generate 3rd party revenue allowing the possibility of self-sustainment.

MOU will be sent to attorney for review. Mr. Sheikh would like to involve SAMSHA in discussions with the Tribe.

4. Casino Repurpose (discussion)

The Tribe is in the process of moving the Casino down into Porterville; it's about a 2-3 year process. The Tribe is offering to use the current casino location for education and health purposes. After visiting Toiyabes' new clinic, Willie would like to start planning the move and looking at cost. Mr. Sheikh informed the Board that Kerry Gragg, Engineer of CRIHB has offered to speak with the Board about new site and upgrades to the current site. David Lent of Toiyabe is also offering his assistance.

5. Approval of 990 Tax Form (tax exempt status)

Suggested by auditors to have Board review and approve for submitting tax form 990 (tax exempt status)

MOTION #5: Nancy McDarment/Donna Medrano motioned to approve form 990 for submission pending proper updates be made; motion carried 6-0-0.

6. Draft agenda for TRTC meeting

- MLR
- SOC
- Casino Repurpose
- Ambulance
- TC
- Gym Expansion
- Wellness Center
- Community Pools
- Baseball Fields
- Food Sovereignty

VII. EXECUTIVE REPORTS AND COMMITTEE REPORTS

1. CEO Report

Kerry Gragg of CRIHB came to assess the Clinic parking lot. The last time the clinic was repaved it was done poorly and will not stand much longer with current weather conditions. Kerry will bring in a second Engineer to give a quote on how much repaving the parking lot will cost. Kerry did say we needed to have a water tank installed; we will need to get permission from the Tribe before doing so. While here Kerry and a Water Tech. did look at the water softener and immediately identified it need to be replaced (currently 16 years old), which we've already ordered.

Mr. Sheikh reported he attended the CRIHB Quarterly meeting in Sacramento April 12-14. Program Directors discussed various funding issues; Affordable Care Act and potential cuts to IHS MOA rates. Dr. Kim was also present to discuss Tele-Health services; Dr. Kim is proposing the use of Tele-Health services for Psychiatric purposes (we will have to pay for services); currently we have a contract with UC Davis for these services as well as an LCSW and Psychologist on staff. Mr. Sheikh also attended IHS Area Office Consultation in Reno, NV April 3-6th. Mr. Sheikh did let IHS know our health center is

seriously underfunded.

We have sent and approved by resolution for CSC claims. Denial letter from IHS for CSC settlement has been provided to Colin C. Hampson. This denial letter is common to receive.

Mr. Sheikh met with Gordon Bussell, SOC Manager on 04/28, along with Hope Romero, Management Trainee and Paul Delgado, Behavioral Health Analyst. Billing mechanisms and moving Paul Delgado under the Health Center were discussed. In a separate meeting with Paul Delgado he stated he needs a second staff member to assist with home visits. We are in a position where we need to decide how we will proceed with the SOC grant. Mr. Sheikh is in support of bringing Paul Delgado under the health center. Mr. Sheikh will meet with Gordon on the 9th again and will request a list of all SOC employees and their salaries.

Mr. Sheikh met with the PRC staff on 04/27. The meeting was very expressive and lots of issues have been aired out.

We have received MLR Memo from CRIHB. Please review before going to meet with Tribal Council on the 8th.

Susan Dahl of CRIHB is suggesting we switch the title of HR/Compliance to HR/Safety Office. Rationale being the current title contains broad connotation. Susan also suggested hiring a part-time Compliance Officer since the organization is not a big one. Katherine is working on a revision job description.

Mr. Sheikh met with Jeanette Keel, Dr. Hana, Fred Huerta and Resty Rios regarding NextGen issues. Mr. Sheikh informed Jeanette she needs to contact CRIHB to assist with any pressing issues in NextGen and should have a few issues resolved within the next 90 days.

Resty Rios has accepted position as CFO. Jeff Rubio has accepted position as Physician Assistant currently in background process. Fitness trainer will start on 05/05.

Mr. Sheikh will be attending Best Practices by IHS on 05/22-05/26/2017; HHS Tribal Consultation 05/15-05/19/2017.

Dr. Kim will be coming 05/04 to discuss AAAHC. All Board members are invited to join.

4/10s schedule is currently put on hold. Mr. Sheikh believes this schedule will provide more productivity and boost morale.

MOTION #6: Donna Medrano/Barbara Baga motioned to accept the CEO report; motion carried 5-0-1.

2. CFO Report

William Carrillo, Sr. left the meeting at 1:00 p.m.
Adam Christman seated at 1:01 p.m.

Resty Rios reported there was no Finance meeting in the month of April due to members being out on travel. Auditor, Melissa Petersen sent a memo answering questions the Board had last month. Memo is attached for review. Check signers have been updated with all banks. (a few finance report pages are blank)

Nancy McDarment does not think the indirect cost rate CRIHB is giving us from the 638 contract is fair.

Sylvia Jimenez is working with CRIHB on coding for Medicare billing. Once complete she can start billing as far back as one year.

Richard Brown left the meeting at 2:00 p.m.
Shawn Gonzales left the meeting at 2:00 p.m.

MOTION #7: Barbara Baga/Donna Medrano motioned to accept CFO report; motion carried 5-0-0.

3. PRC Report

Katherine Portillo read aloud the PRC report/stats. Barbara Baga reported Patient Registration was completely closed in the morning and patients were waiting needing registration. Barbara suggest cross training for other staff members. Mr. Sheikh

reported that Patient Reg. staff has been moved under Finance and Medical Receptionist and Patient Registration will now be cross trained. All 4 staff members will be checking in patients and registering at the same time. Both CFO and PRCO agreed this move is in the best interest of patients and staff. Organizational chart & Job Descriptions are being updated and will be presented at Personnel Committee meeting

MOTION #8: Barbara Baga/Donna Medrano motioned to approve the PRC report; motion carried 5-0-0.

4. Human Resources Report

Katherine Portillo reported:

- Ongoing recruitment
- No Grievances/complaints/incidences received (at time of Grievance meeting 3 received after)
- FMLA policy has been approved, managers have been notified to review update with staff
- Created Provider recruitment webpage & sent to Dr. Kim at CRIHB
- Processed 1 FMLA & 1 Personal leave of absence
- Deadline for BOD Sexual Harassment Prevention Training has been extended to 5/31
- 2 bids for Fire Suppression system will be presented at Finance meeting; 3rd bid was unobtainable.
- Benefits Orientation on 4/13
- Internal transfer orientation on 4/19

Open Position:

- Family Practice Physician, CV from interested candidate pending
- Part-time Registered Dietician
- Outreach Supervisor (RN); two applications received one interview scheduled
- Accounting Manager; interviews scheduled

Interviews:

- Fitness Trainer - 04/14; start date 05/05
- PA - 04/18; currently in backgrounds
- HR/Admin Assistant - 04/24; full time start date 6/18 (currently filling in part-time for Medical Reception)

Pending Positions:

- Podiatrist - Dr. Hana made additions (approved)

- EHR consultant (contract)

Personnel Changes:

- CFO accepted position effective 4/19

Personnel:

- 4 employees Intermittent FMLA
- 2 employees Full-time FMLA
- 1 Workers Comp.

Training/Travel:

- Richard Brown, Willie Carrillo, Fred Huerta, Zahid Sheikh, Resty Rios & Katherine Portillo; CRIHB Tribal Consultation 04/02-04/07
- Zahid Sheikh, Resty Rios, Patricia Arredondo, & Donna Medrano; CRIHB Quarterly 04/12-04/13
- Christina Medrano & Elizabeth Medrano; Tri-Sec 04/16-04/21
- Adrianna Gibson; ACORNS Grant 04/24-04/27

MOTION #9: Adam Christman/Nancy McDarment motioned to accept the HR report; motion carried 5-0-0

VIII. DEPARTMENTAL & GRANT REPORTS - for information only

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

Adam Christman suggested reports include Department needs and goals monthly or quarterly.

IX. ADJOURNMENT

MOTION #10: Barbara Baga/Donna Medrano motioned to adjourn at 2:47 p.m.; motion carried 5-0-0.



Nancy McDarment, TRIHCI Board Secretary