

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

P.O. BOX 768

PORTERVILLE, CALIFORNIA 93258

PHONE 784-2316

JULY 05, 2017 BOARD MEETING MINUTES

I. CALL TO ORDER: Chairperson Gayline Hunter called meeting to order at 9:08 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	L	Resty Rios P
Nancy McDarment, Secretary	P	Katherine Portillo P
William Carrillo, Sr., Treasurer	P	Elizabeth Acevedo- P
Barbara Baga, Member	P	Medrano
Richard Brown, Member	P	
Shawn Gonzales, Member	E	
Adam Christman, Alternate	A	
Jade Garfield, Alternate	E	

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

III. APPROVAL OF AGENDA

MOTION #1: Nancy McDarment/William Carrillo, Sr. motioned to approve the agenda with additions; motion carried 4-0-0.

Donna Medrano joined at 9:12 a.m.

IV. APPROVAL OF PREVIOUS BOARD MINUTES

1. June 07, 2017 Board Meeting Minutes

MOTION #2: Nancy McDarment/William Carrillo, Sr. motioned to approve the June 07, 2017 Board Meeting minutes with corrections; motion carried 3-0-2.

V. NEW BUSINESS

1. Tribal Contribution Request
 - a. Patient #850535 For Dental Implants \$21,630.00,

Rx included.

MOTION #3: Nancy McDarment/Barbara Baga motioned to approve Patient #850535 for Dental Implants in the amount of \$21,630.00; motion carried 5-0-0.

b. Patient #850410 Dental Implant denied, patient made use of T.C. in 02/2010 (formal motion denying request needed)

MOTION #4: Barbara Baga/Nancy McDarment motioned to uphold denial of Tribal Contributions for Patient #850410 for Dental Implant due to previous use of Tribal Contributions in February of 2010; motion carried 5-0-0.

Moved to Item 3. Job Descriptions

2. Patient #850280 assistance with Rehabilitation Co-Pay

3. Job Description Approval
a. Patient Services Rep.

MOTION #5: Nancy McDarment/Donna Medrano motioned to approve the Patient Services Rep. Job Description; motion carried 5-0-0.

b. PRC Clerk

Francine Gibson joined at 9:47 a.m.

Consensus to refer PRC Clerk Job Description to PRCO for review.

Back to Item 2. Patient #850280 Assistance with Rehabilitation Co-Pay

Francine Gibson reported Patient #850280 is in Rehabilitation out of county because the center is the closest center to meet the Patient's needs. Co-Pay is \$750/monthly and the patient has been admitted tentatively for 12 months. Patient has used their Tribal Contributions and family is asking for assistance.

After speaking with Dr. Hana, he confirmed with Francine the Patient is where they need to be for proper recovery as they can provide the patient with proper skilled-nursing. Mr. Sheikh approved payment for the month of May. Administration is

seeking approval from the Board for more payments. Mr. Sheikh is suggesting approval of a certain amount to be reviewed after a certain amount of days to follow up on the condition of the patient.

MOTION #6: William Carrillo, Sr./Barbara Baga motioned to approve a Co-Payment of \$750/monthly for Patient #850280 for six months & case to be reviewed in 90 days amount not to exceed \$5,000.00; motion carried 5-0-0.

Moved to Item 7. PRC Old Bills

Mr. Sheikh is suggesting TRIHCI go back at least 5 years and pay past due bills for PRC Eligible patients. Mr. Sheikh has researched IHS policies and has found nothing giving a limit on how far back we can pay bills; it has been a practice of TRIHCI to only pay as far back as 2 years.

MOTION #7: William Carrillo, Sr./Donna Medrano motioned to direct the CEO to come up with a formal plan to pay past due PRC bills; motion carried 5-0-0.

Francine Gibson left at 10:34 a.m.
William Carrillo, Sr. stepped out at 10:34 a.m.

Back to Job Descriptions

William Carrillo, Sr. returned at 10:41 a.m.
Donna Medrano stepped out at 10:43 a.m.
Donna Medrano returned at 10:50 a.m.

c. TMAA Coordinator

MOTION #8: William Carrillo, Sr./Barbara Baga motioned to approve the TMAA Coordinator Job Description; motion carried 5-0-0.

d. BCBA

MOTION #9: William Carrillo, Sr./Donna Medrano motioned to approve the BCBA Job Description; motion carried 5-0-0.

e. HR Manager/Safety Officer

Richard Brown stepped out at 11:15 a.m.
Richard Brown returned at 11:21 a.m.

MOTION #10: William Carrillo, Sr./Donna Medrano motioned to

approve the HR Manager/Safety Officer Job Description; motion carried 5-0-0.

MOTION #11: William Carrillo, Sr./Donna Medrano motioned to approve the current status and pay schedule for the HR Manager/Safety Officer; motion carried 5-0-0.

4. Organizational Chart

Consensus for HR Manager/Safety Officer to update and present next month.

5. FY 2017-18 Budget

BREAK AT 11:43 A.M.

Gayline Hunter stepped out at 11:54 a.m.

Back from Break at 11:56 a.m.

MOTION #12: William Carrillo, Sr./Barbara Baga motioned to approve the Fiscal Year 2017/18 Budget; motion carried 4-0-0.

6. Doubtful Collections

Mr. Sheikh reported he and Resty Rios spoke with CRIHB Finance Director Ron Moody regarding Doubtful Collections. Ron Moody provided the following information:

- We need to set aside a specific budget to offset our doubtful collection activities.

- The finance department will write-off after 120 days of doubtful collection activities.

- The finance department must develop and include into its existing policies and procedures this process.

Richard Brown stepped out at 12:07 p.m.

Richard Brown returned at 12:19 p.m.

Nancy is suggesting approving a resolution when writing off doubtful collections in case auditors ever ask for some sort of back-up or reasoning as to why it was done. Nancy can prepare a mock resolution that can be used.

William would like to set up a meeting with Ron

Moody while in Oregon for CRIHB Quarterly meeting.

7. PRC Old Bills

Previously addressed

Moved to item 9. William Carrillo, Sr. Items for Discussion

8. Weekly Revenue Report (CAC & Finance)

9. William Carrillo, Sr. Items For Discussion

a. Strategic Plan Follow up-Porterville Clinic

William wanted to note a Spiritual Healer mainly provides Therapy to an individual. William would also like to see Equine Therapy introduced.

The Strategic Plan that was developed was a very solid one and would like to ensure we stay on track.

In the Strategic plan the Board allocated funding for a Satellite Clinic in Visalia. William feels it would better benefit the Clinic for quality control purposes having a Satellite Clinic in Porterville.

Mr. Sheikh feels Visalia would be a better benefit for CHSDA patients being that there are approximately 1,000 families in the area.

b. Tribal Contribution Request

William would like for the Board to continue planning on requesting funds from Tribal Council by expanding on the policy and showing Council how important these funds are. William would like to expand the policy and divide into sections for a once in a lifetime use i.e. Medical, Dental, Optical, & Hearing.

c. AAAHC Update

William would like an update on the status of AAAHC accreditation at one point the Board along with staff was on board and updating policies regularly. William would like for the accreditation to be made a priority or take a

different route.

Donna stated in a meeting with Dr. Kim at one point the Clinic was 75% complete toward meeting the goal of receiving accreditation. Due to the turnover in staff the project slowed tremendously.

Nancy is suggesting hiring a Consultant to assist in pushing the clinic toward the remaining 25% the Clinic needs to achieve accreditation.

d. Ambulance Funding

Council seems to be hesitant on giving the Clinic funds they approved in a previous meeting for \$800k. Now there is talks of Council only wanting to give \$500k.

Currently the Tribal Members are suffering with no Ambulance service being on the Reservation when staffing is unavailable. There have been incidents on the Reservation and its taking anywhere from 1-3 hours for a response from an Ambulance service on the County floor.

Nancy would like for Mr. Sheikh to send the Tribal Council a letter or email requesting funds.

e. Report on all Annual RFPs; TRICHCI Brokers for Insurance and Retirement Plans

William would like to have a little more information on who our Brokers are and what percentages on retirement is paid to employees.

Mr. Sheikh would like for the Board to outline what their expectations of Administration is when sending out RFPs and who Brokers are. Currently Administration lets the Board know on an FYI basis who they chose as a Broker. Mr. Sheikh suggested Administration now bring all RPFs to the Board for presentations.

f. Annual CRIHB Report-Demonstrating all benefits to Tribe

Board would like a presentation for educational purposes from CRIHB informing what the benefits of

being a member are.

g. Annual TRICHI Non-Profit Report

William would like to encourage that TRIHCI go above and beyond and put out an annual Non-Profit report along with auditors report.

h. Traditional Health Report - Field Trips, Community Events & Grants

The Traditional Health Committee would like to put out an annual report on what they accomplished throughout the year.

VI. EXECUTIVE REPORTS AND COMMITTEE REPORTS

1. CEO Report

Mr. Sheikh reported he attended System of Care (SOC) meeting at the Justice Center on 06-21-2017. There was meaningful discussion about the sustainability of this model. Mr. Dan discussed various aspects of billing that might contribute toward the sustainability of the program. There was also a discussion about potential partnerships and billing opportunities between Tule River Indian Health Center, Inc. and FAIHP (Fresno American Indian Health Project).

On 06-20-2017, Mr. Sheikh had a meeting with Medical Billers including PRC Supervisor and Ms. Alma Bravo, Benefit Coordinator. The central aim of this meeting was to further strengthen the existing billing mechanism. Also, examining the productivity of Benefit Coordinator about the enrollment of Direct Care (DC) and Purchased Referred Care patients who do not have any other resources such as Medi-Cal or Medicare. Mr. Sheikh be meeting with Medical Billers including Benefit Coordinator every week reviewing the progress and productivity. In addition, our goal is to get optimized enrollment of our DC/PRC patients into Medical System. It will assist us in increasing our 3rd party revenue. Mr. Sheikh is very proud of our Billing system there is a week turn around.

Mr. Sheikh would like to have a working meeting

regarding the Visalia Clinic.

4/10 schedule is officially in effect; so far it seems to be working out. Mr. Sheikh informed the Board he has elected to keep his 5/8 schedule as there is always meetings popping up on Mondays & Fridays.

MOTION #13: William Carrillo, Sr./Barbara Baga motioned to amend Motion #6 to approve a Co-Payment of \$750/monthly for Patient #850280 for six months & case to be reviewed in 90 days amount not to exceed \$5,000.00 and funds to come out of 3rd Party funding; motion carried 4-0-0.

Mr. Sheikh informed the Board Kerry Gragg, CRIHB Engineer is looking for a local contractor to give a quote on resurfacing the parking lot.

CRIHB Modifications 49 & 50 were signed and mailed to CRIHB.

MOTION #14: Nancy McDarment/Richard Brown motioned to accept the CEO report; motion carried 4-0-0.

2. CFO Report

Resty Rios reported the Finance Committee met and reviewed the Budget and was approved by the Board today.

Accounts Payable Clerk is still open, Resty still has not received any qualified applicants; Patient Services Reps. are now fully crossed trained.

MOTION #15: Barbara Baga/William Carrillo, Sr. motioned to accept the CFO report; motion carried 4-0-0.

Moved to Item 4. Human Resources Report

Katherine Portillo reported the following:

- Ongoing recruitment
- PA New Hire Orientation conducted 6/5-6/6
- Processed 1 FMLA 6/7
- 6/8 Offer of Employment made to Transporter (currently in pre-employment process)
- 1 Grievance Received 6/9
- AP Technician Interviews held 6/19- no candidate selected

- Processed renewal contract- Clinical Psychologist
- Summer Youth Worker- Fiscal Department, processed orientation on 6/19
- Currently working with Insurance Brokers to implement online insurance enrollment system- complimentary to TRIHCI (ongoing)
- Working with TRTC Fire Department on implementing annual fire pull station testing (ongoing- currently working with Central California Electronics)
- Created/updated Job Descriptions for the following positions: Tribal Medi-Cal Administrative Activities (TMAA) Coordinator, PRC Clerk, Patient Services Representative

Sylvia Jimenez joined the meeting at 2:30 p.m.

MOTION #16: William Carrillo, Sr./Nancy McDarment motioned to approve the Clinical Psychologist Contract with an increase of \$10/hr. to come from 3rd party; motion carried 4-0-0.

MOTION #17: Barbara Baga/William Carrillo, Sr. motioned to accept the HR Report; motion carried 4-0-0.

Jeanette Keel joined the meeting at 2:34 p.m.

Moved to Item 8. Weekly Revenue Report

Jeanette reported the Weekly Report she ran in NextGen for the Board was an Incentive report. When Jeanette runs the report she only changes the date, the rest of the report is based off information provided by Finance. Sylvia printed screen charts of the report and explained how dollar amounts in the Weekly Reports are generated.

Back to PRC Report

3. PRC Report

Gayline Hunter returned at 2:38 p.m.

Sylvia Jimenez & Jeanette Keel out at 2:44 p.m.

MOTION #18: William Carrillo, Sr./Barbara Baga motioned to accept the PRC Report; motion carried 5-0-0.

MOTION #19: William Carrillo, Sr./Donna Medrano motioned to approve \$3,500 for professional development for the CEO to come out of IHS professional training; motion carried 5-0-0.

4. Human Resources Report

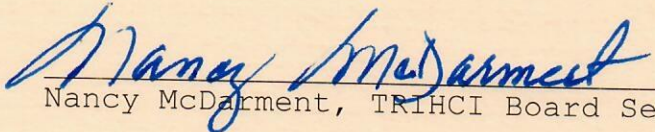
Previously heard

VII. 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

VIII. ADJOURNMENT

MOTION #20: Donna Medrano/William Carrillo, Sr. motioned to adjourn at 2:59 p.m.; motion carried 5-0-0.



Nancy McDarment, TRIHCI Board Secretary