

TULE RIVER INDIAN HEALTH ADVISORY BOARD

TULE INDIAN RESERVATION

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PORTERVILLE, CALIFORNIA 93258

13 AUGUST 2010 BOARD MEETING MINUTES REVIEWED & REVISED DURING THE AUGUST 13, 2010 BOARD MEETING.

I. **CALL TO ORDER:** Chairperson Yolanda Gibson called the meeting to order at 8:54 a.m.

II. **ROLL CALL:** Board Member, Patsy Vega called roll.

<u>Board Members:</u>			<u>Staff</u>	
Yolanda Gibson, Chair			P Zahid Sheikh	P
Loleta Garfield, Vice Chair			P Francine Gibson	E
Gayline Hunter, Treasurer			A Casey Carrillo	P
Veronica McDarment, Secretary			P Dr. Jill Kimm	V
Barbara Baga, Member			P Danièle Healy	P
Willie Carrillo, Member			A	
Patsy Vega, Member			P	
Alberta Chavez, Alternate	{ Seated at		P	
Rhoda Hunter, Alternate	{ 8:54 a.m.		P	

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

III. APPROVAL OF AGENDA

The wrong start time (9:00 a.m. instead of 8:30 a.m.) was mentioned on the agenda.

MOTION #1: Patsy Vega/Barbara Baga motioned to approve the agenda with the change of time. The vote was 4-0-0, motion carried.

IV. BUDGET UPDATE

Casey Carrillo distributed 2 copies of the budget. He explained that the loss of \$134,448 vs. \$600,000 was because we filled 2 positions with internal people in interim positions and saved approximately \$200,000.

Mr. Sheikh would like to see the Medical Director spend 70/30 clinical/admin. time instead of 50/50. Dr. Hall is a General Practitioner and does more clinical work. The

basic scope of work for the Health Center is primary care, not specialty medicine. Mr. Sheikh stated that we expect that all the practitioners see at least 25 to 30 patients a day. The average time spent in primary care per patient should be about 25 minutes. The board members asked Casey for a report of 3rd Party Revenue per provider. Casey stated that the report is being worked on; all data should be available by next week. The Board believes that we have too many Medical Receptionists. Zahid and Casey will come back with a proposal with backup documentation. Mr. Sheikh reported that he and Casey discussed the Diabetes budget with the Diabetes Nurse Coordinator, Annette Hallock, and discussed the CalWORKs budget with the CalWORKs Coordinator, Lisa Graham.

Gayline Hunter arrived at 9:11 a.m.

Yolanda Gibson asked if we could approve the budget now and still make changes later; the answer is yes. Zahid said our goal is to bring in more 3rd party revenue. Casey reported that Dr. Vemuri's salary (\$5K/month) is not included in the personnel budget; it comes out of the overall budget. Casey stated that we are able to bring in specialty providers for the clinic or community out of our tribal contributions. The credentialing specialist is still working on having Dr. Kimm as our admitting provider

Loleta Garfield arrived at 9:21 a.m.

Zahid expressed doubt that Dr. Kimm will admit patients in the hospital; it is a huge responsibility and she is not interested in it. Zahid will meet with the Executive Director of the Sierra View District hospital to see how they can help us.

Loleta Garfield asked whether the work Dr. Kimm and the LCSW do with TRAP will come out of the TRAP budget or ours. The LCSW's will come out of TRAP. Rhoda Hunter mentioned that she is chair of TRAP and has not yet heard of this.

Casey Carrillo reported that 3rd party revenue is not included in either budget submitted. Casey also reported that we are expecting \$100,000 from Medicare.

Treasurer, Gayline Hunter is confident that we are going to make it without employee cuts.

MOTION #2: Gayline Hunter/Rhoda Hunter motioned to approve the first budget for 2010/2011 in the amount of \$5,277,000. The vote was 6-0-0, motion carried.

*Patsy Vega and Rhoda Hunter left the meeting at 9:56 a.m.
Yolanda Gibson left the room at 10:59 a.m. & returned at 11:10 a.m.*

(The closed session was brought forward on the agenda - motion numbers and time will lapse)

V. REVIEW/APPROVAL OF PREVIOUS MEETING MINUTES

1. July 7, 2010

Alberta Chavez left the room at 11:27 & returned at 11:31 a.m.

MOTION #5: Gayline Hunter/Loleta Garfield motioned to approve the minutes of July, 7, 2010 as submitted. The vote was 3-0-1, Alberta Chavez abstained; motion carried

2. July 12, 2010

MOTION #6: Gayline Hunter/Loleta Garfield motioned to approve the minutes of July, 12, 2010 as submitted. The vote was 3-0-1, Alberta Chavez abstained; motion carried

3. July 28, 2010

MOTION #7: Gayline Hunter/Alberta Chavez motioned to approve the minutes of July, 28, 2010 with 2 typo corrections on page 2. The vote was 3-0-1, Barbara Baga abstained

VI. COMMITTEE REPORTS

1. Personnel Committee Report - none
2. CHS Committee Report - there was no meeting in July.
3. Finance Committee Report

Gayline Hunter read her notes

- The Board is over budget
- There were no funds for Medi-Cal in October and November 2009.
- Co-pay collection to be reviewed - Casey Carrillo mentioned this in his report; front desk employees

- are not asking for it.
- Resignation from Data Entry Clerk in Fiscal, the position will not be filled if staff can help.
- Went over financials; the clinic currently has 31 printers; need to streamline.
- Next Financial Committee Meeting is scheduled for August 26 @ 9:00 a.m.
- The Auditors will be here on August 23-29, 2010.

VII. DEPARTMENTAL REPORTS

1. CEO Report - closed session

MOTION #3: Gayline Hunter/Barbara Baga motioned to go into closed session at 10:00 a.m. The vote was 4-0-0, motion carried.

MOTION #4: Gayline Hunter/Barbara Baga motioned to come out of closed session at 10:55 a.m. The vote was 4-0-0, motion carried.

- Mr. Sheikh reported that he will review 2 internal applications for CAC position.
- Dolores Morgan will re-bill all labs; this should boost up our third party revenue.
- Zahid met with CalWORKs regarding hours of operation, P&Ps, and program in general. The coordinator position is paid by CalWORKs; families need to be educated about alcohol and drug problems, they are often in denial. Zahid suggested creating a fatherhood program and programs to educate the families. We want to see a solid family unit. 7 community members are enlisted in the program. However, according to Loleta Garfield, this may not be a true number as clients go in cycle. We need to design our own funding to have an effective program in the community. Zahid will ask Casey to talk to IHS to allocate more funding to the alcohol program. We need this program to be effective for this community. Loleta stated that the CalWORKs' funding was cut back. TRAP is in conflict with Lisa's program; we should collaborate with each other.

Barbara stepped out at 12:00 noon & returned @ 12:04 p.m.
Gayline stepped out at 12:03 p.m. & returned at 12:11 p.m.

Zahid also talked to Vincent Hernandez regarding his program and vision; he did not share numbers but will meet again with Zahid on Monday @ 1:00 pm.
Loleta Garfield remarked that it takes a long time to build a rapport with a new LCSW.

2. Medical Director's Report - Copy of report in binder.
3. CFO Report

Casey Carrillo read through his report
He mentioned that Ronnie Carabay had brought an issue forward regarding the TRIHCI tables and chairs loaned out to employees and Tribal members. We stopped loaning out tables and chairs to Tribal members because of abuse and the same issues arise now with employees. Tables and chairs are returned broken, scratched and dirty. Casey recommended no longer loaning out tables and chairs to anyone.

MOTION #8: Gayline Hunter/Barbara Baga motioned to stop loaning out TRIHCI tables and chairs to anyone. The vote was 4-0-0, motion carried.

Casey brought up the co-pay issue again. It was suggested to have a document posted at the front desk of the clinic informing all patients that their co-pay is due prior to being seen in the clinic and have patients sign a document to that effect and keep the signed document in their file.

4. CHS Officer's Report - no CHS Report

SIDEBAR: 12:18 p.m. Willie Carrillo came into the meeting and mentioned that Enid Osborne, PhD, MPH, MSW Public Health Advisor, DSI Center for Substance Treatment at HHS in Rockville, Maryland, visited the Tule River and tried to develop a relationship with Lisa Graham. Willie agrees with Zahid that the program is important.

5. Interim HR Manager's Report

Danièle Healy read through the HR report for July 2010.

VIII. OLD BUSINESS

- 1 Rosario Areollo Pro's findings on staffing analysis.

Referred back to the Personnel Committee. Chairperson, Yolanda Gibson suggested having Rosario on the phone when we go through it, and invite other board members to attend the discussion.

2. Update on scheduled meeting between Health Board, CEO, and Tribal Council.

Chairperson, Yolanda Gibson attended a Tribal Council meeting, informed them of the monies that were spent. ~~not spent during the last fiscal year and asked to roll over the money into the current fiscal year.~~ Casey will prepare another report to take back to Council. It was suggested that more board members attend this meeting to show support. It was agreed to meet as a team before presenting to the Tribal Council.

3. Update on Elders meals being served

119 meals are being served per week. A discussion regarding the Elders' food cards followed.

4. Dr. Honka's contract renewal

Dr. Honka's contract will be revised by Mr. Sheikh and renegotiate with Dr. Honka.

Alberta Chavez stepped out @ 1:03 p.m.

IX. NEW BUSINESS

1. Security Issues

An individual vandalized some electric boxes outside the break room and urinated on a window behind Patient Registration. Barbara Baga will contact the Chief of Security. Should we install padlocks on electric boxes?? It was recommended to put cameras towards the front and back of the buildings as well as pointing towards the company cars. This issue was discussed with Security in the past; Security was willing to install cameras but to point them towards the hills for fire prevention, not towards our parking lot. CFO, Casey Carrillo will call IHS for more funding.

2. Stephanie Gibson's letter

Stephanie never picked up/accepted the registered letter sent to her on July 12, 2010. DPS will re-

submit the letter to her and have her sign for it.

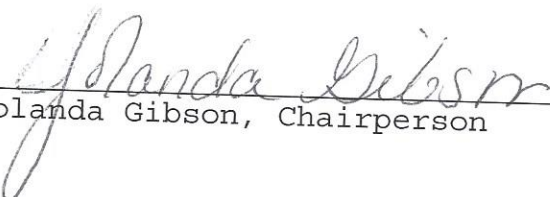
X. FYI ITEMS

Alberta returned at 1:06 p.m.

1. CRIHB July 2010 Board of Directors Meeting Highlights
 2. Financial Literacy Outline on-site Training for TRTC
 3. The 27th Annual Consumer conference - Tribal-State Relations and American Indian/Alaska Native Health c/are on September 20-24, 2010, in Sioux Falls, SD. - Alberta, Gayline, Yolanda, and Zahid will attend. Danièle will inform Christina to make the arrangements.
 4. Grievance and Appeal Procedures for Human Resources Professionals in Indian Country - At will. - Daniele will ask Christina to check on cost to bring the instructor here instead of sending several board members to Las Vegas.
 5. July Staff Meeting Minutes
 6. Additional departmental reports and documents are included for reference to the Health Advisory Board.
- Chairperson, Yolanda Gibson had a question about what happened to our Custodian. He was badly hurt and will be off work for at least a month. The recommendation is to keep Edward Hunter loaned to us by the Tribal office for as long as we can.
- Gayline mentioned another meeting on August 24 at OROVILLE, North of Sacramento. She suggested that a bus load of people from the Tribal Office should attend. Gayline will check with Council.

XI. ADJOURNMENT

MOTION #9: Gayline Hunter/Barbara Baga motioned to adjourn at 1:27 p.m. The vote was 4-0-0, motion carried.



Yolanda Gibson, Chairperson