

# TULE RIVER INDIAN HEALTH ADVISORY BOARD

## TULE INDIAN RESERVATION

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

### MINUTES

SEPTEMBER 19, 2003

The meeting was Called To Order at 9:18 a.m. by Chairperson Laura Manuel. Roll was Called with Board member present:

Laura Manuel, Chairperson  
Richard McDarment, Vice Chairperson  
Joseph Garfield, Treasurer  
Patsy Vega, Secretary  
Barbara Baga, member  
Lucille Apalatea, alternate (seated)

Absent: Vincent Burrough, member (work)  
Veronica McDarment, member (work)  
Brook Franco, alternate

Other Present: Evelyn Hunter, Acting Program Director

III. Approval of Agenda - none

IV. New Business

a. Dentist Interviews

1. Istvan Felker 9:30 a.m. - Cancelled, he forwarded an E-Mail say he accepted a full time position in Chico, CA.

2. Denise Ayala 10:00 a.m. - Cancelled, she would like to meet with the Board at another time. Miss Balanque is to reschedule her for September 29th at 9:30 for an interview.

b. Discussion

- The Board would like to have Three applicants for interviews, which was always done in the past.
- The Board to participate in all screening and professional positions,
- A current procedure to be written to include the steps are followed correctly when hiring.
- Recommend at least two Board of Directors be involved in all interviews, Board Chairman and Personnel Chairman or they can assign another member in their place if they aren't available for the interview.
- A current up-dated Organizational Chart given to each Board Member when a position is filled.
- Recommend three candidates needed for an interview with a current list of how many times this position was advertised.

- Posting areas: Health Center, Tribal Council, Education, Housing, Fire Station TRAP, Elders Building, Eagle Mountain, Gym, Economic Development and USDA.

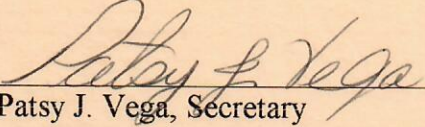
MOTION #1 - Richard McDarment/Joseph Garfield motioned there be Board involvement with: Board of Directors screen and hire professional positions, Personnel Committee involved in screening all candidates in non-professional positions. The vote was 5-0-0, motion carried.

MOTION #2 - Lucille Apalatea/Barbara Baga motioned to have Board of Directors Chairperson and Personnel Committee Chairman involved in each hiring process, if unavailable designate another Board member to assist. The vote was 5-0-0, motion carried.

- Laura Manuel recommended to interview Assistant Bookkeeper then set a starting date after the CHS position is filled.
- There is a concern regarding a Staff member bringing their child to work. This staff is under CHS umbrella and to be notified.
- Up-date attendance Policies and put a Policy in place for exempt positions. Overtime is taking away from sick time. Exempt status should be audited (per law).
- \* - October Agenda to include Exempt
- Interviews: Fiscal Department, has Sharon resigned her position? Was this an in-house transfer?
- Board recommended the Fiscal Bookkeeper Assistant position be opened and flown with the CHS position to be flown in the community.
- Joseph Garfield will interview these candidates September 19, 2003, schedule CHS and Bookkeeper Assistant interviews. Michelle McDarment wasn't involved in screening the whole list of candidates.

MOTION #3 - Barbara Baga/Lucille Apalatea motioned to adjourn at 10:59 a.m., the vote was 5-0-0, motion carried.

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Laura Manuel, Chairperson

  
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Patsy J. Vega, Secretary

Approved: October 1, 2003