

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

03 DECEMBER 2014 BOARD MEETING MINUTES

I. CALL TO ORDER: Chairperson Gayline Hunter called meeting to order at 9:10 a.m.

II. ROLL CALL: Secretary Alberta Chavez called roll.

| <u>Board Members:</u> | <u>Staff</u> | |
|----------------------------------|-----------------------------|---|
| Gayline Hunter, Chairperson | P Zahid Sheikh | P |
| Barbara Baga, Vice-Chair | P Casey Carrillo | P |
| Donna Medrano, Treasurer | P Danièle Healy | P |
| Alberta Chavez, Secretary | P Elizabeth Acevedo-Medrano | P |
| Yolanda Gibson, Member | P | |
| Christina Dabney-Keel, Member | E | |
| Richard Brown, Member | P | |
| Joseph Garfield, Alternate | E | |
| William Carrillo, Sr., Alternate | P | |

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

William Carrillo, Sr. seated at 9:11 a.m.

III. APPROVAL OF AGENDA

MOTION #1: Yolanda Gibson/Barbara Baga motioned to approve the agenda as written; motion carried 6-0-0.

IV. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

1. 01 October 2014 Board Meeting Minutes

MOTION #2: Barbara Baga/Yolanda Gibson motioned to approve the October 01, 2014 as written; motion carried 5-0-1.

2. 15 October 2014 Special Board Meeting Minutes

MOTION #3: Barbara Baga/Donna Medrano motioned to approve the October 15, 2014 minutes as written; motion carried 4-0-2.

3. 19 November 2014 Board Meeting Minutes

Tabled

V. OLD BUSINESS

1. Employee Appreciation Update

Elizabeth Acevedo-Medrano reported incentive gifts and lunch have been ordered. Thank you cards will be handed out for signing. Lunch was extended an extra hour on December 19, 2014.

2. Traditional Health Policy

Gayline Hunter would like to Table; Tribal Member Marcia Estrada would like to have input from several spiritual leaders. William Carrillo, Sr. feels there may be a potential conflict in the future with physicians. Mr. Sheikh suggested meeting with community members to gather suggestions after presenting a potential policy. Donna Medrano suggested emailing or mailing out a draft to the community and ask for comments and suggestions. Richard Brown would like for a deadline to be set. Elizabeth Acevedo-Medrano was asked to send the drafted policy out to TRAP, community Spiritual leaders and Elders giving them a month to reply with comments and suggestions.

3. Approval to increase budget for Board Travel Expenditures by \$25,000.

At a previous Board meeting it was approved to move money from 3rd party funds. Being that there is some savings in IHS funds due to vacant positions it was suggested funds be moved to Board Travel Expenditures.

MOTION # 4: William Carrillo, Sr./Barbara Baga motioned to approve an increase of \$25,000 for Board Travel expenditures within the 638 IHS budget; motion carried 6-0-0.

4. Draft agenda for Dec. 18, 2014 quarterly update meeting with TRTC

Elizabeth Acevedo-Medrano was asked to add Traditional Health Policy, Wellness Center (discussion only), Tule Youth Convention (Mitch Factor comedian, Cecilia Firethunder) and a Night time youth center to the agenda.

5. Approval to schedule interviews

a. Medical Director

It was suggested we get an outside professional to sit on the interview panel. Dr. Kim was suggested to sit on the interview panel. There was a consensus to go ahead and schedule the interviews.

Yolanda Gibson stepped out at 10:31 a.m., returned at 10:54 a.m.

6. Approval of the following Job Descriptions:

- a. Purchase/Referred Care Officer (PRCO)
- b. Purchase/Referred Care (PRC) Records Coordinator
- c. Purchase/Referred (PRC) Resource Coordinator
- d. Patient Registration
- e. Patient Benefits Coordinator

MOTION #5: Barbara Baga/Richard Brown motioned to approve the PRCO, PRC Records Coordinator, PRC Resource Coordinator, Patient Registration & Benefits Coordinator job descriptions as presented; motion carried 5-0-1.

7. Approval of Organizational Chart

MOTION #6: Barbara Baga/Donna Medrano motioned to approve the organizational chart with corrections; motion carried 5-0-1.

8. Approval of Workplace Bullying Policy

MOTION #6: William Carrillo, Sr./Barbara Baga motioned to approve the Workplace Bullying Policy as presented; motion carried 5-0-1.

9. Schedule Medical Policy & Procedure review

January 08, 2015 at 8:30 a.m.

VI. NEW BUSINESS

1. Vehicle for Board Travel

Casey Carrillo presented 3 potential vehicles for the Board; Toyota 4 runner, Dodge Durango, & Chevy Equinox. William Carrillo, Sr. suggested a Suburban. Gayline Hunter would like to look at our program

vehicles before looking into purchasing for the Board.

Alberta Chavez stepped out at 11:05 a.m., returned at 11:09 a.m.

2. Selection/Approval of Auditor Bids

MOTION #7: Donna Medrano/Barbara Baga motioned to approve Melissa Peterson, CPA firm to preform fiscal year 2013-14 audit; motion carried 6-0-0.

VII. EXECUTIVE REPORTS AND COMMITTEE REPORTS

1. CEO Report

Mr. Sheikh reported there have been no substantial changes since November 19th. Mr. Sheikh reported we had to look at additional options for the Visalia Clinic the site we originally wanted has been sold. We are looking at a site located on Acres and Cypress, this building houses 6 exam rooms and is set up for x-rays and state certified; rent for the building is a little steep \$1.80/sq. foot for 3,000 square foot building. We are wanting to negotiate \$1.50/sq. foot we have been told the owner is willing to entertain our proposal.

Mr. Sheikh along with Dr. Hana and Fred Huerta attended a County wide Ebola meeting also attending was Tule River Fire Department staff.

5 staff members & 6 board members will be attending AAAHC training this week in Las Vegas.

Richard Brown stepped out at 11:25 a.m., returned at 11:27 a.m.

Mr. Sheikh will be speaking with Victor Silvas, Sr. of TRTC to discuss possible office space for the Psychologist at the Justice Center.

Kerry Gragg of CRIHB came out to look at the proposed site for our pharmacy and he informed us that because of state requirements and regulations we cannot house were proposed. Kerry Gragg suggested using the original site and moving our Medical Records department.

Barbara Baga stepped out at 11:30 a.m., returned at 11:33 a.m.

Medical billing agreement with Bottom Line Solutions, we can now start receiving more 3rd party revenue. We had a successful Diabetic walk this month along with a successful Annual Elders Luncheon.

Gayline Hunter commented that she noticed Dr. Hana and Dr. Kim are in discussion bi-weekly and asked if there was anything the Board needs to be informed of; Mr. Sheikh stated they discuss AAAHC policies and procedures.

MOTION #8: William Carrillo, Sr./Barbara Baga motioned to approve the CEO report as presented; motion carried 6-0-0.

2. CAC Report

No report provided

3. CFO Report

Casey Carrillo read thru the CFO report.

William Carrillo, Sr. stepped out at 11:53 a.m., returned at 11:57 a.m.

MOTION #9: Barbara Baga/Alberta Chavez motioned to accept the CFO report; motion carried 5-0-1.

4. CHS Report

MOTION #10: Yolanda Gibson/Barbara Baga motioned to accept the CHS report; motion carried 5-0-1.

5. Human Resources Report

Danièle Healy read thru the Human Resources Report.

MOTION #11: Barbara Baga/Yolanda Gibson motioned to accept the Human Resources report; motion carried 6-0-0.

VIII. 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. Injury Prevention Grant Report

IX. ADJOURNMENT

MOTION #12: Yolanda Gibson/Barbara Baga motioned to adjourn the meeting at 12:03 p.m.; motion carried 6-0-0.



Alberta Chavez, TRIHCI Board Secretary