

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

07 JANUARY 2015 BOARD MEETING MINUTES

I. CALL TO ORDER: Vice Chairperson Barbara Baga called the meeting to order at 9:48 a.m.

II. ROLL CALL: Secretary Alberta Chavez called roll.

<u>Board Members:</u>	<u>Staff</u>	
Gayline Hunter, Chairperson (joined meeting @ 10:08 a.m.) (Attending Elders Meeting)	L Zahid Sheikh	P
Barbara Baga, Vice-Chair	Casey Carrillo	P
Donna Medrano, Treasurer	P Danièle Healy	P
Alberta Chavez, Secretary	P Elizabeth Acevedo-	P
Yolanda Gibson, Member (left meeting @ 11:13 a.m.)	P Medrano	
Christina Dabney-Keel, Member	P	
Richard Brown, Member	A	
Joseph Garfield, Alternate (joined meeting @ 10:08 a.m)	P	
William Carrillo, Sr., Alternate	L	
	P	

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

William Carrillo, Sr. was seated at 9:49 a.m.

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

1. 19 November 2014 Board Meeting Minutes

MOTION #2: Donna Medrano/Alberta Chavez motioned to approve the November 19, 2014 Board Meeting Minutes with corrections; motion carried 5-0-0.

2. 03 December 2014 Board Meeting Minutes

MOTION #3: Donna Medrano/Alberta Chavez motioned to approve the December 03, 2014 Meeting Minutes with corrections; motion carried 5-0-0.

3. 17 December 2014 Executive Committee Meeting Minutes

MOTION #4: Donna Medrano/Alberta Chavez motioned to approve the December 17, 2014 Executive Committee Meeting Minutes as written; motion carried 2-0-3.

Gayline Hunter and Joseph Garfield joined the meeting at 10:08 a.m.

V. OLD BUSINESS

1. Employee Appreciation closing cost

Frame for picture will be added to final cost and final closing cost will be presented in February.

2. Vehicle for Board Travel

Casey Carrillo is still waiting on bids for the replacement of Outreach Vehicles.

3. Approval of Organizational Chart

MOTION #5: Yolanda Gibson/Barbara Baga motioned to approve the Organizational Chart for TRIHCI as of January 7, 2015; motion carried 6-0-0.

10:27 a.m. break; return at 10:37 a.m.

William Carrillo, Sr. returned at 10:41 a.m.

4. Tribal Contribution Letter

Gayline Hunter presented the Board with a drafted letter. (It was suggested Tribal Contributions Policy be reviewed and allow patients to apply for Tribal Contributions once every 5 years) suggestions and changes were made to the drafted letter. TABLED

5. Closing Costs/report for TRIHCI Christmas Party

TABLED

6. Closing Costs/report for Diabetes Awareness walk

TABLED

7. Traditional Health Policy

TABLED

8. Emergency preparedness training update

William Carrillo, Sr. reported Elizabeth Acevedo-Medrano is in contact with Barbara Aragon and will be scheduling a date for training after new Board is seated.

VI. NEW BUSINESS

1. January 08, 2014 Elders meeting to discuss Traditional Health policy

FYI to all Board members a meeting was scheduled to review Traditional Health policy; those members who can attend the meeting are highly encouraged.

2. Request for Providers to have a laptop for remote access to EHR after hours, in case of emergencies.

There will only be one laptop purchased for all providers to share around while on call.

***Yolanda Gibson out at 11:01 a.m.; returned at 11:13 a.m.
Yolanda Gibson left the meeting at 11:13 a.m. (will return)
Joseph Garfield was seated at 11:15 a.m.***

MOTION #6: Barbara Baga/Donna Medrano motioned to approve Providers to have an after hours laptop; motion carried 4-0-2.

3. Return of Ipads (for those that may not be re-elected)

Barbara Baga stepped out at 11:18 a.m.; returned at 11:21 a.m.

Return date of January 23, 2015 if not elected. If not returned by the 23rd it will be considered a debt owed to the Health Center.

MOTION #7: William Carrillo, Sr./Joseph Garfield motioned to value the Ipad with case at \$660 if not returned by January 23, 2015; motion carried 6-0-0.

VII. EXECUTIVE REPORTS AND COMMITTEE REPORTS

1. CEO Report

Mr. Shiekh thanked those Board members going out of office for their seasoned leadership and wishes them luck in being re-elected officials. The relationship between staff and the Board of Directors has grown stronger and has helped everyone in achieving common

goals for the betterment of the community.

Colin C. Hampson has forwarded us a denial letter from IHS for our CSC. Colin C. Hampson has now started the second step in the process and has submitted an appeal with the Civilian Board of Contract Appeals.

Mr. Sheikh reported a location for the Visalia Clinic has been selected. Mr. Sheikh along with Fred Huerta, Dr. Hana, and Casey Carrillo met with the landlord last week. Mr. Sheikh presented the Board with a copy of the full disclosure lease. Fixed rent at \$1.25/sq. ft. 90 days rent free. William Carrillo Sr. asked who will be paying for any modifications needing to be made to the building; Mr. Sheikh reported the owner will take care of all repairs and modifications.

Alberta Chavez stepped out at 11:56 a.m.; returned at 12:01 p.m.

Mr. Sheikh reported Maryhellen Acevedo researched our previous Clinic license in Visalia and found that the State pulled the license in 2007 for being out of compliance. The Board asked Michael Martinez, Compliance Officer and Maryhellen Acevedo work with John Moreno of Visalia Planning Dept. to ensure we are in compliance for proper licensing.

Mr. Sheikh reported we will be receiving uncompensated care payments from CRIHB. William Carrillo, Sr. asked for an update for VA reimbursement.

Mr. Sheikh updated the Board on the possible contract for a Speech Pathologist; Speech Pathologist is asking for \$100/hr., mileage, and payment from the time she leaves home. The Board asked how many patients we have that would need these services; Purchased Referred Care (PRC) reports a possibility of 5 or 6 patients. If we agree to these conditions the Speech Pathologist would be paid thru 3rd party funding. Gayline Hunter asked if the Speech Pathologist is willing to make home visits. A counter offer will be made and brought back to the Board of Directors.

Mr. Sheikh reported we are in the process of

emptying the storage room to house Medical Records making room for an in house Pharmacy.

We are waiting to hear back from Chris Garfield on our offer of \$1,100/mo. For Ste. C at the airport; we will utilize this site for our IT backup. Mr. Sheikh would also like to eventually move our Behavioral Health department.

Interviews for CAC position will be held January 12, 2015; two Tribal members have applied for the position. GPRA numbers are going up due to the aid of Patricia Carothers helping with data entry for Dental diabetic measures. Dr. Kim will be coming down to visit and give an evaluation on our AAAHC accreditation.

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

2. CAC Report

No report available.

3. CFO Report

Casey Carrillo reported auditors will be here the week of January 12, 2015. Auditors will be available for a pre audit interview Monday morning. The Board of Directors will be updated on the progress of the audit and informed of when the exit interview will take place.

MOTION #9: Joseph Garfield/William Carrillo, Sr. motioned to accept the CFO report; motion carried 6-0-0.

4. PRC Report

Chairperson Gayline Hunter read the PRC monthly report. Gayline Hunter requested that PRC draft a policy for Fuel Assistance.

MOTION #10: Barbara Baga/Alberta Chavez motioned to accept the PRC report; motion carried 6-0-0.

5. Human Resources Report

Danièle Healy reported she continues to update job

descriptions. Job descriptions for Custodians and Grounds Keeper Tech. have been updated to show proper chain of command. Dr. Hana was selected as Medical Director, Maryhellen Acevedo was selected as Grants Writer/Contracts Manager, and Michael Martinez was selected as Facilities Manager/Compliance Officer. Interviews for the CAC position will take place Jan. 12, 2015. Clinical Psychologist position was approved to be advertised at the December Personnel Committee meeting, job descriptions is being developed. Policies and Procedures have been completed Danièle Healy will start to draft an employee handbook. Joseph Garfield asked if we can identify who exactly gives the trainings.

MOTION #11: William Carrillo, Sr./Donna Medrano to approve the changes to the job descriptions for Custodian and Grounds Keeper/Maintenance Technician; motion carried 6-0-0.

MOTION #12: William Carrillo, Sr./Barbara Baga motioned to accept the HR 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
9. Compliance Report

IX. ADJOURNMENT

MOTION #13: Barbara Baga/Joseph Garfield motioned to adjourn at 1:29 p.m.; motion 6-0-0.



Alberta Chavez, TRIHCI Board Secretary