

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

**MAY 01, 2015 EXECUTIVE COMMITTEE MEETING MINUTES**

**I. CALL TO ORDER:** Chairperson Gayline Hunter called the meeting to order at 8:55 a.m.

**II. ROLL CALL:** Secretary Alberta Chavez called roll

<u>Board Members:</u>	<u>Staff</u>	
Gayline Hunter, Chairperson	P Zahid Sheikh	E
Donna Medrano, Vice-Chair	P Elizabeth Acevedo-Medrano	P
Joseph Garfield, Treasurer	P	
Alberta Chavez, Secretary	P	

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

**III. APPROVAL OF AGENDA**

**MOTION #1:** Joseph Garfield/Donna Medrano motioned to approve the agenda as written; motion carried; 3-0-0.

**IV. REVIEW OF HIRING PROCESS FOR GRANTS WRITER/CONTRACTS MANAGER**

*Letter from applicant and hiring policies were reviewed. After reviewing applicant packets it was found not all questions were asked.*

*Danièle Healy & Mr. Sheikh were called in; Danièle Healy was asked where in the policy it stated the next applicant would be chosen if the primary applicant declined or did not complete their 90 days. Danièle Healy stated it was noted in the offer letter & was not sure where in the policy it was noted. Alberta Chavez asked what the grading system was; the interview questionnaire notes 1 -5 point system yet some questions do not have a point marked if*

that is the case there needs to be a zero option to select. Gayline Hunter wanted to ensure Mr. Sheikh notified the HR Manager in writing of his selection. Gayline Hunter would like to ensure we include our practice of contacting qualified applicants within 90 days of interviews in our policy; do we have documentation that we contacted the next person inline for the position once the previous candidate put in their resignation.

**Daniele Healy left the meeting at 10:28 a.m.**

**Zahid Sheikh left the meeting at 10:45 a.m.**

Gayline Hunter recommends that HR manager provides proof that all applicants were contacted or that she contact them before flying the position again. Joseph Garfield asked why two applications were accepted after the closing date; Danièle Healy was going to look at her notes and get back to the committee.

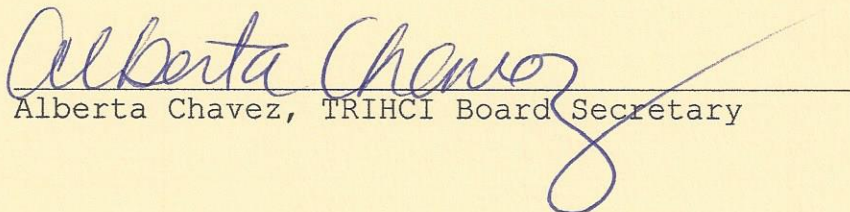
Committee read thru and answered concerns on applicants letter. Alberta Chavez read aloud HR manager's response to applicants letter of concern. Gayline Hunter is going to draft a response letter to applicant and email to committee for review.

In regards to the open position the committee is recommending we contact the next eligible candidate in the applicant pool according to the score system.

Committee is also recommending the CEO take written disciplinary action with HR Manager.

**V. ADJOURNMENT**

**MOTION #2:** Alberta Chavez/Joseph Garfield motioned to adjourn at 11:50 a.m.; motion carried 3-0-0.

  
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Alberta Chavez, TRIHCI Board Secretary