

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

July 01, 2015 BOARD MEETING MINUTES

**I. CALL TO ORDER:** Vice-Chairperson Donna Medrano called meeting to order at 9:15 a.m.

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

<u>Board Members:</u>	<u>Staff</u>	
Gayline Hunter, Chairperson	L Zahid Sheikh	P
Donna Medrano, Vice-Chair	P Casey Carrillo	P
Joseph Garfield, Treasurer	A Elizabeth Acevedo-Medrano	P
Alberta Chavez, Secretary	P Katherine Portillo	P
Barbara Baga, Member	L	
Richard Brown, Member	P	
William Carrillo, Sr., Member	P	
Veronica McDarment, Alternate	A	
Jade Garfield, Alternate	P	

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

**III. APPROVAL OF AGENDA**

*Gayline joined meeting at 9:16 a.m.*

*Jade Garfield seated at 9:18 a.m.*

**MOTION #1:** Donna Medrano/Richard Brown motioned to approve the agenda with additions; motion carried 5-0-0.

**IV. APPROVAL OF PREVIOUS BOARD MEETING MINUTES**

1. June 03, 2015 Board Meeting Minutes

**MOTION #2:** Donna Medrano/Richard Brown motioned to approve the June 03, 2015 Board meeting minutes; motion carried 5-0-0.

2. June 19, 2015 Executive Committee Meeting Minutes

**MOTION #3:** William Carrillo, Sr./Donna Medrano motioned to approve

the June 19, 2015 Executive Committee meeting minutes; motion carried 2-0-3.

**V. OLD BUSINESS**

1. Tribal Contribution Letter
2. Traditional Medicine Policy

*William Carrillo, Sr. stated Joseph Garfield would like to have a meeting with community members to get more input from them.*

*Barbara Baga joined the meeting at 9:26 a.m.*

*Donna Medrano reported she met with Linda Navarro who has written Traditional Health Policies and is offering to help us with our Traditional Medicine Policy.*

*William Carrillo, Sr. suggested making a small contribution to the Elders Gathering this year.*

**MOTION #3:** Jade Garfield/Donna Medrano motioned to revisit the Tribal Contribution Letter and Traditional Medicine Policy; motion carried 6-0-0.

3. TRIHCI Bylaws

**MOTION #4:** Donna Medrano/Barbara Baga motioned to change term of office from two (2) years to three (3) years; motion carried 5-0-1.

*Alberta Chavez stepped out at 10:07 a.m.*

*Alberta Chavez returned at 10:12 a.m.*

*Donna Medrano stepped out at 10:27 a.m.*

*Donna Medrano returned at 10:31 a.m.*

**MOTION #5:** Donna Medrano/Barbara Baga motioned to approve the TRIHCI Bylaws with corrections; motion carried 6-0-0.

4. Review Pros & Cons of Owning an In-House Pharmacy  
(suggestions from Amir Khoyi)

Table

5. Allocate CSC funds

*Account has been opened funds just need to be transferred; Resty Rios and a signatory member need*



to go down and deposit the funds, Donna Medrano will join.

Executive committee met on June 19<sup>th</sup> and suggested allocating  $\frac{3}{4}$  of the CSC funds to purchase land (approx. five (5) acres) in Visalia for a community clinic. Ideal location would be in between rural and urban setting.

Executive committee also suggested  $\frac{1}{4}$  of the CSC funds going toward the gym expansion.

**MOTION #6:** Jade Garfield/Barbara Baga motioned to go with the Executive committee recommendations in allocating CSC funds for the purchase of land in Visalia and gym expansion; motion carried 4-0-2.

6. Allocate \$150,000 from 3<sup>rd</sup> Party funding to be added to Elders Optical program also to include Hearing and Dental

**MOTION #7:** William Carrillo, Sr./Barbara Baga motioned to allocate \$150,000 from 3<sup>rd</sup> party funding to be added to the Elders Optical program also to include Hearing and Dental with a policy to be made; motion carried 6-0-0.

7. Approval of Outreach job descriptions:
  - a. Outreach Supervisor/Diabetes Nurse Coordinator
  - b. Diabetes Program Assistant
  - c. Patient Transporter for Dialysis
  - d. Patient Transporter
  - e. Elder Services Coordinator
  - f. Tribal Injury Prevention Coordinator (TIPC)
  - g. Community Health Representative (CHR)

Richard Brown stepped out at 11:05 a.m.

Richard Brown returned at 11:10 a.m.

William Carrillo, Sr. stepped out at 11:05 a.m.

William Carrillo, Sr. returned at 11:10 a.m.

Jade Garfield stepped out at 11:10 a.m.

Gayline Hunter stepped out at 11:11 a.m.

Gayline Hunter returned at 11:13 a.m.

Jade Garfield returned at 11:14 a.m.

Consensus to revisit the job descriptions after HR manager has had time to review the job descriptions.

**VI. NEW BUSINESS**

- 1. Tribal Contributions
  - a. 855134 - Dental Implants \$18,864.00 (Rx included)

**MOTION #8:** Jade Garfield/Barbara Baga motioned to approve patient #855134 for dental implants in the amount of \$18,864.00; motion carried 6-0-0.

- 2. Approval for PRC to get 3 bids for a new vehicle

*Consensuses to have Finance look into getting 3 bids and present to the full Board in August.*

- 3. Review of *Built 4 Life* program

**MOTION # 9:** William Carrillo, Sr./Jade Garfield motioned to ear mark \$17,000 from 3<sup>rd</sup> party until new funding source comes in for the *Built 4 Life* program; motion carried 6-0-0.

- 4. Review of Board member attendance

*Board reviewed attendance records. William Carrillo, Sr. stated he would make an effort to make more Finance meetings before stepping off the committee. Chairperson will send a letter to the Director of the Education department requesting he allow his employee to attend Health Center meetings.*

- 5. Schedule TRTC quarterly meeting

*Consensus to meet with Tribal Council on the 6<sup>th</sup> of August also requesting a time for certain at 8:30 a.m. at the August Board meeting we will review proposed agenda for quarterly meeting.*

- 6. Darrell Hostler Donation

**MOTION #10:** William Carrillo, Sr./Jade Garfield motioned to approve the Darrell Hostler Donation in the amount of \$10,000 for FY 2016 to come out of Tribal Contributions; motion carried 6-0-0.

**VII. EXECUTIVE REPORTS AND COMMITTEE REPORTS**

- 1. CEO Report

*Mr. Sheikh read thru the June 2015 CEO report. Reporting that we have received funding from IHS for FY 2015-2016 July - March the remaining three months of funding will come thru CRIHB. In the future we*



will not be able to negotiate our funding, CRIHB will be negotiating on our behalf.

William Carrillo, Sr. stepped out at 12:05 p.m.  
Casey Carrillo left the meeting at 12:05 p.m.

Mr. Sheikh is not comfortable with CRIHB negotiating our contract, he would rather we negotiate our contract ourselves.

William Carrillo, Sr. returned at 12:07 p.m.

Gayline Hunter is suggesting we inform Ron Moody, CRIHB CFO and Dr. Mark LeBeau what our needs are so they can lobby and negotiate for us.

Donna Medrano stepped out at 12:06 p.m.

Gayline Hunter would like clarification on the different amounts on the Modification presented.

Alberta Chavez stepped out at 12:11 p.m.

**Back Pharmacy issue:**

Mr. Shiekh realizes that it looks like we are being discouraged to open an In-House pharmacy, it is mainly rules and regulations we would need to follow. Regulations on narcotics and or controlled medications are very strict. Jade Garfield is suggesting we only hold antibiotics and preventative medications for now so we don't have to get certain certifications and licensing; we can continue to send patients to Walgreens for narcotics and or controlled medications.

Consensus of the Board to continue with the opening of an In-house pharmacy.

**Back to CEO report:**

Anthem Blue Cross has given the clinic \$349,920 to enhance the existing health care services; no strings attached. Mr. Sheikh wants to use the funds to enhance Behavioral Health services, and community wellness. On June 22nd the check was received and deposited.

Mr. Sheikh formally introduced HR Manager Katherine Portillo. Katherine Portillo reported she is looking to enhance and streamline policies, also wants to work with managers to review job descriptions and hopes to be an asset to the organization.

Mr. Sheikh read thru May 2015 CEO report. Consensus of the Board to have Rios Construction start on PRC doors project being that Sam Garza did not respond to letter sent out requesting they honor original bid and to adhere to working during TRIHCI business hours.

Review of Relocation Benefits; Board is stating that this policy was removed some time ago; recommended that staff research past minutes and present to the Personnel committee either to reactivate or keep policy active.

**MOTION #11:** William Carrillo, Sr./Donna Medrano motioned to approve the CEO report for June 2015 & May 2015; motion carried 6-0-0.

Richard Brown stepped out at 1:15 p.m.  
Jeanette Keel joined the meeting at 1:16 p.m.  
Richard Brown returned at 1:17 p.m.

## 2. CAC Report

Jeanette Keel read thru CAC report. Data entry clerks are cross training. IHS will be pulling all reporting for GPRA from RPMS and will start pulling information straight from which ever EHR is being used.

CRIHB will be providing ICD-10 training for data entry. ICD-10 training for Providers will be more detailed.

Gayline Hunter stepped out at 1:32 p.m.  
Alberta Chavez stepped out at 1:34 p.m.  
Jeanette Keel left the meeting at 1:34 p.m.  
Gayline Hunter returned at 1:37 p.m.  
Alberta Chavez returned at 1:39 p.m.

**MOTION #12:** William Carrillo, Sr./Barbara Baga motioned to approve the CAC report; motion carried 4-0-1.



3. CFO Report

*Mr. Sheikh read thru CFO report.*

*Jade Garfield is suggesting the Board be shown the process PRC and Finance came up with to get bills paid. Gayline Hunter stated Casey Carrillo shared the new process and it does hold both departments accountable for getting bills paid on time.*

**MOTION #13:** Donna Medrano/Barbara Baga motioned to accept CFO report; motioned carried 6-0-0.

4. PRC Report

*Elizabeth Acevedo-Medrano read thru PRC report.*

*William Carrillo, Sr. stepped out at 2:05 p.m.*

*William Carrillo, Sr. returned at 2:10 p.m.*

*Darlene Yazzie joined meeting at 2:15 p.m.*

*Darlene Yazzie reported Western Dental made an error when giving the cost for services for patient #850455; there is a difference of \$253.20 patient was refused to be seen by Western Dental and brought the check back. This information was not provided until Monday, June 29, 2015*

**MOTION #14:** Donna Medrano/Barbara Baga motioned to approve patient #850455 for \$4,107.60 for Dental Implants; motion carried 6-0-0.

*Darlene Yazzie left the meeting at 2:23 p.m.*

**MOTION #15:** Donna Medrano/Barbara Baga motioned to approve the PRC report; motion carried 6-0-0.

5. Human Resources Report

*Elizabeth Acevedo-Medrano read thru HR report. Board of Directors would like to have student workers to go thru a background check before coming to work. Health Center will make contact with Terri Dobson and let her know we will need student worker backgrounded at the Health Centers expense.*

*Barbara Baga stepped out at 2:30 p.m.*

Barbara Baga returned at 2:34 p.m.

**MOTION #16:** Donna Medrano/Barbara Baga motioned to approve the Human Resources report; motion carried 6-0-0.

6. AAAHC

Fred Huerta joined meeting at 2:48 p.m.

*In reviewing AAAHC report; Board of Directors asked for clarification on Greenway issue.*

*Greenway is not allowing us to extract information from the server, until we pay for access to the servers.*

Fred Huerta left the meeting at 2:56 p.m.

*Mr. Shiekh insured the Board we are working on getting the issue resolved and we will have an update at the next Board meeting.*

**MOTION #17:** Jade Garfield/Alberta Chavez motion to revisit the AAAHC 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/Facilities Manager Report
10. AOA
11. FYI Items

**IX. ADJOURNMENT**

**MOTION #18:** William Carrillo, Sr./Jade Garfield motioned to adjourn at 3:10 p.m.; motion carried 6-0-0.

  
Alberta Chavez, TRIHCI Board Secretary