

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

SEPTEMBER 17, 2015 SPECIAL BOARD MEETING MINUTES

I. **CALL TO ORDER:** Chairperson Gayline Hunter called the meeting to order at 8:36 a.m.

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

<u>Board Members:</u>	<u>Staff</u>	
Gayline Hunter, Chairperson	P Zahid Sheikh	P
Donna Medrano, Vice-Chair	P Casey Carrillo	P
Joseph Garfield, Treasurer (joined @ 8:38 a.m.)	L Katherine Portillo	P
Alberta Chavez, Secretary	P Resty Rios	P
Barbara Baga, Member	P Elizabeth Acevedo-	T
Richard Brown, Member	P Medrano	
William Carrillo, Sr., Member	A	
Veronica McDarment, Alternate	A	
Jade Garfield, Alternate	A	

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

**III. APPROVAL OF AGENDA**

*Joseph Garfield joined the meeting at 8:38 a.m.*

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

**IV. Items for Review**

- a. Transfer of \$25,000 from Wells Fargo CSC Checking into Wells Fargo CSC Savings

**MOTION #2:** Barbara Baga/Donna Medrano motioned to transfer \$25,000 from Wells Fargo CSC Checking into Wells Fargo CSC Savings; motion carried 5-0-0.

- b. Annual CRIHB Meeting Donation of \$2,500

*CRIHB is not asking for monetary donation but raffle*

*gifts, being that \$2,500 is under \$5,000 donation does not need Board approval.*

*Katherine Portillo joined the meeting at 8:46 a.m.*

c. Approval of Job Descriptions:

a. Data Entry Clerk

**MOTION #3:** Joseph Garfield/Donna Medrano motioned to approve the Data Entry Clerk job description with corrections and updates; motion carried 5-0-0.

b. Human Resources/Administrative Assistant

**MOTION #4:** Joseph Garfield/Richard Brown motioned to approve the Human Resources/Administrative Assistant job description with changes; motion carried 5-0-0.

c. Human Resources Manager

**MOTION #5:** Barbara Baga/Joseph Garfield motioned to approve the Human Resources Manager job description with the additions and changes; motion carried 5-0-0.

*Just for clarification Alberta Chavez wanted to know if Administrative Secretary & Executive Secretary would need to coordinate PTO with HR/Admin. Assistant: because HR/Admin. Assistant will have time off approved by HR Manager, Administrative Secretary & Executive Secretary will need to coordinate time off/PTO with each other.*

d. Approval of Organizational Chart

**MOTION #6:** Alberta Chavez/Barbara Baga motioned to approve the Organizational Chart with corrections; motion carried 5-0-0.

*Community member is asking for a copy of the Organizational Chart; copies may be provided with no names just positions.*

e. Review of August Expenditures

*Casey Carrillo satisfactorily answered all questions*

**MOTION #7:** Alberta Chavez/Joseph Garfield motioned to approve the review of August expenditures with questions to be answered

next month; motion carried 5-0-0.

**V. ADJOURNMENT**

**MOTION #8:** Alberta Chavez/Barbara Baga motioned to adjourn at 9:56 a.m.; motion carried 5-0-0.



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Alberta Chavez, TRIHCL Secretary