

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

OCTOBER 07, 2015 BOARD MEETING MINUTES

I. CALL TO ORDER: Chairperson Gayline Hunter called meeting to order at 9:07 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 @ 9:09 a.m.)	L Katherine Portillo	P
Alberta Chavez, Secretary	P Elizabeth Acevedo-	P
Barbara Baga, Member	P Medrano	
Richard Brown, Member	P	
William Carrillo, Sr., Member	P	
Veronica McDarment, Alternate (joined @ 9:09 a.m.)	L	
Jade Garfield, Alternate	A	

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

Joseph Garfield joined meeting at 9:09 a.m.

Veronica McDarment joined meeting at 9:09 a.m.

III. APPROVAL OF AGENDA

MOTION #1: Donna Medrano/William Carrillo, Sr. motioned to approve the agenda with additions; motion carried 6-0-0.

IV. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

1. September 02, 2015 Board Meeting Minutes

MOTION #2: Donna Medrano/Barbara Baga motioned to approve the September 02, 2015 minutes with corrections; motion carried 4-0-2.

2. September 04, 2015 Special Board Meeting Minutes

MOTION #3: Joseph Garfield/Donna Medrano motioned to approve the September 04, 2015 Special Board meeting minutes with

additions; motion carried 3-0-3.

3. September 17, 2015 Special Board Meeting Minutes

MOTION #4: Barbara Baga/Alberta Chavez motioned to approve the September 17, 2015 Special Board meeting minutes as written; motion carried 5-0-1.

Dr. Kim @ 9:32 a.m. via teleconference

Dr. Kim reported to the Board he would now like to rescind his request to access the Tribes Membership Roll. Dr. Kim ran a trial run after expanding the geography area;

Alberta Chavez stepped out at 9:35 a.m., returned at 9:40 a.m.

after looking at the results it does not look like there is enough cases to be considered a cluster. Keep in mind this is just a preliminary look. To have a final calculation Dr. Kim would like to go before Tribal Council & ask them to define the areas they would like to have included in a final look at cancer cases.

V. OLD BUSINESS

1. Tribal Contribution Letter

CEO was directed to draft a letter to community regarding new programs being offered thru Tribal Contributions and Elder Services.

2. Traditional Medicine Policy

William Carrillo, Sr. & Joseph Garfield have gotten copies of a policy from Dr. Bartgis and will combine with the draft we already have.

3. Review of Enhanced Assistance In-Home Supportive Services Program

Draft application for program before final approval.

Tabled

William Carrillo Sr. presented the BOD with a flyer from CIMC

VI. NEW BUSINESS

1. Patient #850431 request for a larger walker

Patient would need to see a Provider and given a prescription for a larger walker.

MOTION #5: Joseph Garfield/Alberta Chavez motioned to approve a larger walker for patient #850431 be paid through third party funding pending a prescription from a provider; motion carried 6-0-0.

2. Tribal Contributions
 - a. Patient #5546 Dental Implants + Rx's \$21,000.00

Approved in September

- b. Patient #850553 Dental Implants + Rx's \$27,298.00
- c. Patient #850252 Dental Implants + Rx's \$5,588.40
- d. Patient #850393 Dentures + Rx's \$3,656.00
- e. Patient #855585 Orthodontic Care \$3,300.00

MOTION #6: William Carrillo, Sr./Barbara Baga motioned to approve Patient #850553 for Dental implants in the amount of \$27,298.00, Patient #850252 for Dental Implants in the amount of \$5,588.40, Patient #850393 for Dentures in the amount of \$3,656.00 and Patient #855585 for Orthodontic Care in the amount of \$3,300.00; motion carried 6-0-0.

3. Approval of Exam Tables & Autoclave

MOTION #7: Barbara Baga/Joseph Garfield motioned to approve the purchase of Exam Tables & Autoclave from McKesson funds to come out of general fund; motion carried 6-0-0.

4. Review & Approval of Car Seat Policy

*Donna Medrano stepped out at 10:25 a.m.
Richard Brown stepped out at 10:25 a.m.*

MOTION #8: Joseph Garfield/Barbara Baga motioned to approve the Car Seat Policy with corrections; motion carried 4-0-2.

5. Native Wellness Institute *Self Care* Quote & Tribal Transformation Process

Quote for Cecilia Fire Thunder to provide two-day

Staff & Community training on Self Care& Resiliency.

Donna Medrano returned at 10:30 a.m.

Richard Brown returned at 10:30 a.m.

Gayline Hunter stepped out at 10:35 a.m.

MOTION #9: William Carrillo, Sr./Joseph Garfield motioned to approve a two day Native Wellness Institute Self Care for \$5,610.00 funds to come from third party; motion carried 5-0-0.

Gayline Hunter returned at 10:40 a.m.

Tribal Transformation Process: consultants who will conduct a needs assessment & help in building a wrap around program. William Carrillo, Sr. would like for Tribal Council and the Health Board to listen to their presentation and share cost of them coming down.

Alberta Chavez stepped out at 10:46 a.m.

Alberta Chavez returned at 10:55 a.m.

6. Thanksgiving \$50 gift cards for staff & Board

7. Christmas \$50 gift cards for staff & Board

MOTION #10: William Carrillo, Sr./Donna Medrano motioned to approve the \$50 Thanksgiving gift cards & \$50 Christmas gift cards for staff & Board; motion carried 6-0-0.

Move to item 10. Patient #855916 request for extended stay at hotel

Patient submitted a request for an extended stay in a hotel as patient is having surgery at USC and will need to stay hospitalized for 3 days after the surgery.

Normally the Health Center only pays for 2 nights; patient is looking to have 5 nights approved.

MOTION #11: Donna Medrano/Barbara Baga motioned to approve Patient #855916 request for an extended stay at a hotel room (lodging only) funds to come from Tribal Contributions; motion carried 5-0-1.

Barbara Baga stepped out at 11:19 a.m.

Barbara Baga returned at 11:23 a.m.

8. Dr. Newman & Dr. Dunivan re: Orthodontics @ 11:30 a.m.

Dr. Newman & Dr. Dunivan joined the meeting at 11:25 a.m.

Dr. Newman expressed to the Board of Directors the concerns they have with bringing in a General Dentist for Orthodontic work. A General Dentist performing Orthodontic work is only limited to seeing certain cases; complex cases would need to be referred out. Within our community there are a lot of class 3 cases which are considered complex. Based on questions asked by potential Orthodontist Dr. Dunivan does not think he will be treating the more complex/hard cases.

Dr. Newman & Dr. Dunivan left the meeting at 11:47 a.m.
Veronica McDarment left the meeting at 11:47 a.m.

9. 1 hour visits per Provider

Starting October 1st ICD 10 was officially implemented. It is a federal mandate we properly code. ICD 9 had 40,000 codes now ICD 10 has 68,000 codes, codes are now more diagnostic specific; the 1 patient per hour per provider will be in place for a short while until providers familiarize themselves with codes.

William Carrillo, Sr. stepped out at 11:56 a.m.
Break for lunch at 11:56 a.m.
Return from break at 12:17 p.m.

VII. EXECUTIVE REPORTS AND COMMITTEE REPORTS

1. CEO Report

Mr. Sheikh reported he attended National Indian Health Board conference in Washington D.C. a major topic discussed was Behavioral Health; Mr. Sheikh would like to strengthened our Behavioral Health. Mr. Sheikh would like for the Board to consider renaming the Behavioral Health department to something a little more encouraging and not so much labeling in hopes that a name change will give a positive outlook to patients. Another issue discussed at the conference was PRC funding; NIHB is

pushing to have funds increased.

Mr. Sheikh also attended the CRIHB Annual Board of Directors meeting. At the meeting we were informed that Gov. Jerry Brown will sign into effect AB941; any Tribal Organization wanting to open a Clinic off Reservation lands will not be held to follow California rules and regulations.

Dr. Machado has been given training and a template on NextGen. Jeanette has been asked to generate two separate codes for clients been seen through SOC grant and patients being referred from the Clinic. Mr. Sheikh would like for the Board to consider having the entire Behavioral Health department moved to the Justice Center. At the Justice Center the Behavioral Health will be close to Psychologist, SOC Coordinator, & ICWA.

William Carrillo, Sr. returned at 12:35 a.m.

IT Backup site is now complete and IT department is working on getting servers put together.

Mr. Sheikh reported he has received two bids for In-House pharmacy and is waiting on Dr. Hana to return from FMLA to review.

Greenway contract has been signed. Greenway is working with IT to retrieve data from servers.

HHS has started a new funding cycle for SDPI grant. We have already submitted application for Jan.-Dec. 2016.

Dr. Hall resigned from her position effect September 24th, we did not have adequate time to find a replacement or notify patients of her departure. The Mid-level Providers are doing a great job at covering for Dr. Hall's departure & Dr. Saljoughy has been asked to come in twice a week to see more patients.

Dr. Machado will start working on Fridays seeing Clinic patient's; salary will for the extra day will come from the general fund until an LCSW is hired.

Mr. Shiekh will ask Dr. Newman to visit the office

of the potential Orthodontist.

Gayline Hunter stepped out at 1:15 p.m.

MOTION # 12: Barbara Baga/Richard Brown motioned to approve the CEO report; motion carried 5-0-0.

2. CAC Report

Elizabeth Acevedo-Medrano read thru the CAC report.

Gayline Hunter returned at 1:20 p.m.

MOTION #13: Joseph Garfield/Barbara Baga motioned to approve the CAC report; motion carried 5-0-1.

3. CFO Report

Casey Carrillo read thru CFO report. August expenditures were reviewed at Special Board meeting in September & approved. Finance Policies & Procedures are ready for committee approval at October meeting. Medical Patient Receptionist is on FMLA and two tempoary employees are covering hours they will work no more than 24 hrs. each. No one from Finance department will be available on October 14th & Finance meeting will need to be rescheduled. Surface Pro's for the Board have been ordered & IT will set a date for training. Dodge Durango was purchased for PRC dept.

October Finance meeting rescheduled for October 21st after PRC meeting.

MOTION #14: Alberta Chavez/Barbara Baga motioned to approve the CFO report; motion carried 6-0-0.

4. PRC Report

Move to Human Resources report:

5. Human Resources Report

Katherine Portillo reported she is in the process of developing database tracking training Human Resources Information Software (HRIS) is capable of doing this; Katherine will receive training on setting up the database.

Open positions:

- Registered Nurse*
- Pediatric Nurse Practitioner (PNP)*
- Part time Podiatrist*
- Licensed Clinical Social Worker (LCSW)*
- Physician (job description pending approval)*
- Temporary Custodian*
- Part time Outreach Data Entry Clerk*

Kathleen Nieto was hired as CHR and Zelma Vigil was hired as Temporary Transporter.

Four employees are on intermittent FMLA and five employees are out on FMLA. No workers compensation claims filed.

Personnel Policies and Procedures are being compared to Santa Barbara Personnel Policies and Procedures before being brought forth for approval.

FMLA forms are needing approval; they will be tracking employees time off to ensure they do not exceed allowed time off.

MOTION #15: William Carrillo, Sr./Joseph Garfield motioned to approve the FMLA forms to be used for tracking employees time off; motion carried 5-0-1.

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

Gayline Hunter left meeting at 1:50 p.m.

6. AAAHC

Casey Carrillo read thru AAAHC report on Core Chapter 8.

MOTION #17: Joseph Garfield/William Carrillo, Sr. motioned to approve the AAAHC report; motion carried 5-0-0.

BACK TO PRC REPORT

Joseph Garfield read thru PRC tallies.

Alberta Chavez stepped out at 1:57 p.m.

MOTION #18: Barbara Baga/William Carrillo, Sr. motioned to

approve the PRC; motion carried 4-0-1.

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. Compliance/Facilities Manager Report
9. AOA
10. FYI Items

IX. ADJOURNMENT

MOTION #19: Barbara Baga/Joseph Garfield motioned to adjourn at 2:11 p.m.; motion carried 4-0-1.



Alberta Chavez, TRIHCI Board Secretary