

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

DECEMBER 09, 2015 BOARD MEETING MINUTES

**I. CALL TO ORDER:** Vice-Chairperson Donna Medrano called meeting to order at 9:13 a.m.

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

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

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

**III. APPROVAL OF AGENDA**

**MOTION #1:** Barbara Baga/Richard Brown motioned to approve the agenda as written; motion carried 3-0-0.

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

1. November 16, 2015 Board Meeting Minutes  
*Veronica McDarment seated at 9:33 a.m.*

**MOTION #2:** Barbara Baga/Alberta Chavez motioned to approve the November 16, 2015 Board meeting minutes with corrections; motion carried 4-0-0.

2. November 19, 2015 Special Meeting Minutes

**MOTION #3:** Barbara Baga/Alberta Chavez motioned to approve the

November 19, 2015 Special Board Meeting Minutes as written; motion carried 3-0-1.

**V. OLD BUSINESS**

1. Traditional Medicine Policy

Mr. Sheikh informed the Board of Directors a meeting was held on November 20<sup>th</sup> to review the Traditional Medicine Policy. Policy committee currently consist of Zahid Sheikh, Dr. Rafaat Hana, Federico Huerta, William Carrillo, Sr., Joseph Garfield and J.R. Manuel. Minutes of the meeting were provided for the Boards review.

Referral processed was reviewed and a budget was discussed for the policy. It was discussed a committee would be set up to oversee the policy; it is suggested a youth and an adult member sit on the committee. HR has been requested to draft a job description for a Coordinator (looking for a Tribal Member/Community Member) A second meeting has been set for Friday, December 11<sup>th</sup>.

Richard Brown asked if we have seen a draft of how other Clinics with this type of program operate; Mr. Sheikh informed every community has their own traditions and we would like to be able to track and document treatments. Richard Brown suggested HR get a copy of a job description for a Coordinator to use as a draft.

**VI. NEW BUSINESS**

1. 2016 Holiday Schedule

**MOTION #4:** Barbara Baga/Richard Brown motioned to approve the 2016 Holiday Schedule as presented; motion carried 4-0-0.

2. Employee Injury/Illness Protocol (Supervisor Responsibilities)

Katherine Portillo introduced the new procedure she would like to implement for Supervisors when an employee gets injured; supervisors will be trained at the next Managers meeting. Katherine is also speaking with Living Waters Clinic in regards to switching our Workers Comp. Doctors office.

Once we switch Occupational Health Clinics Katherine will send Visalia Medical Center a letter informing them we will no longer be utilizing their services and will also notify Tribal First of the switch.

3. Review of Tribal Contributions Quarterly meeting

Remove S.O.C grant

4. Review Proposal for Health Event

FYI for the Health Center. William Carrillo, Sr. shared with Elizabeth the tribe is already going ahead with the project and wanted to let the Health Center know; a video and booklet will be made and presented at the CRIHB awards commemorating the Tribes involvement with the Indian Health Care Improvement Act also known as Public Law 94-437.

5. Approval of TRIHCI to sell I-Pads for \$20

Clinic information will not be accessible on I-Pads that are purchased.

**MOTION #5:** Veronica McDarment/Barbara Baga motioned to approve TRIHCI selling I-Pads for \$20; motion carried 4-0-0.

**VII. EXECUTIVE REPORTS AND COMMITTEE REPORTS**

1. CEO Report

Mr. Sheikh reported the Behavioral Health Department will be moved to the Justice Center. Victor Silvas is drafting an MOU between the Health Center and Tribal Council.

IT is waiting on CRIHB to set up Data lines.

Dr. Amir Kohyi will be attending Tribal Council meeting on December 15<sup>th</sup> and presenting to them the Pro's and Con's presented to the Health Board on November 16<sup>th</sup>.

TRIHCI has signed HOOPs grant with CRIHB and has received \$10,000.

Mr. Sheikh attended a Systems of Care grant meeting on Nov. 20<sup>th</sup> with Lisa Davis, Dr. Jamie Bartgis, and

Jennie Perez various issues were discussed.

Mr. Sheikh will be meeting with a new Pharmacist who has opened a private Pharmacy Family Pharmacy in Porterville. There are a few of our patients are already using this pharmacy. They would need to be 340B certified before we can take our services to them. Dr. Amir Kohyi is willing to speak with them and inform them what they need to do to become 340B certified.

**MOTION #6:** Barbara Baga/Richard Brown motioned to approve the CEO report; motion carried 4-0-0.

Donna Medrano stepped out at 10:45 a.m.

Donna Medrano returned at 10:48 a.m.

Veronica McDarment stepped out at 10:49 a.m.

Jeanette Keel joined the meeting at 10:50 a.m.

## 2. CAC Report

Jeanette Keel reported we are beginning to see denials of claims for ICD-10 code corrections.

RPMS documentation has been delayed, CRIHB has been contacted and they will install necessary patches. CRIHB is giving an estimated correction time frame of 30-45 days (this is the expedited time line).

GPRA team set a Flu Clinic booth at the DM walk; there has been a decrease of Flu vaccines recently normally busiest times for Flu vaccine request are in the month of October but we can give vaccines up until March and still consider it as part of this Flu Season.

Veronica McDarment returned at 10:55 a.m.

Data Entry Clerk Marissa Oatman will be attending a ICD-10 workshop with CRIHB. Jeanette will be taking a proficiency exam for IDC-10.

Greenway extractions have started a Data Entry Clerk Marissa Oatman has been dedicated to extracting with help from Part-Time Outreach Data Entry Clerk Melissa Sahagun.

Jeanette Keel left at 11:00 a.m.

**MOTION #7:** Barbara Baga/Alberta Chavez motioned to approve the CAC report; motion carried 4-0-0.

3. CFO Report

*Casey Carrillo reported finance committee met on November 25<sup>th</sup> and all expenditures were within the proposed budget.*

*Audit took place on December 2 - 4<sup>th</sup>. Audit went very well with zero findings. This is our third year with a clean audit we will now be categorized as low risk for Grant funding. Credit to Finance, HR and PRC; auditors have seen significant growth and improvements in all departments.*

*Finance committee meeting for the month of December has been rescheduled for December 16<sup>th</sup>.*

**MOTION #8:** Veronica McDarment/Barbara Baga motioned to approve the CFO report; motion carried 4-0-0.

4. PRC Report

*Elizabeth Acevedo-Medrano report PRC tallies for the month of October 2015. No Tribal Contributions.*

**MOTION #9:** Barbara Baga/Veronica McDarment motioned to approve the PRC report; motion carried 4-0-0.

5. Human Resources Report

*Katherine Portillo reported 2 subpoenas processed.*

*Four new hire orientations held on November 2<sup>nd</sup>. Meeting with a potential LCSW has been scheduled for December 10<sup>th</sup>. Grant Writer proposal is pending approval.*

*Zelma Vigil's temporary employment has ended as Kara Lomborana is back. Open positions are as follows: Family/Pediatric Nurse Practitioner, Part time Podiatrist, LCSW and Physician. Four employees are intermittent FMLA, two employees out on FMLA and one FMLA pending.*

*Policies and Procedures are ready for approval and*

*will be presented at the next Board meeting.*

**MOTION #10:** Veronica McDarment/Alberta Chavez motioned to approve the HR report; motion carried 4-0-0.

6. AAAHC

*Kristy Childress, R.N has been selected as AAAHC coordinator. AAAHC team is taking a different approach when reviewing Core Chapters; team is now ensuring we can produce documents to prove we meet the standard satisfactorily.*

**MOTION #11:** Barbara Baga/Richard Brown motioned to approve the AAAHC report; motion carried 4-0-0.

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

**IX. ADJOURNMENT**

**MOTION #12:** Veronica McDarment/Barbara Baga motioned to adjourn at 11:20 a.m.; motion carried 4-0-0.

  
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Alberta Chavez, TRIHCI Board Secretary