

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

JANUARY 06, 2016 BOARD MEETING MINUTES

I. CALL TO ORDER: Chairperson Gayline Hunter called meeting to order at 9:08 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 @ 10:24 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	A	
Jade Garfield, Alternate	P	

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

III. APPROVAL OF AGENDA

MOTION #1: Barbara Baga/William Carrillo, Sr. motioned to approve the agenda with two additions; motion carried 5-0-0.

IV. EXECUTIVE SESSION

Jade seated at 9:10 a.m.

MOTION #2: William Carrillo, Sr./Barbara Baga motioned to go into executive session at 9:20 a.m.

MOTION #3: Barbara Baga/Donna Medrano motioned to come out of executive session at 10:20 a.m.

Joseph Garfield joined the meeting at 10:24 a.m.

Jade Garfield unseated at 10:24 a.m.

V. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

1. December 09, 2015 Board Meeting Minutes

MOTION #4: Barbara Baga/Donna Medrano motioned the December 09, 2015 Board Meeting Minutes with corrections; motion carried 6-0-0.

VI. OLD BUSINESS

1. Traditional Medicine Policy

TABLED

VII. NEW BUSINESS

1. Tribal Contributions

- a. 855038 Dental Implant Restoration (previously approved November 2012 & completed work on July 10, 2013) \$500. (to come out of 3rd party)

Gayline Hunter stepped out at 10:52 a.m.

Gayline Hunter returned at 10:56 a.m.

MOTION #5: William Carrillo, Sr./Donna Medrano motioned to refer case back to PRC committee for revision of policy to cover cost; motion carried 6-0-0.

- b. 851236 Bariatric Surgery cap at \$10,000.00

MOTION #6: Joseph Garfield/Donna Medrano motioned to approve patient 851236 for Bariatric Surgery with a cap at \$10,000.00 (patient must sign liability waiver); motion carried 6-0-0.

2. Approval of *Add-ons for Patient Lenses*

MOTION #7: Joseph Garfield/Donna Medrano motioned to approve Add-ons for Patient Lenses; motion carried 6-0-0.

3. Approval for purchase of Medical Equipment

Three bids submitted for Boards review:

- 1) *McKesson \$42,078.34*
- 2) *Moore Medical \$48,682.00*
- 3) *Welch Allyn Inc. \$48,757.00*

All three bids include the following:

- *Integrated wall system vital sign devices for 6 exam rooms*
- *Electrocardiograph machine*

- *Cart and arm cable for ECG machine*
- *Spot Vision screener for pediatric and adult patients*
- *Spot Vision screener 5 year care agreement*

Staff is requesting McKesson be chosen, being that they are already a vendor with TRIHCI & offer a 5 year warranty.

MOTION #8: Donna Medrano/Barbara Baga motioned to approve the purchase of medical equipment from McKesson in the amount of \$42,078.34; motion carried 6-0-0.

Donna Medrano stepped out at 11:25 a.m.

Jade Garfield stepped out at 11:25 a.m.

4. Approval of TRIHCI Policies & Procedures

MOTION #9: Joseph Garfield/Barbara Baga motioned to approve the TRIHCI Policies & Procedures with presented corrections; motion carried 5-0-1.

Board would like to have a clean copy of the policy emailed to them.

Donna Medrano returned at 11:28 a.m.

5. Personnel Issue (copy of letter to be provided at meeting)

Katherine Portillo reviewed letter from a previous employee claiming they were robbed of 5 days pay. TRIHCIs attorney is recommending we ignore the letter and claims from previous employee being that dates in the letter are incorrect and employee was terminated over 5 years ago.

MOTION #10: William Carrillo, Sr./Richard Brown motioned to accept the attorney's recommendation; motion carried 6-0-0.

6. Bowling sponsorship

Joseph Garfield is requesting sponsorship for a bowling team consisting of two TRIHCI employees, a Board member and a Tribal employee.

Jade Garfield returned at 11:30 a.m.

Requesting half the fee totaling \$1,120.

Mr. Sheikh is suggesting in the future we budget a certain amount to be used for sports sponsorship for the employees.

MOTION #11: Donna Medrano/Barbara Baga motioned to deny the Bowling sponsorship request; motion carried 4-1-1.

Back to Traditional Health

Alberta Chavez stepped out at 12:40 p.m.

Barbara Baga stepped out at 12:40 p.m.

Board of Directors reviewed drafted Traditional Health Policy and made suggestions and updates to the policy.

Alberta Chavez returned at 12:48 p.m.

Barbara Baga returned at 12:48 p.m.

MOTION #12: Alberta Chavez/Joseph Garfield motioned to revisit the policy; motion carried 6-0-0.

VIII. EXECUTIVE REPORTS AND COMMITTEE REPORTS

1. CEO Report

Mr. Sheikh thanked out going Board members for their service to the Health Center & wished them luck on their re-election. Donna Medrano & Casey Carrillo also commented on the team work and respect for one another thru out the year.

The assessment report of PRC has been submitted and provided to the Board of Directors. The report was reviewed with PRC Director and adjustments are being made in the department.

State of California is proposing to reimburse at FQHC rates, CRIHB is lobbying to stop this law from passing.

Mr. Sheikh met with Family Pharmacy, Pharmacist Basem Said. They are interested in taking over our 340-B program and are willing to be open on Saturdays to convenience our tribal members. Dr. Kohyi has been put in contact with the pharmacist to

review options.

IT-Back up site is still being set up.

Medicare Billing Contract has been signed and overnighted.

Mr. Sheikh will be attending CRIHB quarterly meeting Wednesday, January 20th.

MOTION #13: Joseph Garfield/William Carrillo, Sr. motioned to approve the CEO report; motion carried 6-0-0.

2. CAC Report

Board of Directors reviewed CAC and GPRA report. CAC will add prostate checks, A1C & Diabetes checks on reports.

Richard Brown stepped out at 2:00 p.m.

MOTION #14: Joseph Garfield/Donna Medrano motioned to approve the CAC report; motion carried 5-0-1.

Richard Brown returned at 2:04 p.m.
Donna Medrano stepped out at 2:04 p.m.

3. CFO Report

Casey Carrillo reported Finance meeting took place on December 16th expenditures were reviewed and within proposed budget (attached).

Audit for fiscal year 2014/15 as of now there are zero findings. Casey will continue to work with auditors to endure audit is complete before March 31, 2016 deadline.

Staff & Board members met with Tribal Council on December 15th to review Tribal Contributions expenditures and other Misc. items. Meeting went very well all questions were answered satisfactorily. Third installment of \$250,000 was approved.

Next finance meeting will be in February due to Elections taking place during the second week of January.

Donna Medrano returned at 2:09 p.m.

MOTION #15: Barbara Baga/Joseph Garfield motioned to approve the CFO report; motion carried 6-0-0.

4. PRC Report

Board of Directors reviewed PRC report.

MOTION #16: Joseph Garfield/Donna Medrano motioned to approve the PRC report; motion carried 6-0-0.

5. Human Resources Report

Katherine Portillo reported the following:

- *Two deposition subpoena/medical records request received; one processed on Dec. 22nd*
- *Staff meeting on Jan. 1st*
- *Four Benefit Orientations conducted*
- *Participated in annual independent audit*
- *Drafting Traditional Health Coordinator job description*
- *Attended job fair at Owens Valley on Dec. 17th*
- *Occupational facility will now be Living Water Clinic*
- *Fatima Cota ended temporary assignment*
- *MA extern will start Jan. 11th*
- *Five employees on intermittent FMLA*
- *Two employees returned from FMLA on Dec. 22nd*
- *Attended HR Bootcamp on Dec. 11th*
- *Mandated Reporter training scheduled for Jan 5th*
- *Manager workers comp protocol/responsibilities training on Dec. 14th*
- *Open positions:*
 - *Family/Pediatric Nurse Practitioner*
 - *Part-time Podiatrist*
 - *Licensed Clinical Social Worker (LCSW)*
 - *Physician*

Board of Directors has concerns with being unable to fill the open Physician positions; TRIHCI staff believes during the holidays no one is wanting to leave a secure job for a new one. There is always an interest for the part-time Podiatrist position but

once they find out it is only for four hours once a week they turn away. Staff is suggesting making a hire salary option available. Casey Carrillo suggested taking advantage of CPCA wages next Fiscal Year.

MOTION #17: Joseph Garfield/Barbara Baga motioned to accept the HR report; motion carried 6-0-0.

6. AAAHC

MOTION #18: William Carrillo, Sr./Richard Brown motioned to approve the AAAHC report; motion carried 4-2-0.

IX. 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

X. ADJOURNMENT

MOTION #18: Donna Medrano/William Carrillo, Sr. motioned to adjourn at 2:33 p.m.; motion carried 6-0-0.



Alberta Chavez, TRIHCI Board Secretary