

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

P.O. BOX 768

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PORTERVILLE, CALIFORNIA 93258

**FEBRUARY 03, 2016 BOARD MEETING MINUTES**

I. **CALL TO ORDER:** Vice-Chairperson Joseph Garfield called meeting to order at 10:23 a.m.

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

<u>Board Members:</u>	<u>Staff</u>	
Gayline Hunter, Chairperson (joined @ 10:39 a.m.)	L	Zahid Sheikh P
Joseph Garfield, Vice-Chair	P	Casey Carrillo P
Alberta Chavez, Secretary	P	Katherine Portillo P
Donna Medrano, Treasurer	P	Elizabeth Acevedo- P
Barbara Baga, Member	P	Medrano
Richard Brown, Member	P	
William Carrillo, Sr., Member (joined @ 10:48 a.m.)	L	
Yolanda Gibson, Alternate (joined @ 10:34 a.m.)	L	
Jade Garfield, Alternate	P	

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

**Drug Testing for All Board Members**

Jade Garfield seated at 10:29 a.m.

**III. APPROVAL OF AGENDA**

**MOTION #1:** Barbara Baga/Jade Garfield motioned to approve the agenda with additions; motion carried 5-0-0.

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

1. January 06, 2016 Board Meeting Minutes

**MOTION #2:** Barbara Baga/Donna Medrano motioned to approve the January 06, 2016 Board meeting minutes with corrections; motion carried 5-0-0.

2. January 19, 2016 Special Board Meeting

*Yolanda Gibson joined meeting at 10:34 a.m.*

*Yolanda Gibson seated at 10:34 a.m.*



**MOTION #3:** Barbara Baga/Jade Garfield motioned to approve the January 19, 2016 Special Board Meeting Minutes as written; motion carried 5-0-1.

3. January 26, 2016 Executive Committee Meeting  
*Gayline Hunter joined the meeting at 10:39 a.m.*

**MOTION #4:** Alberta Chavez/Donna Medrano motioned to approve the January 26, 2016 Executive Committee Meeting Minutes as written; motion carried 3-0-3.

**V. OLD BUSINESS**

*Yolanda Gibson unseated at 10:42 a.m.*

1. Traditional Medicine Policy

*Mr. Sheikh has been attempting to make contact with David Lent of Toiyabe Indian Health Project for guidance on the Traditional Medicine Policy.*

**MOTION #5:** Jade Garfield/Barbara Baga motioned to revisit the Traditional Medicine Policy at a later date; motion carried 5-0-1.

**VI. NEW BUSINESS**

1. Certification By Resolution 2016 TRIHCI Election

**MOTION #6:** Jade Garfield/Richard Brown motioned to certify by resolution #2016-002 the 2016 TRIHCI Elections; motion carried 5-0-1.

2. Destruction of 2016 Election Ballots

**MOTION #7:** Barbara Baga/Donna Medrano motioned for the destruction of the 2016 Election Ballots; motion carried 5-0-1.

*William Carrillo, Sr. joined at 10:48 a.m.*  
*Jade Garfield unseated at 10:50 a.m.*

3. Approval of Patient Registration Forms

**MOTION #8:** Joseph Garfield/Barbara Baga motioned to approve the Patient Registration and Consent of Treatment form and Acknowledgement of Receipt of Advance Directive & Notice of Privacy Practices Information form as submitted; motion carried 5-0-1



*Lyle Martin & Reggie Visico joined meeting at 11:00 a.m.*

4. In-House Phone System Upgrade

*Lyle Martin & Reggie Visico presented to In-House Phone system upgrade for TRIHCI to the Board of Directors.*

*Lyle Martin presented 3 quotes for the upgrade to the Board of Directors. If we stay with the current system we have now and upgrade the circuit we'll have a savings of \$36,973.22 annually. With this upgrade if we want to expand our Clinic we can link both sites. The new upgrade will be eliminating a lot of long distance charges which is where the savings comes in. The upgrade will also allow us to upgrade phones gradually.*

*Last upgrade on phone system was preformed 8 years ago.*

**MOTION #9:** Joseph Garfield/Richard Brown motioned to approve the in-house phone system upgrade; system as recommended by the IT department to stay with current system with an upgraded circuit; motion carried 5-0-1.

*Lyle Martin & Reggie Visico left at 11:15 a.m.*

5. Approval of Finance Policies & Procedures

**MOTION #10:** Joseph Garfield/Donna Medrano motioned to approve the Finance Policies & Procedures with corrections; motion carried 5-0-1.

6. Request to allow William Carrillo to give Tribal Contributions report to community

*William Carrillo, Sr. would like permission of the Board of Directors to report what they feel would be appropriate to share with the community as the Tribal Council Treasurer.*

*Casey Carrillo & Mr. Sheikh suggested reporting Tribal Council has giving the Health Center funds to cover medical cost that PRC does not cover. A copy of the Policy can be made available to the community.*



*Richard Brown stepped out at 11:22 a.m.*

*Ricard Brown returned at 11:27 a.m.*

*William Carrillo, Sr. was also given permission to inform the community on which grants we have available to the Health Center.*

7. Indian Health Care Improvement Act

*William Carrillo, Sr. reported the Indian Health Care Improvement Act has been in place for 40 years and the Tribal Council has hired two consultants to put together a booklet on the history of the Indian Health Care Act. Consultants will be working with CRIHB Board and IHS to put the booklet together.*

*The booklet will be presented at the Annual CRIHB awards meeting in October for acknowledgment of the booklet. The Tribal Council would like for the Board of Directors and the Health Center to be made aware of the booklet and is looking for encouragement and support of the booklet. No financial assistance is being requested at this time. Board discussed ear marking some funds for the project.*

*Alberta Chavez returned at 11:34 a.m.*

*Joseph Garfield mentioned IHS is hosting Tribal Leaders government to government consultation; this would be a good place for William to visit and speak with tribes regarding the booklet.*

8. Tribal Leadership Retreat & Systems of Care Training

*William Carrillo, Sr. reported Tribal Council will be having a Leadership retreat put on by Pacific Research & Strategy Inc. on February 15 - 18, 2016 at St. Inez; Tribe has paid \$15,000 if Board members go there may be a prorated rate. The Health Board is invited to attending the training. There will also be a training on Systems of Care overseeing the history of the grant this training is free.*

*Break for at 11:59 a.m.*

*Back from break at 12:13 p.m.*

9. Tribal Council Recommendations for Tribal Contributions



There was a patient request for per diem that was denied because 638 funding does not allow us to give per diem to patients when being transported to medical appointments.

Tribal Chairman has asked that we consider putting in our policy giving patients meal money when going on medical appointments. Council is also asking if we can consider paying for bills that have gone into collections from Tribal Contributions funds.

These recommendations from Tribal Council are being referred to the PRC committee.

**VII. EXECUTIVE REPORTS AND COMMITTEE REPORTS**

1. CEO Report

Mr. Sheikh reported he attended CRIHB quarterly meeting where they discussed how to maximize 3<sup>rd</sup> party funding. One in which to do that is to lobby that the State of California pay for three (3) encounters per day as opposed to one (1).

If the Health Center choses to participate in HRSA (Health Resources and Services Administration) from the state of California we will be considered an FQHC and will lose our sovereign status and will be opening ourselves up to serve the non-native population.

Dr. Amir Khoyi will be meeting with the owner of Family Pharmacy in Porterville to assess their system to see if they can be set up for a 340B program. Gayline Hunter would like for PRC staff to be involved in this process.

Mod. 11 in the amount of \$1,500.00 for Tele-Health services has been received.

Along with Casey Carrillo, Mr. Sheikh is working on a sponsorship policy.

TRIHCI is in receipt of two written complaints from patients; medical staff is taking care of these issues and policies are being amended. Gayline Hunter would like for Grievance committee to meet and review the correct process was taken with the



*complaints.*

*Dental will now keep front office open during the lunch hour for scheduling and cancelling appointments.*

*Mr. Sheikh will be traveling on February 22<sup>nd</sup> to attend Audit Preparation for Tribes and Tribal Organizations.*

*Mr. Sheikh would like to suggest that staff follow chain-of-command when filing a grievance or complaint. Board of Directors would like grievance committee to be made aware of grievances and complaints.*

*An update on the IHS complaint the Executive committee met on; nursing facility has been in contact with PRCO and will be sending a letter explaining why the code was changed.*

*Alberta Chavez left the meeting at 1:31 p.m.*

*Joseph Garfield left the meeting at 1:34 p.m.*

*Yolanda Gibson left the meeting at 1:40 p.m.*

*Jade Garfield seated at 1:40 p.m.*

*Richard Brown stepped out at 1:44 p.m.*

**MOTION #11:** William Carrillo, Sr./Barbara Baga motioned to accept the CEO report; motion carried 4-0-1.

*Richard Brown returned at 1:47 p.m.*

*Barbara Baga stepped out at 1:47 p.m.*

*Board of Directors reviewed CRIHB Options agreement.*

**MOTION #12:** William Carrillo. Sr./Donna Medrano motioned to approve CRIHB Options Agreement; motion carried 4-0-1.

*Barbara Baga returned at 1:52 p.m.*

## 2. CAC Report

*Board of Directors reviewed CAC report*

**MOTION #13:** William Carrillo, Sr./Donna Medrano motioned to accept the CAC report with changes and additions; motion carried 5-0-0.



3. CFO Report

Casey Carrillo reported the Finance committee met on January 28<sup>th</sup>. All the expenditures are within the proposed budget.

Casey has been in contact with auditors and a draft will be available for Finance committee in March.

When the budget was approved in June the Board of Directors approved a transfer of \$2,026,671.00; time has come and staff would like a motion to transfer the funds from 3<sup>rd</sup> party to the Union Bank account.

**MOTION #14:** William Carrillo, Sr./Donna Medrano motioned to approve the transfer of \$2,026,671.00; motion carried 5-0-0.

While at the CRIHB quarterly meeting Casey met with Ron and discussed IHS negotiations which will take place in March Board members are welcome to join. We are allowed to use 3<sup>rd</sup> party funding to donate to Darrell Hostler fund because CRIHB uses those funds to lobby for health care needs. We can also use 3<sup>rd</sup> party funding for Elder care we just need to clearly define what an Elder is and has to be open to all CHSDA areas. Ron also mentioned it not being necessary to have caps on services we pay for.

**MOTION #15:** William Carrillo, Sr./Barbara Baga motioned to approve the CFO report; motion carried 5-0-0.

4. PRC Report

Board of Directors reviewed the PRC report.

**MOTION #16:** William Carrillo, Sr./Barbara Baga motioned to approve the PRC report; motion carried 5-0-0.

5. Human Resources Report

Katherine Portillo reported the following:

- Staff meeting on 01/05/2016 - Mandated reporter training
- Attended college career fair at EMC on 01/07/2016
- Conducted orientation with MA student on 01/08/2016 (student has since left to site that better suited them)



- Employee handbook changes/revisions have been finalized (searching for best price to have books printed)
- Continues to attend weekly AAAHC meetings
- Informal meeting with Mike Flores, PA-C, FNP (out of our price range)
- Assigned to 2016 Health Fair committee
- Scheduling staff to meet with financial advisor Kim Thomas
- Open positions:
  - o Family/Pediatric Nurse Practitioner
  - o Part time Podiatrist
  - o Licensed Clinical Social Worker (LCSW)
  - o Physician
- Trainings attended:
  - o Mandated Reporter
  - o Poster Compliance webinar
  - o HR Conference

Richard Brown left the meeting at 2:44 p.m.

**MOTION #17:** William Carrillo, Sr./Jade Garfield motioned to approve the HR report; motion carried 4-0-0.

Gayline Hunter stepped out at 2:52 p.m.


6. AAAHC

**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 #18:** Jade Garfield/Donna Medrano motioned to adjourn at 3:00 p.m.; motion carried 4-0-0.

  
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Alberta Chavez, TRIHCI Board Secretary