

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

APRIL 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
Joseph Garfield, Vice-Chair	E	Casey Carrillo I
Alberta Chavez, Secretary	P	Katherine Portillo P
Donna Medrano, Treasurer	E	Elizabeth Acevedo- P
Barbara Baga, Member	P	Medrano
Richard Brown, Member	P	
William Carrillo, Sr., Member	P	
Yolanda Gibson, Alternate	E	
Jade Garfield, Alternate	A	

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 with additions; motion carried 4-0-0.

IV. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

Patient #850547 joined the meeting at 9:14 a.m.

Patient #850547 has two concerns one having to do with a recently deceased family member. The family member was under the care of Dr. Hana and P.A. David Baro; the family member was constantly complaining of excruciating lower back pain and was prescribed pain medication. Patient #850547 did not feel this was adequate enough and approached the CEO with a few concerns and requested an MRI. An MRI was

requested immediately after; once the results came in it was brought to light that the family member had severe internal problems. Patient #850547 would like for all staff to be pushed to find out what the problem is and treat for a cure, rather than just push medications for treatment.

Second concern is with an employee who is a Tribal member and has been employed here as a part-time employee and is deaf. Employee was told by their supervisor when the opportunity became open for a full-time position it would be theirs. Recently a position became available for a full-time position in the Maintenance department and was posted internally. Being that the employee is a temporary part-time employee the employee was not eligible to apply at the time of internal posting. The position was filled with a current full-time employee before said employee had the opportunity to put an application in. The employee was handed a "memo" explaining the reason for the position being closed before they had the opportunity to apply. The "memo" was not addressed to anyone nor was it Cc'd to HR or employee file.

There is also little opportunity for proper communication with employee. There was an incident when the supervisor asked the employee to sign a form regarding Sexual Harassment with limited explanation as to why they were being asked to sign it.

Mr. Sheikh informed Patient #850547 he has addressed the second issue and is in agreement, that the communication with the employee is very unprofessional and unacceptable.

Katherine Portillo informed Patient #850547 that an interpreting app is being set up for us to use when communicating with the employee.

Patient #850547 left meeting at 9:34 a.m.

1. March 02, 2016 Board Meeting Minutes

MOTION #2: Barbara Baga/Richard Brown motioned to approve the March 02, 2016 Board Meeting Minutes as written; motion carried 4-0-0.

2. March 16, 2016 Executive Committee Meeting Minutes

MOTION #3: Barbara Baga/Alberta Chavez motioned to approve the March 16, 2016 Executive Committee Meeting Minutes as written; motion carried 1-0-3.

3. March 30, 2016 Special Board Meeting Minutes

MOTION #4: William Carrillo, Sr./Richard Brown motioned to approve the March 30, 2016 Special Board Meeting Minutes with corrections; motion carried 4-0-0.

V. OLD BUSINESS

1. Emergency Code Policy

Barbara Baga would like for copies of our emergency codes to be given to DPS Dispatch, Fire Department and Tribal OEM.

MOTION #5: Barbara Baga/Alberta Chavez motioned to approve the Emergency Code Policy; motion carried 4-0-0.

2. 2015 Board Member Attendance Review

FYI item for Board to review.

3. Traditional Health Policy

Mr. Sheikh presented the draft traditional health policy to the Board of Directors. This policy will be a starting point for the program. Four services will be added; talking circles, sweat lodges, traditional field trips, and traditional foods sustainability. As of right now western medicine will not be integrated with the policy.

Alberta Chavez stepped out at 10:22 a.m.

In speaking with Mr. Lent of Toiyabe; he advised we should look into allocating \$10,000 for the program and the Board of Directors should appoint an advisory committee, leaving administration out being that this program would be very delicate. At this time there would be no need for a Traditional Health Coordinator.

William Carrillo, Sr. would like to see \$25,000

allocated.

MOTION #6: William Carrillo, Sr./Barbara Baga motioned to approve the Traditional Health Policy with \$25,000 allocated to be used toward Traditional Health funds to come from 3rd party; motion carried 3-0-1.

Committee will consist of William Carrillo, Sr., Joseph Garfield, Barbara Baga & Donna Medrano

MOTION #7: William Carrillo, Sr./Barbara Baga motioned to accept the Traditional Health Committee; motion carried 4-0-0.

VI. NEW BUSINESS

1. Approval of Organizational Chart

Richard Brown stepped out at 10:35 a.m.

MOTION #8: Alberta Chavez/Barbara Baga motioned to approve the Organizational Chart as is; motion carried 3-0-1.

2. 36th Annual Traditional Indian Health Gathering
Awakening The Ancestors Within Us

MOTION #9: William Carrillo, Sr./Barbara Baga motioned to approve the Salmon Sponsorship level of \$2,000 with funds to come out of 3rd party; motion carried 3-0-1.

Richard Brown returned at 10:41 a.m.

3. Approval of Hiring Practices Policy

Tabled move to item 4.

4. Approval of Employment Application

MOTION #10 William Carrillo, Sr./Alberta Chavez motioned to approve the Employment Application; motion carried 4-0-0.

5. Dental Patient Information/Consent for Dental Implants (draft)

Consensus of the Board to refer to the PRC committee for review before approval.

6. Conflict of Interest

William Carrillo, Sr. presented to the Board as an Ordinance approved by Tribal Council that the Health Board of Directors needs to follow.

Barbara Baga stepped out at 11:00 a.m.

Barbara Baga returned at 11:06 a.m.

Quarterly meeting will be scheduled with TRTC and questions for this policy will be addressed then.

7. Darrell Hostler Contribution

Tabled

Back to item 3.

MOTION #11: Barbara Baga/William Carrillo, Sr. motioned to approve the Uniform Hiring Practices with revisions; motion carried 4-0-0.

8. Blue Cross Grant

Mr. Sheikh reported we have received a check from Blue Cross with the intent to develop programs for wellbeing and to enhance existing services.

Mr. Sheikh is recommending aiding the local Fire department with startup cost for an Ambulance service. Mr. Sheikh is recommending allocating \$200,000. Fire department has been asked to draft a budget to present to the Board of Directors.

Richard Brown explained they are working on a budget and would like to know who would be overseeing the Ambulance; would the Health Center run it and bill for services? Fire department can provide the man power. Mr. Sheikh reported TRIHCI Billers would be able to bill on behalf of TRFD.

9. Cancer Prevention

William Carrillo, Sr. reported Dr. Kim has completed the Cancer cluster study. Dr. Kim reported according to his findings there is no cancer cluster.

What the Health Center and Tribe can do is incorporate Cancer prevention in their strategic plans. William would like to include these talks at

our next strategic planning meeting.

10. Tribal Education Initiative

William Carrillo, Sr. reported the Tribe has approved a Tribal initiative to promote the funding of priorities within the Tribe for membership to go to school specifically for Tribal needs. Health Center has an opportunity to give an opinion on what positions would be a Tribal need.

11. Community Garden

William Carrillo, Sr. reported in 2014 during a meeting with the Elders we were giving permission to use some land for a Community Garden. William would like to get this project up and running. Space allocated is up by the Elders Center by the parking lot. Mr. Sheikh has been asked to designate an employee to head the project.

12. Visalia Clinic

Mr. Sheikh is looking for advice from the Board to proceed with moving forward to open up a clinic in Visalia. Based on our current licensing there are no longer restrictions and OSHPD regulations we need to comply with in order to open doors. We can purchase land to build or lease a building to start up. Chairperson would like for us to first lease a building and build up third party funding we can later use to build a new clinic.

VII. EXECUTIVE REPORTS AND COMMITTEE REPORTS

1. CEO Report

Mr. Sheikh reported to the Board a request from Dental Hygienist N. Batres to work an extra 4 hours a week. She is wanting to apply for a loan repayment program which requires her to work 20 hours.

MOTION #12: William Carrillo, Sr./Barbara Baga motioned to approve Nancy Batres for an additional four work hours in Dental beginning 05/09/2016 to 06/30/2016; motion carried 4-0-0.

Mr. Sheikh attended the Tribal Consultation with IHS; CRIHB and Board members lobbied for more M&I

funds from IHS.

HHS has approved the encounter rate from \$350 to \$368 which took effect 01/01/2016 we will be reimbursed for past visits. CRIHB is also lobbying to have more than one encounter rate per day billed.

Mr. Sheikh will be meeting with Mark LeBue and staff regarding the funding of TRIHCI.

Mr. Sheikh will be on vacation beginning April 15th returning on May 02nd; Casey Carrillo will be in-charge of the day to day operations.

MOTION #13: Barbara Baga/William Carrillo, Sr. motioned to approve the CEO report; motion carried 4-0-0.

2. CAC Report

Board of Directors reviewed the CAC report.

William Carrillo, Sr. stepped out at 11:47 a.m.

Gayline Hunter would like to know if we can get a mobile Mammogram machine to come up periodically so we can get our GPRA numbers up.

MOTION #14: Barbara Baga/Alberta Chavez motioned to approve the CAC report; motion carried 3-0-1.

3. CFO Report

Board of Directors reviewed the CFO report.

Alberta Chavez wants to ensure that when working on the Budget all equipment needed is considered so that staff is not coming back to ask for funds to new equipment.

William Carrillo, Sr. returned at 11:56 a.m.

MOTION #15: Alberta Chavez/Barbara Baga motioned to approve the CFO report; motion carried 4-0-0.

4. PRC Report

Board of Directors reviewed the PRC report.

Gayline Hunter would like for the PRC staff to meet with Elders regarding the PRC referral system.

Gayline Hunter would like for CFO and PRCO to meet and find out where there is an error in the system because PRC report shows a very low number of P.O's paid.

MOTION #16: Barbara Baga/Richard Brown motioned to approve the PRC report; motion carried 4-0-0.

5. Human Resources Report

Katherine Portillo reported:

- Staff meeting on 03/01/2016
- Attends AAAHC - Ongoing Bi-weekly meetings
- Attends Weekly Health Fair meetings
- Open Positions:
 - o Family Practice Physician
 - o Part-time Podiatrist
 - o Licensed Clinical Social Worker
 - o Outreach Supervisor/Nurse Coordinator
 - o Registered Dietician
 - o Dialysis Transporter (currently posted internally)
- Maintenance Position filled internally
- Sexual Harassment and HIPAA Compliance training took place on 04/04/2016 for all staff
- Seven employees are on FMLA/intermittent FMLA
- Policies & Procedures: file was corrupted and handbook needs to be retyped
- For Approval:
 - o Organizational Chart
 - o Hiring Practices Policy
 - o Employment Application
- For Approval denied at committee level:
 - o Budget for Dialysis Transporter
 - o Outreach Admin Assistant/Transportation Coordinator

MOTION #17: Alberta Chavez/Barbara Baga motioned to approve the HR report; motion carried 4-0-0.

MOTION #18: Alberta Chavez/Richard Brown motioned to amend the Uniform Hiring policy to read employees can apply to Internal/External job postings within their 90 days of employment with the written consent of their manager; motion

carried 4-0-0.

6. AAAHC

MOTION #19: Barbara Baga/William Carrillo, Sr. 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 #20: Alberta Chavez/William Carrillo, Sr. motioned to adjourn at 1:47 p.m.; motion carried 4-0-0.



Alberta Chavez, TRIHCI Board Secretary