

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

JULY 06, 2016 BOARD MEETING MINUTES

I. CALL TO ORDER: Chairperson Gayline Hunter called meeting to order at 9:02 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	A	Casey Carrillo	P
Alberta Chavez, Secretary	P	Elizabeth Acevedo-	P
Donna Medrano, Treasurer	P	Medrano	
Barbara Baga, Member	P		
Richard Brown, Member	P		
William Carrillo, Sr., Member (joined @ 9:27 a.m.)	L		
Yolanda Gibson, Alternate	A		
Jade Garfield, Alternate (joined @ 9:08 a.m.)	L		

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

III. APPROVAL OF AGENDA

MOTION #1: Barbara Baga/Donna Medrano motioned to approve the agenda with two additions; motion carried 4-0-0.

IV. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

1. June 01, 2016 Board Meeting Minutes
Jade Garfield joined & was seated at 9:08 a.m.

MOTION #2: Donna Medrano/Barbara Baga motioned to approve the June 01, 2016 Board Meeting Minutes with corrections and additions; motion carried 5-0-0.

2. June 20, 2016 Special Board Meeting Minutes
William Carrillo, Sr. joined the meeting at 9:27 a.m.

MOTION #3: Barbara Baga/Donna Medrano motioned to approve the June 20, 2016 Special Board meeting minutes with corrections; motion carried 4-0-2.

V. NEW BUSINESS

1. Tribal Contributions
 - a. 851302 - Orthodontics & Dental Implants \$13,200.00
 - b. 850299 - Dental Implant \$3,937.00

MOTION #3: Barbara Baga/Jade Garfield motioned to approve patient #851302 for Orthodontics & Dental Implants in the amount of \$13,200.00 & patient #850299 for Dental Implants in the amount of \$3,937.00; motion carried 5-0-0.

2. Approval of Fuel Assistance Policy & Request Form

Richard Brown stepped out at 10:11 a.m.

Richard Brown returned at 10:14 a.m.

MOTION #4: Barbara Baga/Alberta Chavez motioned to approve the Fuel Assistance Policy & Request Form with corrections and additions; motion carried 6-0-0.

3. Reversal of Tribal Contribution request for Patient #850790

MOTION #5: Donna Medrano/Barbara Baga motioned to approve the reversal of Tribal Contribution request for Patient #850790; motion carried 6-0-0.

4. Approval of Name Change Form

MOTION #6: William Carrillo, Sr./Barbara Baga motioned to approve the Name Change Form as presented by the PRC department; motion carried 5-0-1.

5. Approval of wheelchair lift for Patient #855932

Barbara Baga stepped out at 10:51 a.m.

Tabled

Barbara Baga returned at 10:54 a.m.

6. Approval of Lead Custodian Job Description

Alberta Chavez stepped out at 10:58 a.m.

Alberta Chavez returned at 11:06 a.m.

Back to Approval of Wheelchair lift for Patient #855932

M. Chaparro joined the meeting at 11:08 a.m.

M. Chaparro explained the only company who offers any kind of after care of the system was Ability Center. They offer a yearly service. Ability Center offers a 3 year/36,000 mile warranty from date of delivery.

Of the three bids family prefers to go with Ability Center.

Family is still working on getting a letter from CVRC committing to covering half the cost. Once received the letter will be submitted to Elizabeth Acevedo-Medrano. Family is also requesting assistance from Tribal Council.

Funding will come from 3rd party

MOTION #7: Barbara Baga/Donna Medrano motioned to approve the purchase of a wheelchair lift for Patient #855932 not to exceed \$15,975.00 from Ability Center with funds to come from 3rd Party funding; motion carried 6-0-0.

Back to Approval of Lead Custodian Job Description

Break from 11:56 a.m. - 12:21 p.m.

Board would like to see a revised budget before approving the position as well as an updated Organizational Chart.

Consensus to revisit the Lead Custodian job description.

7. Approval of Dental Consent form

Mr. Sheikh is going to meet with Dr. Newman regarding simplifying the form & having a staff member dedicated to explaining the form.

Consensus to revisit.

8. CEO Evaluation

Elizabeth Acevedo-Medrano will send out the

evaluation forms. Evaluation is scheduled for July 15th at 10 a.m.

9. Ambulance Service

William Carrillo, Sr. reported TRTC still has not prepared a letter of intent. Mr. Sheikh is recommending the Health Center take control of the project. There is a meeting scheduled for June 12th with Tribal Council to review the Ambulance Service.

10. TAE Kwon Do - Class

Tribal Council would like to draw monies committed from the Health Center for the Tae Kwon Do classes. William Carrillo, Sr. has been directed to make contact with CFO to get the payment processed.

11. Gym - Wellness Center Equipment (TRTC update)

FYI the Tribal Council has approved the expansion of the Gym. Expansion will be for gym equipment and meeting/multipurpose rooms.

12. Sports Complex (TRTC update)

FYI Sports Complex is up and ready for use. There are three more phases for updates to the field, snack bar and landscape to come. A Community Swimming pool at the location is in the talks.

13. Emergency Preparedness (Joe Boy Perez)

Joe Boy Perez was unavailable, but he is available to help the Health Center in developing their portion of the plan.

14. Grant Writer Consultant

To be reviewed in CEO report.

15. Meeting with Elders

Elders would like to meet with Health Board and Staff regarding issues they are having with the Health Center.

Richard Brown is trying to enforce calling 9-1-1 to

get ambulance services up here faster. Calling the station causes them time to call Fire Comm. to get a ground ambulance started.

William Carrillo, Sr. stepped out at 1:29 p.m.

Jade Garfield is going to contact the Elders Council Chairperson and explain the Board is willing to meet with the Elders council with the understanding they cannot hear specifics and will get a few dates we have available in August and will inform the Board.

Richard Brown stepped out at 1:33 p.m.

Richard Brown returned at 1:37 p.m.

William Carrillo, Sr. returned at 1:43 p.m.

VI. EXECUTIVE REPORTS AND COMMITTEE REPORTS

1. CEO Report

Donna Medrano left the meeting at 2:06 p.m.

Mr. Sheikh reported there was not a great turn out for Dr. Bhardwaj presentation on Prostate Cancer.

CRIHB will be giving a Regional Training to the community on Behavioral Health issues on August 18th.

CHR in-house refresher trainings are being conducted every Friday morning. CHR's are also receiving training on proper documentation of patient contacts in NextGen.

Mr. Sheikh has made contact with Kimberly Nenna regarding Traditional Garden. Mr. Sheikh will also make contact with other Tribal Members to help with the start up.

CRIHB Mod. 25 has been received in the amount of \$42,704.00 for PRC replacement funds for 2016 FY.

Jade Garfield stepped out at 2:12 p.m.

Dr. Machado has resigned as the SOC Psychologist and has been replaced with Dr. Jeanne Eiden who starts today 07/06/2016.

Jade Garfield returned at 2:15 p.m.

Mr. Sheikh would like to have a conversation with Tribal Council about the Health Center overseeing TRAP and is recommending CRIHB be invited to facilitate the meeting. Board feels right now is not a good time to take over, there are more pressing issues that need to be fixed before moving forward with this project.

Mr. Sheikh would like to allocate and ask Tribal Council how much we can contribute from 3rd party funding for the Gym expansion project. (idea for returning 3rd party funding back into the community) Gayline would like for this item to be put on the Finance Committee meeting agenda.

Katherine Portillo & Jeanne Edien joined the meeting at 2:20 p.m. for quick introduction.

Mr. Sheikh would like to purchase exercise equipment for community members. To promote overall health and exercise. Board is suggesting staff send out a survey to the community to find out which type of machine they would prefer we offer them.

Consensus of the Board to move two Stationary Bicycles and Treadmills from the Justice Center to the Tule River Fire Department. Also to start a pilot program for the purchase of exercise equipment for community members.

Alberta Chavez stepped out at 2:39 p.m.

Alberta Chavez returned at 2:44 p.m.

Mr. Sheikh will develop a plan for the program and will present to the Board at next month's meeting.

Clinic has three (3) summer youth workers at the programs. They will be rotating between PRC, Dental and Medical departments.

Mr. Sheikh would like for the Board of Directors to consider allowing a Grant Writer on contract for grant opportunities. Mr. Sheikh is suggesting the Board approve \$50,000 for the 2016-2017 FY. Mr. Sheikh was asked to present a draft contract for the Board to approve at next month's Board meeting.

MOTION #8: Alberta Chavez/Barbara Baga motioned to accept the CEO report; motion carried 5-0-0.

2. CAC Report

Elizabeth Acevedo-Medrano read the CAC report aloud to the Board of Directors.

MOTION #9: Alberta Chavez/Jade Garfield motioned to accept the CAC report; motion carried 5-0-0.

3. CFO Report

Casey Carrillo reported the FY 2016-2017 was approved at the Special Board meeting on June 20, 2016.

In meeting with PRCO Francine Gibson, Casey Carrillo was notified not all policies for the Department have been written and approved. Casey Carrillo provided Francine Gibson with a copy of polices from the San Bernadino County Indian Health Clinic (AAAHC accredited clinic). Those policies have been attached for the Board to review (these policies have been drafted by IHS and only require we update to reflect our name). Board is asking that policies be review and ready for approval at the next PRC committee meeting.

At this time the Board of Directors is suggesting that the PRC department be moved back under the supervision of the CEO.

Casey will be out of the office on Paternity leave starting July 21st for seven (7) weeks. Resty Rios will be overseeing the Finance department and Mr. Sheikh will be overseeing the PRC department.

MOTION #10: Alberta Chavez/Jade Garfield motioned to accept the CFO report; motion carried 5-0-0.

4. PRC Report

Casey Carrillo read thru the PRC report. Jade Garfield asked if patients are ever removed from the system, is there ever a cause for removing patients?

MOTION #11: Alberta Chavez/Jade Garfield motioned to accept the

PRC report; motion carried 5-0-0.

5. Human Resources Report

Casey Carrillo read thru the HR Report.

MOTION #12: Alberta Chavez/William Carrillo, Sr. motioned to accept the HR Report with an update to intern hours; motion carried 5-0-0.

6. AAAHC

Elizabeth Acevedo-Medrano reported the AAAHC team met regularly in the month of June. Elizabeth Acevedo-Medrano and Jeanette Keel met with the Board of Directors on June 14th and reviewed Policies and Procedures for Medical Records and the EHR system. Follow-up meeting scheduled for July 26th. Team leaders are comparing the 2016 AAAHC handbook to the 2016 handbook for any major changes.

MOTION #13: Alberta Chavez/Jade Garfield motioned to approve the AAAHC report; motion carried 5-0-0.

VII. DEPARTMENTAL & GRANT REPORTS - for information only

1. Dental Report
2. Medical Report
3. Clinical Services Report
4. Community Outreach Report

CHR's are now documenting on RPMS & NextGen

5. Behavioral Health Report
6. Information Technology Report
7. Diabetes Grant Report
8. AOA
9. FYI Items

VIII. ADJOURNMENT

MOTION #14: Alberta Chavez/Jade Garfield motioned to adjourn at 4:24 p.m.; motion carried 5-0-0.

Alberta Chavez, TRIHCI Board Secretary