

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

NOVEMBER 02, 2016 BOARD MEETING MINUTES

I. **CALL TO ORDER:** Gayline Hunter called meeting to order at 9:02 a.m.

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

<u>Board Members:</u>		<u>Staff</u>	
Gayline Hunter, Chairperson	P	Zahid Sheikh	P
Joseph Garfield, Vice-Chair (joined @ 9:05 a.m.)	L	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	P		
Yolanda Gibson, Alternate	A		
Jade Garfield, Alternate	P		

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

*Jade Garfield seated at 9:03 a.m.*

*Joseph Garfield joined the meeting at 9:05 a.m.*

*Jade Garfield unseated at 9:05 a.m.*

III. **APPROVAL OF AGENDA**

**MOTION #1:** Barbara Baga/Donna Medrano motioned to approve the agenda with additions; motion carried 6-0-0.

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

1. October 05, 2016 Board Meeting Minutes

**MOTION #2:** Barbara Baga/Joseph Garfield motioned to revisit the October 05, 2016 Board Meeting Minutes at a later date; motion carried 6-0-0.

**Moved to Old business item 1. Traditional Health**

*Joseph Garfield is still needing one signature and will be traveling to Fresno this afternoon to retrieve it.*



William Carrillo Sr. mentioned purchasing new tarps for sweats; Joseph Garfield knows the vendors and will be submitting a check request or PO.

**Back to item V.**

**Donna Hefner joined the meeting at 9:19 a.m.**

**V. SIERRA VIEW MEDICAL CENTER - MOU (DONNA HEFNER TIME FOR CERTAIN 9 A.M.)**

Donna Heffner introduced herself; she has worked with SVMC for 27 years and has worked her way through the hospital starting out as a Unit Clerk in Oncology. Donna believes in SVMC being committed to the community and knows there is a gap in connecting culturally with the Tribe. SVMC has been attending co-op meetings with the Tribe. In visiting the Health Center last year it was realized our Physicians needed access to labs and imaging results; communications with the Health Center anytime a Tribal Member visits the ER are getting better.

Mr. Sheikh expressed to Donna an issue we keep hearing is the wait time in the ER we would like to request services that would lessen the wait time for our Tribal members. Also better more clear communication with patients regarding aftercare and follow-up. The Clinic would also like to discuss billing issues with SVMC.

William Carrillo, Sr. expressed his wish to have ER wait time exiated as well as pre-registration and have a few beds allocated for Tribal members as it is at Fresno Regional.

**Donna Hefner left the meeting at 10:03 a.m.**

Gayline Hunter would like to set a date for the Executive Committee to review the CEO Evaluation.

**Lindsay Mann joined the meeting at 10:11 a.m.**

**VI. KAWEAH DELTA HOSPITAL PRESENTATION (LINDSAY MANN TIME FOR CERTAIN 10 A.M.)**

Lindsay Mann introduced himself as CEO of Kaweah Delta Hospital for the last 16 years and with the



*Hospital for a total of 30 years.*

*William Carrillo, Sr. expressed his wish to strengthen the relationship with KDH and Tule River.*

*Power Point presentation.*

**Donna Medrano left at 10:50 a.m.**

**Lindsay Mann left at 10:52 a.m.**

**Jade Garfield seated at 10:53 a.m.**

**Back to Approval of the Election Ordinance**

**VII. OLD BUSINESS**

1. Traditional Health
2. Approval of Election Ordinance

**Jade Garfield stepped out at 11:19 a.m.**

**Jade Garfield returned at 11:25 a.m.**

*Board will review the Ordinance one more time and decide if they would like to have one.*

*Election Committee will hold their first meeting November 7<sup>th</sup> at 4:30 p.m.*

**VIII. NEW BUSINESS**

1. Approval to purchase salary.com software to develop salary scales

*CRIHB offered to use the CPCA scale that the Board did not like; CFO Casey Carrillo did a little research and found that salary.com right now is the best option to use for developing employee salary scales.*

**MOTION #3:** William Carrillo, Sr./Barbara Baga motioned to approve the purchase of salary.com annual subscription for \$699.00; motion carried 6-0-0.

2. Approval to place a box for Grievances in lobby and Incident & Grievance forms in TRTC lobby  
*Chairperson is requesting a policy be drafted before approving.*

**MOTION #4:** William Carrillo, Sr./Joseph Garfield motioned to



have a policy & procedure for the box presented and reviewed at the Committee level and brought to the full board for approval in December; motion carried 6-0-0.

3. Approval of E.H.R Policies & Procedures

**MOTION #5:** Joseph Garfield/Jade Garfield motioned to approve the EHR Policies and Procedures as presented; motion carried 6-0-0.

4. Set 1<sup>st</sup> meeting date for 2017 Election Committee

*November 7, 2016 at 4:30 p.m.*

5. Chain of Command

*Mr. Sheikh would like for the Board members to contact him directly when needing information from TRIHCI employees.*

6. Christmas Party

*TRIHCI has reserved RICC for December 17<sup>th</sup> and is going to stay within budget there are no plans to request extra funds.*

7. IHS/CRIHB visit

*Mr. Sheikh has invited IHS & CRIHB for an informal meeting on November 22<sup>nd</sup> at 9 a.m.*

**IX. EXECUTIVE REPORTS AND COMMITTEE REPORTS**

1. CEO Report

*Mr. Sheikh reported he met with IHS on October 31st, YRTC programs will be opening their doors; a lot of directors have issues with the guidelines for patients they will be accepting. The State reimbursement rate will be increased \$10-\$15 per encounter.*

*TRIHCI was awarded Phase II of the ACRONS grant in the amount of \$25,000 to be used toward prevention of Heart Disease & Diabetes.*

*Mr. Sheikh is waiting for the new LCSW to start before moving the BH department to the Justice Center.*



Donna Medrano returned at 12:15 p.m.

Dr. Gregory Albrecht, Podiatrist is currently working two days a week and is willing to put in more hours if the need is there. The community is responding very well to Dr. Albrecht. Dr. Albrecht would like to see his patients more frequently if he is giving them certain treatment plans.

Jade Garfield unseated at 12:34

**MOTION #6:** William Carrillo, Sr./Barbara Baga motioned to accept the CEO report; motion carried 5-0-1.

### 2. CAC Report

Alberta Chavez returned at 12:35 p.m.

Jeanette Keel joined at 12:36 p.m.

Jeanette Keel reported the issues that raised with the move of NextGen to the cloud server have been worked out. Any issues that arise now if they cannot be resolved by Jeanette or IT they are fixed by CRIHB. RPMS will also be moved to the cloud and tested before going live.

QI projects for AAAHC with have been changed from Colorectal screening & Flu Vaccines to Crash Kart knowledge & Patient check-in errors; due to lack of staff in the Medical department to complete the original projects.

Jeanette Keel reported number of visits generated directly from NextGen.

**MOTION #7:** Alberta Chavez/William Carrillo, Sr. motioned to accept the CAC report; motion carried 6-0-0.

Jeanette Keel left the meeting at 12:46 p.m.

### 3. CFO Report

Casey Carrillo reported he has put in his resignation to continue his education and his last day will be December 16<sup>th</sup>.



Audit has been scheduled for Nov. 14-16. Auditors have requested and introduction and exit interview with the Board.

**MOTION #8:** Barbara Baga/Donna Medrano motioned to accept the CFO Report; motion carried 6-0-0.

4. PRC Report

Jade Garfield informed the Board Patient #855433 is still waiting for a follow-up from the Board; Joseph Garfield will inform PRCO to send letter to patient offering TC as an option to pay for unpaid Medical bills.

Katherine Portillo joined at 12:57 p.m.  
Joseph Garfield left the meeting at 1:01 p.m.

Jade Garfield reported at the September PRC meeting bill payment process was questioned. At the Finance Committee meeting in October a list of payments was provided and it was noted payments were being paid to collection agencies.

Richard Brown stepped out at 1:10 p.m.

5. Human Resources Report

Katherine Portillo reported:

**MOTION #9:** Barbara Baga/Donna Medrano motioned to accept the HR Report; motion carried 5-0-0.

Jade Garfield seated at 1:22 p.m.

William Carrillo, Sr. informed Katherine that the Tribe is a member of NFOA; they aid tribes in finding Finance officers. They will allow us to advertise with them for free. Also Travis Coleman is going to make the IHS website available to TRIHCI to fly the CFO position.

Katherine Portillo left the meeting at 1:24 p.m.  
Alberta Chavez left the meeting at 1:27 p.m.

6. AAAHC

**X. 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. AOA
9. FYI Items

**XI. ADJOURNMENT**

**MOTION #10:** Jade Garfield/Barbara Baga motioned to adjourn at 1:30 p.m.; motion carried 5-0-0.



---

Alberta Chavez, TRIHCI Board Secretary