

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

P.O. BOX 768

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PORTERVILLE, CALIFORNIA 93258

**APRIL 12, 2017 BOARD MEETING MINUTES**

**I. CALL TO ORDER:** Gayline Hunter called meeting at 9:08 a.m.

**II. ROLL CALL:** Secretary Nancy McDarment called roll.

| <u>Board Members:</u>                    |   | <u>Staff</u>       |   |
|--|---|--------------------|---|
| Gayline Hunter, Chairperson              | P | Zahid Sheikh       | P |
| Donna Medrano, Vice-Chair in @ 9:55 a.m. | L | Resty Rios         | P |
| Nancy McDarment, Secretary               | P | Katherine Portillo | P |
| William Carrillo, Sr., Treasurer         | P | Elizabeth Acevedo- | P |
| Barbara Baga, Member                     | P | Medrano            |   |
| Richard Brown, Member                    | P |                    |   |
| Shawn Gonzales, Member                   | P |                    |   |
| Adam Christman, 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 9:09 a.m.*

**III. APPROVAL OF AGENDA**

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

**IV. APPROVAL OF PREVIOUS BOARD MINUTES**

1. March 08, 2017 Board Meeting

**MOTION #2:** Barbara Baga/William Carrillo, Sr. motioned to approve the March 08, 2017 Board Meeting Minutes with additions; motion carried 4-0-2.

2. March 10, 2017 Board Meeting

**MOTION #3:** Barbara Baga/William Carrillo, Sr. motioned to approve the March 10, 2017 Board meeting minutes with comments & corrections; motion carried 5-0-1.

3. March 28, 2017 Executive Committee Meeting

*Donna Medrano joined at 9:55 a.m.*

*Jade Garfield unseated at 9:55 a.m.*

**MOTION #4:** William Carrillo, Sr./Barbara Baga motioned to approve the March 28, 2017 Executive Committee Meeting with corrections; motion carried 4-0-2.

**V. OLD BUSINESS**

1. Working meeting with TRTC date set for 05/08/2017 (FYI)
2. Follow-up on Grievance

*Board would like to know if the patient was contacted regarding incorrect vaccine being administered as advised by CDC. Katherine reported the patient was spoken to and correct vaccine was administered. Board would like a copy of the corrected report.*

**VI. NEW BUSINESS**

1. CSC Settlement Agreement and Draft Resolution

**MOTION #5:** William Carrillo, Sr./Barbara Baga motioned to approve the Contract Support Cost incurred during fiscal years 2011 through 2013 in the amount of \$728,457 plus interest by Resolution #2017-003; motion carried 6-0-0.

2. Approval of updates to FMLA Policy

**MOTION #6:** Nancy McDarment/Barbara Baga motioned to approve the updates to the FMLA Policy and it will be the department managers responsibility to receive and submit employees acknowledgement of receipt; motion carried 6-0-0.

3. Approval of Podiatrist Job Description

**MOTION #7:** William Carrillo, Sr./Shawn Gonzales motioned to approve the Podiatrist Job Description pending review and approval of Medical Director; motion carried 6-0-0.

4. Health Fair Work Schedule for B.O.D. (optional)

-Barbara Baga working morning

- Willie Carrillo working morning (if able to)
- Jade Garfield working afternoon (after child care event)
- Rich Brown working relief throughout the day

5. Board Working Meetings

Nancy McDarment would like to set up working meetings to address issues and concerns that are being expressed in the community in a positive environment.

Board is suggesting having working meetings on Wednesdays after working meetings if approval is immediately needed. Every two weeks is being suggested for working meetings to take place.

Barbara Baga stepped out at 10:46 a.m.

Barbara Baga returned at 10:50 a.m.

Tribal Contribution policy needs to be reviewed and updated. Tribal Council would like for Tribal members to be eligible to use Tribal Contributions once as a minor and once as an adult.

Gayline Hunter stepped out at 11:03 a.m.

Richard Brown stepped out at 11:04 a.m.

Ricard Brown returned at 11:10 a.m.

Gayline Hunter returned at 11:16 a.m.

Working meetings scheduled for the last Monday of the month at 9 a.m. (potluck)

6. IHS Tribal Consultation FYI

Highlights - Voting of separation of Y.R.T.C Committee and KTAC Committee, Willie is the Tule River Y.R.T.C rep. lots of focus on the aftercare program, ultimately the Tribes responsibility. Willie has invited Dr. David Springer to assist with developing an aftercare program.

7. Food Sovereignty Grant - Update

William reported he has started dialog on a Community Garden and is pursuing a "Food Sovereignty grant" William has been speaking with Vernon Vera, Charles Lewenya and Hope Romero and has also spoken

with funding agencies of the grant. Natural Resources, Environmental, Youth and Elders all would be stakeholders of the grant. The next meeting for the grant is Tuesday, April 25<sup>th</sup>; Elizabeth will send out meeting notifications for those who would like to attend.

8. HR/Compliance

Katherine spoke with Susan Dahl last year regarding the issue of combining the two positions and it was not going to be an issue of confidentiality or conflict.

In the training it was stated that the positions (HR/Compliance) should be separated because there should be someone ensuring HR is in compliance. The way the position is currently combined there may be potential for compliance or insubordination. Compliance can be combined with another position. Board would like for job description to be reviewed with CRIHB.

William Carrillo, Sr. stepped out at 12:12 p.m.

William Carrillo, Sr. returned at 12:17 p.m.

Break for lunch at 12:20 p.m.

Back from lunch at 12:44 P.M.

**VII. EXECUTIVE REPORTS AND COMMITTEE REPORTS**

1. CEO Report

Elizabeth read the CEO report as follows:

03/21/2017 meeting with Senator Dianne Feinstein regarding PL-638 funding level and issues community members are facing. Also in attendance Donna Medrano and CRIHB representatives.

Draft settlement and resolution have been sent by Collin C. Hampson of IHS for 2011-2013 lost Contract Support Cost.

CRIHB Mod. 42 received in the amount of \$13,454 for YRTC services.

3/17/2017 meeting with Angel Galvez, Tulare County

*Behavioral Health Admin. Specialist regarding ways to enhance services to patients. Also in attendance was Patricia Arredondo, LCSW.*

*Spoke with Council Member Gary Santos regarding Ambulance Services; Mr. Santos will look into the matter.*

*Tribal Councils Health Insurance Brokers are once again attempting to use MLR for the Tribes Self Insured program. The Health Centers stance on this issue has not changed and does not feel comfortable moving forward as it is not a legal practice.*

*Mr. Sheikh has reached out to Kerry Gragg of CRIHB regarding the parking posing a potential hazardous situation for employees and patients. Mr. Sheikh will be attending CRIHB Quarterly meeting 04/12-04/14/2017 and has discussed possible 4/10s schedule with Management staff.*

**MOTION #8:** William Carrillo, Sr./Donna Medrano motioned to accept the CEO report; motion carried 6-0-0.

2. CFO Report

*Elizabeth read the CFO report as follows:*

*2015/16 Audit has been approved and submitted to the Clearinghouse. Resty has emailed auditors regarding doubtful collections and indirect costs.*

*Check signers are confirmed with banks and able to start signing checks.*

*We can now start billing Medicare application has been approved as well as EFT.*

*Add to working meeting agenda using CSC recovered funds to beef up current services.*

**MOTION #9:** William Carrillo, Sr./Donna Medrano motioned to accept the CFO report; motion carried 6-0-0.

3. PRC Report

**MOTION #10:** William Carrillo, Sr./Barbara Baga motioned to accept the PRC report; motion carried 6-0-0.

4. Human Resources Report

Shawn Gonzales stepped out at 1:35 p.m.

Shawn Gonzales returned at 1:37 p.m.

Jeanette Keel joined the meeting at 1:37 p.m.

Board had questions on Weekly Revenue report provided. Jeanette explained there is a formula in NextGen that provides these numbers; Jeanette remembers having questioned an amount she ran the report twice and received the same information. Jeanette is unsure of where the amounts come from she can look into it. Adjustment questions would be for Finance.

Jeanette Keel left the meeting at 1:43 p.m.

BACK TO HUMAN RESOURCES REPORT

Katherine Portillo reported:

- Ongoing recruitment
- No Grievances, Complaints or Incident Reports received
- FMLA Policy has been approved, managers have been notified of the change and to review with staff and obtain acknowledgement. In addition, this policy update will also be announced during next month's staff meeting.
- Attended managers meetings as scheduled
- Created Provider Recruitment Webpage, sent to Dr. Kim at CRIHB
- Processed 1 Personal Leave of Absence & 1 upcoming FMLA
- Deadline for Sexual Harassment Prevention Training for BOD has been extended to 5/31
- Two bids for the fire suppression system have been forwarded to the Chief Financial Officer for presentation during the Finance Meeting. The third bid was unobtainable.
- Benefits Orientation conducted on 4/13
- Internal Transfer orientation conducted on 4/19

Open Positions

- Family Practice Physician, pending CV from potential candidate

- *Part-Time Registered Dietician*
- *Outreach Supervisor (RN), received two applications, currently under review*
- *Accounting Manager, Posted internally per policy 4/20, closes 4/28*

**MOTION #11:** Nancy McDarment/Shawn Gonzales motioned to accept the HR Report; motion carried 6-0-0.

**VIII. DEPARTMENTAL & GRANT REPORTS - for information only**

1. CAC Report
2. Dental Report
3. Medical Report
4. Clinical Services Report
5. Community Outreach Report
6. Behavioral Health Report
7. Information Technology Report
8. Diabetes Grant Report
9. AOA
10. FYI Items

**IX. ADJOURNMENT**

**MOTION #12:** William Carrillo, Sr./Barbara Baga motioned to adjourn at 1:59 p.m.; motion carried 6-0-0.

  
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Nancy McDarment, TRIHCl Board Secretary