

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

JUNE 07, 2017 BOARD MEETING MINUTES

**I. CALL TO ORDER:** Chairperson Gayline Hunter called meeting to order at 9:12 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	P	Resty Rios	P
Nancy McDarment, Secretary	P	Katherine Portillo	P
William Carrillo, Sr., Treasurer	P	Elizabeth Acevedo-	P
Barbara Baga, Member	A	Medrano	
Richard Brown, Member	A		
Shawn Gonzales, Member	L		
Adam Christman, Alternate	L		
Jade Garfield, Alternate	P		

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

*Jade Garfield seated at 9:13 a.m.  
Shawn Gonzales joined at 9:14 a.m.*

**III. APPROVAL OF AGENDA**

**MOTION #1:** Jade Garfield/Nancy McDarment motioned to approve the agenda with an addition; motion carried 4-0-1.

**IV. APPROVAL OF PREVIOUS BOARD MINUTES**

1. May 03, 2017 Board Meeting Minutes  
*William Carrillo, Sr. stepped out at 9:18 a.m.*

**MOTION #2:** Nancy McDarment/Shawn Gonzales motioned to approve the May 03, 2017 Board Meeting Minutes with corrections; motion carried 4-0-1.

*William Carrillo, Sr. returned at 9:20 a.m.*

**V. NEW BUSINESS**



1. Tribal Contribution Request

*Darlene Yazzie joined the meeting at 9:24 a.m.*

*Darlene Yazzie reviewed Tribal Contribution cases with the Board and answered concerns raised at the PRC Committee.*

- a. Patient #851459 Implantable Contact Lens  
\$11,100.00 includes Rx

**MOTION #3:** Nancy McDarment/Shawn Gonzales motioned to approve Patient #851459 for Implantable Contact Lens in the amount of \$11,100.00 (Rx included); motion carried 5-0-0.

*Donna Medrano stepped out at 10:18 a.m.*

*Donna Medrano returned at 10:23 a.m.*

- b. Patient #851056 Breast Capsulectomy \$9,050.00  
includes Rx

*Darlene Yazzie was directed to have the patient request information from their Doctor on how the procedure is medically necessary.*

**MOTON #4:** William Carrillo, Sr./Jade Garfield motioned to deny request of Patient #851056 for Breast Capsulectomy until further information is received; motion carried 5-0-0.

*Jade Garfield out at 10:28 a.m.*

*Adam Christman in at 10:28 a.m.*

*Darlene Yazzie left at 10:28 a.m.*

*Adam Christman seated at 10:28 a.m.*

2. Job Description Approval

- a. Patient Reception

**MOTION #5:** Shawn Gonzales/William Carrillo, Sr. motioned to approve the Patient Reception Job Description; motion carried 5-0-0.

- b. Patient Registration

**MOTION #6:** Shawn Gonzales/William Carrillo, Sr. motioned to approve the Patient Registration Job Description; motion carried 5-0-0.

- c. Chief Financial Officer



**MOTION #7:** Donna Medrano/Shawn Gonzales motioned to approve the Chief Financial Officer Job Description; motion carried 5-0-0.

3. Approval of Podiatrist Salary \$180k/Annually

**MOTION #8:** Shawn Gonzales/Nancy McDarment motioned to approve a salary of \$180,000 annually for the Podiatrist position; motion carried 5-0-0.

4. Approval of Organizational Chart

**MOTION #9:** Shawn Gonzales/Nancy McDarment motioned to approve the Organizational Chart; motion carried 5-0-0.

5. 4/10 Schedules

*Mr. Sheikh has met with all Managers and Directors and there is a wide consensus among the staff to switch to 4/10 schedules. There are a few employees who wish to keep their 5/8 schedules due to personal/family responsibilities. Mr. Sheikh would like to have a pilot trial 90 days to see if the 4/10 schedule will benefit employees & patients. Note the 4/10 schedule will eliminate Saturday Clinics. Currently during weeks when we have a Saturday Clinic we are short staffed during the week due to staff members needing to take a day off. If the trial 90 days is a success policies will be updated and brought to the Board for approval. Board has decided to approve 180 days.*

**MOTION #10:** William Carrillo, Sr./Donna Medrano motioned to approve a six (6) month pilot project for a 4/10 schedule starting July 01, 2017; motion carried 5-0-0.

6. YRTC

*William Carrillo, Sr. reported he was elected YRTC Representative, and voted to make a separate committee aside from CTAC to assist Tribes. Tule River has very limited after care programs for clients. Mr. Sheikh and William have petitioned for additional after care program funding.*

*There will be an "Aftercare Meeting" 06/08/2017 presenter: Dr. Sprenger at the Justice Center 9:30 a.m. - 12 p.m.*



Gayline Hunter stepped out at 10:54 a.m.  
Gayline Hunter returned at 11:05 a.m.

7. Tribal Contributions

William Carrillo, Sr. feels the policy needs to be expanded and further justified so request for more funding can be presented to Tribal Council. William would like for there to be more than once in a life time use.

Policy will be referred back to the PRC committee for review.

8. Elders Outreach

Board would like for PRC staff to start meeting with Elders during their monthly meetings to hear concerns and explain PRC process. Mr. Sheikh has already met with Francine regarding this issue and Francine is in agreeance and will start sending staff to Elders meetings.

9. PRC Brochure

Board reviewed newsletter presented and it more than satisfied the request of the Board. There are a few updates that need to be made, staff will be notified.

10. Ambulance Service

Request for San Juan's Rodeo ALS/BLS Ambulance Services; quote totals \$750

**MOTION #11:** William Carrillo, Sr./Nancy McDarment motioned to approve the Ambulance Service Request for the San Juan's Rodeo on June 23<sup>rd</sup> funds to come from 3<sup>rd</sup> party; motion carried 5-0-0.

Break for lunch at 11:53 a.m.  
Resumed meeting at 12:28 p.m.

**VI. EXECUTIVE REPORTS AND COMMITTEE REPORTS**

1. CEO Report

Mr. Sheikh reported he attended the HHS Consultation meeting in Las Vegas, NV. Because the Tribe did not



show up the Health Center was given the opportunity to meet with HHS one-on-one during their time slot. During this meeting issues requiring attention were addressed specifically the underfunding of our 638 contract.

Mr. Sheikh is suggesting the Board consider paying past due bill patients have so we can start with a clean slate and move forward.

Mr. Sheikh attended Directors meeting with IHS; they invited OIG and they strongly advised that everyone strengthened internal controls.

Billing at the clinic is running smoothly and it was brought to light that Medi-care owes money. Unlike other clinics we are running ICD-10 codes very smoothly.

An email was received from Colin C. Hampson the resolution approving the CSC Settlement amounts was water marked DRAFT. Elizabeth updated got proper signatures, scanned and emailed to Colin.

Gordon Bussell, SOC Manager has asked if it would be possible for the Health Clinic to undertake the SOC grant and was told this is not an option for the Tribe.

Mr. Sheikh has forwarded PRC policies and procedures to Susan Dahl and Toni Johnson (out of the office until June 06<sup>th</sup>) for review. Elizabeth Bitsilly of CRIHB would like to know if the policies have been separated; Mr. Sheikh has met with Francine and reviewed separating the policies for review.

Follow-up on parking lot resurfacing; Kerry Gragg is still working to get an Engineer out to look at the parking lot. Mr. Sheikh is relying so much on CRIHB for this project because CRIHB does have M&I funds to pay for this project.

Jeff Rubio, P.A. stepped in for introductions at 12:56 p.m.

Jeff Rubio, P.A. left at 1:01 p.m.

William Carrillo, Sr. stepped out at 1:25 p.m.

**MOTION #12:** Adam Christman/Shawn Gonzales motioned to accept the CEO report; motion carried 5-0-0.



2. CFO Report

Resty Rios read CFO report to the Board of Directors. During the Finance Committee meeting questions regarding the audit were answered by Melissa Peterson. Michele McDarment accepted position of Accounting Manager. Annual Budget will be presented next week at the Finance Committee meeting.

**MOTION #13:** Adam Christman/William Carrillo, Sr. motioned to accept the CFO report; motion carried 5-0-0.

3. PRC Report

*MOVED TO HUMAN RESOURCES REPORT*

4. Human Resources Report

**MOTION #14:** Shawn Gonzales/Nancy McDarment motioned to amend motion #8 to approve a salary of \$185,000.00 annually for the Podiatrist position; motion carried 5-0-0.

**MOTION #15:** William Carrillo, Sr./Adam Christman motioned to accept the Human Resources report; motion carried 5-0-0.

**VII. 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

**VIII. ADJOURNMENT**

**MOTION #16:** Shawn Gonzales/Donna Medrano motioned to adjourn at 1:59 p.m.; motion carried 5-0-0.

  
\_\_\_\_\_  
Nancy McDarment, TRICHI Board Secretary