

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

NOVEMBER 01, 2017 BOARD MEETING MINUTES

- I. **CALL TO ORDER:** Chairperson Gayline Hunter called meeting to order at 9:06 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	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	L		
Jade Garfield, Alternate	L		

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

**III. APPROVAL OF AGENDA**

**MOTION #1:** Barbara Baga/Nancy McDarment motioned to approve the agenda with additions; motion carried 5-0-0.

**IV. OLD BUSINESS**

1. J. Carothers continue discussion

*Tabled*

2. Increase allotted amount for Patient #855341 hotel stay for self & donor (kidney transplant; \$5,000 budget currently approved)

*Donna Medrano joined the meeting at 9:26 a.m.*  
*Christina Medrano joined at 9:27 a.m.*  
*Jade Garfield joined the meeting at 9:29 a.m.*  
*Christina Medrano left at 9:32 a.m.*

**MOTION #2:** Nancy McDarment/William Carrillo, Sr. motioned to add an additional \$3,500 to the approved \$5,000 for a total of \$8,500 for Patient #855341 and donor with the option to request more if needed; motion carried 6-0-0.

**MOTION #3:** William Carrillo, Sr./Barbara Baga motioned to amended Patient #855341 Tribal Contribution Request not to be used as their one time request; motion carried 6-0-0.

3. Patient #855175 requesting hotel accommodations in San Francisco while mother (tribal member) is in the hospital; currently has a room booked thru Friday

**MOTION #4:** William Carrillo, Sr./Nancy McDarment motioned to approve patient #855175 hotel accommodations and parking fees up to \$8,500 funds to come out of Tribal Contributions; motion carried 6-0-0.

***Back to item 1. J. Carothers***

**MOTION #5:** William Carrillo, Sr./Nancy McDarment motioned to review at a later date; motion carried 6-0-0.

4. TRIHCI Articles of Incorp. & Bylaws review

*Attorneys have been contacted regarding the Articles of Incorporation and our ability to send out Letters of Support, Darrell Hostler funds, etc.*

*Board will review on Nov. 8<sup>th</sup> page by page.*

5. Conflict of Interest Policy/Tribal Ordinance

*Will be on the agenda to review with Tribal Council.*

6. Satellite Clinic

*Willie would like an update. Mr. Sheikh meet with David Lent yesterday who suggested opening up the Satellite clinic as a HRSA clinic.*

7. Casino Repurpose

*Reminder that the Tribe is on track with their move to Porterville. Tribal Council is talking about moving the Health Center to the current casino site. Willie would like to get something concrete from Council.*

8. Ambulance Service

Manny Santoyo joined the meeting at 10:52 a.m.

Manny reported we've started the accreditation process with CCEMSA. Application is being submitted to CHP because we will be transferring to local hospitals and at times long hauls. Manny is seeking clarification on live scan backgrounds for BOD. Application with DMV has already been submitted.

Manny Santoyo left the meeting at 11:30 a.m.

9. Additional Positions (Medical/Outreach)

With the hiring of more Providers, there is now a need for more Medical Assistants. Currently one Medical Assistant is dedicated to vaccines and telehealth. Administration is looking to hire two more Medical Assistants and two more Community Health Representatives. IHS has funds available to assist with the hiring & the rest can be funded with third party.

Adam Christman joined the meeting at 11:45 a.m.

**MOTION #6:** William Carrillo, Sr./Donna Medrano motioned to approve motioned to approve two Medical Assistant (MA) positions and two Community Health Representative (CHR) positions based on the recommendation and trust in the CEO, total cost for positions \$93,390 to come from 3<sup>rd</sup> party and \$90,686 to come from IHS stipulations being two M.As and one CHR being hired right away and 1 CHR hired if needed; motion carried 6-0-0.

10. Native American Heritage Month (Walk)

Shawn Gonzales would like to come up with an activity of some sort to acknowledge Native American Heritage Month.

Jade Garfield left the meeting at 12:46 p.m.

Shawn will come up with a plan and will present at the next weeks meeting.

**V. NEW BUSINESS**

Shawn left the meeting at 12:52 p.m.  
Adam Christman seated at 12:52 p.m.

1. Approval of LCSW Job Description

**MOTION #7:** Nancy McDarment/Barbara Baga motioned to approve the LCSW Job Description with changes; motion carried 6-0-0.

2. Approval of Ambulance Field Supervisor Job Description

**MOTION #8:** Donna Medrano/Barbara Baga motioned to approve the Ambulance Field Supervisor job description with changes; motion carried 6-0-0.

3. Approval of Organizational Chart

*Will update*

4. TRTC Quarterly Update Agenda (scheduled for 11/14)

- *Building lease/building renovation*
- *Utilize space where old Elders Building was sitting for BH department*
- *Conflict of Interest Ordinance*
- *Casino Repurpose*
- *Ambulance Service Update*

5. Prescriptions

*Board would like to make sure prescriptions are not put on hold for refills when Medical Secretary is out of the office.*

**VI. EXECUTIVE REPORTS AND COMMITTEE REPORTS**

1. CEO Report

*Mr. Sheikh reported parking lot project is underway. He's received communications from Kerry Gragg they would like to start the project before the harsh winter months come. M&I funds will be used and CRIHB will transfer. Proposal was submitted from Central Valley Asphalt in the amount of \$136,677. Richard Brown suggested making contact with Gary Public*

*Works Director because they will be paving the road up to the clinic that way projects don't collide. Alternate parking plan is being developed. Project is planned to be completed in one week. Renovation in BH Dept. is still on going, VCR has been notified to come and fix issues.*

**MOTION #9:** Barbara Baga/Donna Medrano motioned to accept the CEO Report; motion carried 6-0-0.

2. CFO Report

*Resty Rios report he is still working on clearing Outstanding checks. Resty Rios reported TRIHCI Bank account balances.*

*Barbara Baga stepped out at 2:15 p.m.*

*Adam Christman stepped out at 2:15 p.m.*

*Barbara Baga returned at 2:16 p.m.*

*Adam Christman returned at 2:18 p.m.*

*Tyra Outzen & Sylvia Jimenez joined the meeting at 2:22 p.m.*

*Powerpoint presentation given on billing for Medicare and MediCal.*

*Tyra Outzen & Sylvia Jimenez left the meeting at 2:56 p.m.*

**MOTION #10:** Adam Christman/Barbara Baga motioned to accept the CFO report; motion carried 6-0-0.

3. PRC Report

*Gayline Hunter stepped out at 3:15 p.m.*

*Elizabeth read aloud the PRC report. Adam Christman would like for pending referrals to be reported.*

*Gayline Hunter returned at 3:23 p.m.*

**MOTION #11:** Adam Christman/Barbara Baga motioned to accept the PRC Report; motion approved 6-0-0.

4. Human Resources Report

*Katherine Portillo reported:*

- *Dental Receptionist position closed October 12<sup>th</sup>. A total of 41 resumes/interests received through Indeed, 8 applications received- Applications*

currently under Department Director review for interviews. Interviews scheduled for 10/24/2017. Candidate has been selected.

- PRC Clerk position closed October 12<sup>th</sup>. A total of 58 resumes received through Indeed, 6 applications received. Applications currently under review by Department Director. Interview date TBD
- New Hire Orientation with Field Supervisor (Ambulance) conducted on 10/2
- 3 Grievances and 1 Incident Report received
- 3 Medical Assistant Externships currently in progress, scheduled to start November 6<sup>th</sup>. All Tribal Members from Tule
- 1 personal leave of absence extended
- TRIHCI Job description updates- in progress
- HIPAA Policy Update- Based on recent Social Media situation, it has been recommended to update this policy
- Conduct/coordinate mandatory safety training with all new employees during orientation
- Stericycle, Mandatory Training on Blood Borne Pathogens and Hazard Communications rescheduled for 10/31
- Scheduled OSHA evaluation with Stericycle Compliance Manager- scheduled for 10/31
- Reviewing Safety policies/walk-through information provided during Dr. Jerry Short's visit/consultation to Tule.
- Insurance Census for open enrollment (completed 10/24), scheduling for Bulen to be on-site for Open Enrollment November 1-3<sup>rd</sup>.
- Posted Custodian and Network Administrator Positions internally on 10/18, close 10/26
- Offer of employment extended to Patient Services Representative on 10/17
- 10/19 and 10/24 Conducted Benefits Orientation
- Social media policy- staff acknowledgement in progress
- Attended Managers meeting on 10/10 and 10/24

**staffing-recruiting**

OPEN POSITIONS:

- o Family Practice Physician
- o Part-Time Registered Dietician
- o Purchase Referred Care Clerk, interview date TBD
- o Dental Receptionist- interviews held 10/24,

- candidate selected
- o Licensed Clinical Social Worker
- o Director of Nurses
- o IT Director, posted internally 10/18- closes 10/26
- o Custodian, posted internally 10/18- closes 10/26

INTERVIEWS:

- Patient Services Representative scheduled for 10/12/2017, candidate selected, offer of employment made and accepted
- Dental Receptionist Interviews scheduled for 10/24, candidate has been selected

PENDING POSITIONS:

PERSONNEL CHANGES:

- o Director of Nurses
- o IT Director, resigned 10/9
- o Licensed Clinical Social Worker, received resignation 10/12, last day will be 11/10
- o Interim Director of Nurses

PERSONNEL

8 employees on Full-Time/Intermittent FMLA, 2 employee out on Personal Leave , 1 employee out on Workers Compensation

TRAINING/TRAVEL

- Please see attached

POLICIES AND PROCEDURES

- Conflict of Interest- Tribal Ordinance

FOR APPROVAL/FOR NOTE

- Conflict of Interest Policy- Tribal Ordinance
- License Clinical Social Worker Job Description
- Ambulance Supervisor Job Description
- Org Chart- pending above approval

Donna Medrano stepped out at 3:28 p.m.

Donna Medrano returned at 3:29 p.m.

Richard Brown stepped out at 3:33 p.m.

**MOTION #12:** William Carrillo, Sr./Adam Christman motioned to remove the Relocation Policy from the Employee Handbook; motion carried 5-0-0.

**MOTION #13:** Adam Christman/Donna Medrano motioned to accept the

HR report; motion carried 5-0-0.

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

1. October 11, 2017 Board Meeting Minutes

**MOTION #14:** Adam Christman/William Carrillo, Sr. motioned to approve the October 11, 2017 Board Meeting Minutes with correction to attendance; motion carried 5-0-0.

2. October 18, 2017 Board Meeting Minutes

**MOTION #15:** Adam Christman/Donna Medrano motioned to approve the October 18, 2017 Board Meeting Minutes as written; motion carried 4-0-1.

**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. EMS Report
11. FYI Items

**IX. ADJOURNMENT**

**MOTION #16:** William Carrillo, Sr./Donna Medrano motioned to adjourn at 3:44 p.m.; motion carried 5-0-0.

  
Nancy McDarment, TRIHCI Board Secretary