

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

JANUARY 03, 2018 BOARD MEETING MINUTES

I. **CALL TO ORDER:** Chairperson Gayline Hunter called meeting to order at 9:11 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-A
Barbara Baga, Member	P	Medrano
Richard Brown, Member	E	
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
 Also present Betsey Foote, Elder
 Jade Garfield seated at 9:13 a.m.

III. APPROVAL OF AGENDA

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

Moved to item V. New Business, 5. Clarify Elders Meals

Ms. Foote was present to voice her concerns for the lack of Elders Meals getting out to Tribal Elders. She has been visiting our Elders and have encountered some who are not receiving meals. Her concern is why is this being allowed if the bases for the program is to provide for them. Mr. Sheikh addressed her concerns first by asking if she had received a letter from him. To Mr. Sheikh she replied that she had not checked her mail. However, a copy was presented to her regarding her concerns. After much discussion on eligibility and funding it was decided to look at funding and the need to supplement this program as it

was noted there is a waiting list.

Donna Medrano joined the meeting XXX

Moved to item V. New Business, 6. Time Lines Major Projects

Mr. Carrillo emphasized the need to put time frames on projects so that they are not over looked but to address and move forward noting priority points.

IV. OLD BUSINESS

1. TRIHCI Articles of Incorpor. & Bylaws review - FYI still pending attorney response
2. Conflict of Interest Policy

Mrs. McDarment discussed with board the need to further define "Immediate Family" as it now applies it limits staff and board to conduct business in the best interest of the clinic operations due close family ties.

MOTION #2: William Carrillo, Sr./Nancy McDarment motioned to utilize the definition of "Immediate Family" as defined in the dictionary and apply to No. F of the "Conflict of Ordinance" Document; motion carried 6-0-0.

Ms. Portillo commented that this would be separate under "Next Gen" then the one just approved? She was asked by Mr. Sheikh her opinion and replied that it had to do with HIPPA((Need additional input from board) further for each of the departments to approve their own.

MOTION #3: Donna Medrano/Barbara Baga motioned to approve the changes made to the Conflict of Interest Policy; motion carried 6-0-0.

V. NEW BUSINESS

1. Visalia Clinic location presentation time for certain 9:10 a.m.

Mr. Sheikh provided the board with an update on the medical building in Visalia. Parking is a concern, however, there are two adjacent lots that could be

purchased that would provide ample parking for clinic patients. There was another building located next to Kaweah which was expensive and offered no parking. Mr. Carrillo recommended seeking other sites more affordable. It was noted that Visalia supported any type of medical services coming into their area. Ms. Hunter recommended setting a date to look at the medical facility. Date set for January 11, 2018. Board will meet at 8:00 a.m. have their Finance Meeting and travel to Visalia where Mr. Hillen will be available to provide tour. Board and staff concurred with her recommendations. Staff to notify Mr. Hillen.

Moved to Item V. New Business, 9. Board Meetings

Mrs. Gonzales recommended that all meetings begin at 8:00 a.m. This would allow for those working to go directly to the meetings opposed to work then clock out and go to meetings. She felt the update of the calendar would be helpful to provide to supervisors in advance noting meeting and travel dates. (not sure if this was voted on)?

PRC - Ms. Francine Gibson was called to discuss with board items under New Business 2 and 3. No. 2 under "Tribal Contributions" a. Client No. 855622/Orthodontics \$3,740.00.

2. Tribal Contribution Request
- a. 855622 Orthodontics

MOTION #4: Barbara Baga/Jade Garfield motioned to approve Patient #855622 for Orthodontics in the amount of \$3,740.00; motion carried 5-0-1. (William Carrillo, Sr. out for vote)

3. PRC Request
- a. Payment for Patient #870206 for delivery & pediatric care bill that was turned over to collections for \$3,799.07

MOTION #5: Shawn Gonzales/Barbara Baga motioned to approve payment of pediatric care bill for Patient #870206 in the amount of \$3,799.07; motion carried 4-0-2.

4. Reimbursement for travel cost for Patient #850097 emergency travel out of state to care for daughter who was in an auto accident; reimbursement totaling \$901.39 (patient has provided supporting

documentation to admin)

Reimbursement for travel. Patient #850097
Reimbursement for emergency travel for out of state
care for daughter. Ms. Gibson was asked if she could
provide any information and replied that this request
did not go through the PRC Department.

PRC Report - Noted no meeting due to lack of quorum.
It was then noted that Mr. David Lent was on site and
staff n board members met with him.

PRC policies. Ms. Gibson stated she had sent them out
to the board earlier on for review and approval. Both
Mr. Brown and Ms. Medrano noted that they were not
receiving emails as Ms. Gibson said those sent were
being returned.

Nancy McDarment out at 12:45 p.m.

MOTION #6: Donna Medrano/Barbara Baga motioned to approve
reimbursement in the amount of \$901.39 for patient #850097
emergency travel out of state to care for daughter who was in
an auto accident funds to come from Tribal Contributions;
motion carried 5-0-1.

5. Clarify Elders Meals

Previously heard

6. Time Lines Major Projects

*Willie Carrillo would like to see current TRIHCI
activities outlined and time framed so that the Board
can have a visual on where we are and if we are
staying within the time frame established.*

7. Define "Immediate Family"

Previously heard

8. David Lent

MOTION #7: William Carrillo, Sr./Donna Medrano motioned to
approve the contract with David Lent not to exceed \$75,000 in
its entirety, funds to come from Third Party; motion carried 6-
0-0.0

9. Board Meetings

Shawn Gonzales recommended meetings start at 8 a.m.

VI. EXECUTIVE REPORTS AND COMMITTEE REPORTS

1. CEO Report

Mr. Sheikh has requested completion of policies and procedures from Jerry Short. Jerry will be working on TRIHCI policies in the month of January as he had prior commitments in the month of December.

On 12/07/2017 Dr. Edward Huynh of CRIHB visited to review 340B policies & procedures. Staff along with Dr. Huynh visited a potential 340b pharmacy in Porterville.

Mr. Sheikh has received information on a potential Medical Clinic for sale in the city of Visalia from Brent Hillen.

Dr. Dillon will review proposed contract and will contact Health Center some time during the 1st week of January.

Jodie Winningham will start on 01/08/2018 as LCSW.

New operational hours are now in effect. Clinic hours are still 7 a.m. - 5:30 p.m.; Admin., Finance, Behavioral Health & PRC working 8 a.m. - 5 p.m., Medical, Dental, Outreach & IT have staggering schedules from 7 a.m. - 5:30 p.m.

MOTION #8: Jade Garfield/Barbara Baga motioned to accept the CEO Report; motion carried 5-0-0.

2. CFO Report

Outstanding checks are still in progress. Proposals for Audit were received from: Melissa Peterson, Blue Arrow, CPA, & REDW.

MOTION #9: William Carrillo, Sr./Donna Medrano motion to approve Melissa Peterson to perform the 2016/17 Fiscal Year Audit; motion carried 5-0-0.

MOTION #10: William Carrillo, Sr./Barbara Baga motioned to accept the CFO report; motion carried 5-0-0.

3. Human Resources

PROGRESS REPORT, HR MANAGER/Safety Officer:

- Annual Fire extinguisher training held 12/5
- Employee Annual Holiday Party-Planning/Purchasing of gifts
- Insurance Deduction Forms, checked for accuracy/forwarded to Fiscal for processing
- Processed one (1) military leave of absence
- Renewed Independent Provider Contract with Physician
- Processed two (2) personal leave of absences (1 is an extension to FMLA)
- Custodian Interviews held 12/8, position offered to applicant, accepted and started 12/18
- IT Network Administrator interviews held 12/8, applicant selected, started 12/11
- New Hire Orientation with Custodian and IT Network Administrator on 12/11 and 12/18
- 1 Incident Report Received
- CHR and Transporter interviews held 12/15, Transporter applicant selected, currently in background process, CHR interviews to be rescheduled.
- Medical Assistant Interviews held 12/19, 2 applicants selected and offered positions, currently in background process
- Conduct/coordinate mandatory safety training with all new employees during orientation
- PRC Clerk position, open until filled
- Director of Clinical Services position- open for recruitment
- Benefits Orientations conducted on 12/20
- Meeting with Infinite Women's Care on 12/20 contract under review
- Meeting with Dr. William Franklin, Medical Director from Sierra View, currently in contract review for TRIHCI EMS Medical Director.
- Porterville College Registered Nurse Rotations- 12 students will begin their rotation January 22, 2018- currently in background screening/drug screen process.

OPEN POSITIONS:

- Family Practice Physician
- Part-Time Registered Dietician
- Purchase Referred Care Clerk, open until filled
- Licensed Clinical Social Worker
- Director of Clinical Services (formally known as Director of Nurses)
- CHR (1)

INTERVIEWS:

- Custodian, 12/8
- IT Network Administrator, 12/8
- Transporter, 12/15
- Community Health Representative, 12/15
- Medical Assistant, 12/19

MOTION #11: Shawn Gonzales/Donna Medrano motioned to accept the HR Report; motion carried 5-0-0.

4. PRC

Board of Directors reviewed monthly patient count.

MOTION #12: Shawn Gonzales/Barbara Baga motioned to accept the PRC Report; motion carried 5-0-0.

VII. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

1. December 06, 2017 Board Meeting Minutes
2. December 13, 2017 Executive Committee Meeting Minutes

NOT REVIEWED

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 #13: Jade Garfield/Barbara Baga motioned to adjourn at 2:15 p.m.; motion carried 5-0-0.


Nancy McDarmont, TRIHCI Board Secretary