

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

P.O. BOX 768

PORTERVILLE, CALIFORNIA 93258

PHONE 784-2316

**FEBRUARY 07, 2018 BOARD MEETING MINUTES**

**I. CALL TO ORDER:** Chairperson Gayline Hunter called meeting to order at 8:33 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 I
Nancy McDarment, Secretary	P	Katherine Portillo P
William Carrillo, Sr., Treasurer	L	Elizabeth Acevedo- P
Barbara Baga, Member	P	Medrano
Richard Brown, Member	P	
Shawn Gonzales, Member	P	
Jeanne Baga, Alternate	P	
Adam Christman, Alternate	L	

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

*Jeanne Baga seated at 8:34 a.m.*

*Adam Christman joined the meeting at 8:35 a.m.*

*William Carrillo, Sr. joined the meeting at 8:38 a.m.*

**III. APPROVAL OF AGENDA**

**MOTION #1:** Shawn Gonzales/Nancy McDarment motioned to approve the agenda with additions; motion carried 6-0-0.

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

1. December 06, 2017 Board Meeting Minutes

*Katherine Portillo joined the meeting at 8:38 a.m.*

*Mr. Sheikh joined the meeting at 8:44 a.m.*

**MOTION #2:** Barbara Baga/Nancy McDarment motioned to approve the December 6, 2017 Board Meeting Minutes with corrections; motion carried 5-0-1.

2. December 13, 2017 Executive Committee Meeting Minutes

**MOTION #3:** William Carrillo, Sr./Shawn Gonzales motioned to approve the December 13, 2017 Executive Committee Meeting Minutes as written; motion carried 4-0-2.

*MOVING TO ITEM. NEW BUSINESS. 1. SOC UPDATE*  
*Kelly Carrillo joined the meeting at 9:02 a.m.*  
*Donna Medrano joined the meeting at 9:27 a.m.*  
*Kelly Carrillo left the meeting at 9:57 a.m.*

3. January 03, 2018 Board Meeting Minutes  
*Jeanne Baga unseated at 10:19 a.m.*

**MOTION #4:** Nancy McDarment/Shawn Gonzales motioned to approve the January 3, 2018 Board Meeting Minutes with corrections; motion carried 5-0-1.

4. January 11, 2018 Special Board Meeting Minutes

**MOTION #5:** Donna Medrano/Barbara Baga motioned to approve the January 11, 2018 Special Board Meeting Minutes as written; motion carried 5-0-1.

5. January 22, 2018 Special Board Meeting Minutes

**MOTION #6:** Barbara Baga/Shawn Gonzales motioned to approve the January 22, 2018 Special Board Meeting Minutes with corrections; motion carried 6-0-0.

**V. OLD BUSINESS**

1. TRIHCI Articles of Incorp. & Bylaws review - *FYI still pending attorney response*

*Memo was received from attorneys late Monday night, Elizabeth presented the Board with copies of the memo for review.*

*Side note William would like to know what our relationship is with Tribal Council (are we a department or a separate entity), Adam would like to know what limitations are as a Board.*

*Board members will review the memo and review the articles of incorporation on the 16<sup>th</sup> at 8:30 a.m.*

*Break at 10:42 a.m.*

*Back from Break at 10:58 a.m.*

Board will review one departmental policies every month at the regular Board meetings.

MOVED TO HR MANAGER/SAFETY OFFICER REPORT:

Katherine Portillo reported:

- CHR Interviews held 01/04
- New Hire Orientations conducted on 01/08 with 2 Medical Assistants, 1 Patient Transporter, 1 Licensed Clinical Social Worker
- Processed 1 person leave of absence on 01/08
- Conflict of Interest Policy sent out to staff on 01/05, acknowledgement forms obtained 01/08-01/12
- Processed 1 FMLA on 01/11
- Processed 1 FMLA on 01/18 for February
- Benefits Orientations conducted on 01/18
- Prepare for Annual Audit, 01/16-01/18
- Extended offer of employment to CHR, currently in background process, start date 01/24
- Recruiting for Information Systems Specialist, Interviews scheduled for 01/25
- Contract Renewal with Dr. Steidley
- Infinite Women's Care contract still under review, pending confirmation from Dr. Dhillon
- EMS Medical Director contract under review
- Porterville College Registered Nurse Rotations-Start 01/25
- IT Specialist interviews held 01/25/2018, offer extended to candidate, currently in background process
- Benefits Orientation on 01/23
- New Hire Orientation and Safety Training Conducted 01/24
- Posted Transporter Position Internally, 01/26, closes on 02/05
- Annual Employee Physicals Completed
- Processed Separation paperwork for Patient Transporter 01/26

STAFFING-RECRUITING

OPEN POSITIONS:

- o Family Practice Physician
- o Part-Time Registered Dietician
- o Purchase Referred Care Clerk, open until filled, current applications sent to PRCO on 01/17, awaiting response to schedule interviews, as of 1/29 no response from hiring manager
- o Director of Clinical Services
- o Patient Transporter

INTERVIEWS:

- CHR, 01/04
- IT Specialist, 01/25

PENDING POSITIONS:

PERSONNEL CHANGES:

- Patient Transporter Resigned effective 01/25/2018

PERSONNEL

- Full-Time FMLA: 1
- Intermittent FMLA: 6
- Personal Leave of Absence: 2

TRAINING/TRAVEL

- Please see attached

POLICIES AND PROCEDURES

- Travel Policies

Board has concerns with there being a vacant position in the fiscal department. CFO has met with temporary agency candidates but they had no experience with MIP.

**MOTION #7:** William Carrillo, Sr./Donna Medrano motioned to accept the HR/Safety Officer Report; motion carried 6-0-0.

Katherine Portillo left the meeting at 11:48 a.m.

**VI. NEW BUSINESS**

1. SOC Update-Kellie Carrillo (9 a.m.)

*Previously heard*

2. Patient #850023-concerns (9:15 a.m.)

*Patient unable to attend, would like BOD to know they wish to have the vehicle with wheelchair access fixed. Resty Rios has quotes ready to present to the Finance Committee.*

*Lunch break at 11:54 a.m.*

*Back from Lunch at 12:34 p.m.*

*Donna Medrano out of the room*

*Moved to ITEM 4. Ambulance Service Request*

3. PRC Policies for Approval
  - a. Eligibility of Individuals

- b. Alternate Resources
- 4. Ambulance Service Request for *Larry Garfield Memorial Rodeo*

*Donna Medrano back in the room at 12:38 p.m.*

TABLED

- 5. Opioid Litigation

*Willie reported the Tribe signed on with the Opioid Litigation last year, Tom Rodgers is assisting TRTC with this matter. In speaking with a Chairman, the Health Center can sign on with the litigation.*

*Moved to CEO evaluation*

*Jeanne Baga left at 1:10 p.m.*

*Donna Medrano stepped out at 1:30 p.m.*

- 6. David Lent

*David Lent will be present at next month's meeting. Chairperson has an issue with the contract with David Lent; Chairperson Signature needs to be on the contract. (contract will be amended to include the chairperson signature).*

*Francine Gibson joined the meeting at 2:12 p.m.*

*BACK TO ITEM 3. PRC POLICIES FOR APPROVAL*

**MOTION #8:** Shawn Gonzales/Richard Brown motioned to table the *Eligibility of Individuals* and send to the attorney for opinion on social and economic ties; motion carried 5-0-1.

*Adam Christman seated at 2:17 p.m.*

*Mr. Sheikh stated IHS leaves the definition of "social and economic ties" up to the tribe themselves and how it best fits the community.*

*Shawn Gonzales/Richard Brown withdrew her motion.*

**MOTION #8 WITHDRAWN BOARD OF DIRECTORS WILL DEFINE AS THEY SEE FIT FOR THE COMMUNITY.**

*Adam Christman emailed the Board a draft of what he's been working on to define "social and economic ties"*

*for the Board to review and edit as they see fit.*

*MOVED to PRC Report*

*Francine notified the Board she has not hired for the PRC Clerk position because she has not received 3 qualified applicants. Francine would like to review a few more applications hoping to have three of what she considers qualified applicants.*

*Donna Medrano returned at 2:43 p.m.*

*William Carrillo, Sr. left the meeting at 2:43 p.m.*

*Francine would like to review payments for patients who receive organ transplants. Very costly and some patients opt out of the procedure due to inability to afford after care services and medications. Adam & Richard are suggesting looking for donations and offer tax write offs and grants.*

*Barbara Baga stepped out at 3:30 p.m.*

**MOTION #8:** Nancy McDarment/Adam Christman motioned to cover an additional 3 months share of cost facility fee for patient #850280; motion carried 4-0-1.

**MOTION #9:** Adam Christman/Shawn Gonzales motioned to accept the PRC report; motion carried 4-0-1.

*Francine Gibson left at 3:31 p.m.*

*Barbara Baga returned at 3:34 p.m.*

7. Amend Resolution #2018-002 (need to add alternate delegates)

*Shawn Gonzales/ nominated Nancy McDarment  
Richard Brown/ nominated Adam Christman  
Adam Christman/ nominated Richard Brown*

**MOTION #10:** Barbara Baga/Shawn Gonzales motioned to close nominations; motion carried 5-0-0.

Nancy McDarment - 4  
Adam Christman - 3  
Richard Brown - 3

Chairperson broke tie for 2<sup>nd</sup> delegate selected Adam Christman.

8. CEO Evaluation 1:00-2:00 p.m.

Board took time to fill out Evaluation forms and submitted to HR to tally and summarize.

Moved to Item 16.

Shawn Gonzales reported during the TH meeting it was discussed to implement a "Healing starts at the Door" moto, by offering a calming waiting area. Soothing colors, calming flute music, calming aromatic scents and fruit infused waters, Themed rooms. This would benefit patients and staff.

Consensus to try implementing these ideas to see how it pans out. Traditional health will come out with a plan to implement.

Marvin Sanchez joined the meeting at 3:57 p.m.

Moved to item 17. CRIHB SHUTDOWN

CRIHB will be moving on March 2<sup>nd</sup> and will be shutting down all access to NextGen & RPMS and internet.

Marvin explained this day would be perfect to shut down and have telephone systems upgraded with Global CTI and IT cleanup during the week reducing and extra cost from Global CTI.

Board is suggesting staff not see patients that day and use it to file, cleanups and inventory or have a team building training at the Justice Center. There will be a physician on board to see patients on emergency basis.

Shawn Gonzales left the meeting at 4:05 p.m.

Marivn Sanchez out at 4:05 p.m.

9. TRIHCI Elders Food Program
10. Gant Chart
11. Social Economic Ties
12. Immediate Families (appropriate depts. were to define)
13. Indirect Cost Rate
14. CHR Building Renovation Status
15. UIHS Trip
16. Calming aroma, music and color recommendations (Shawn

- Gonzales)  
17. CRIHB Shutdown March 2<sup>nd</sup>  
18. ICWA Child Abuse Prevention Donation

**VII. EXECUTIVE REPORTS AND COMMITTEE REPORTS**

1. CEO Report
2. CFO Report
3. Human Resources
4. PRC

**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 #10:** Barbara Baga/Nancy McDarment motioned to review the remainder of the agenda on 02/16 and to adjourn at 4:12 p.m.; motion carried 5-0-0.

  
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Nancy McDarment, TRIHCI Board Secretary