

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

P.O. BOX 768

TULE INDIAN RESERVATION  
PORTERVILLE, CALIFORNIA 93258

PHONE 784-2316

## JUNE 13, 2018 BOARD MEETING MINUTES

I. **CALL TO ORDER:** Chairperson Gayline Hunter called meeting to order at 8:31 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	Elizabeth Acevedo-	P
Nancy McDarment, Secretary	P	Medrano	
William Carrillo, Sr., Treasurer	A		
Barbara Baga, Member	P		
Richard Brown, Member	P		
Shawn Gonzales, Member	E		
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 8:32 a.m.*

### III. APPROVAL OF AGENDA

**MOTION #1:** Barbara Baga/Richard Brown motioned to approve the agenda with additions; motion carried 4-0-0.

### IV. EXECUTIVE & COMMITTEE REPORTS

1. Human Resources

*Tabled*

2. PRC

*Francine Gibson & Apple Yazzie joined the meeting at 8:40 a.m.*

*Francine Gibson reported monthly tallies. Francine Gibson would like to know how her department did with TMAA billing. Gayline shared information provided by TMAA Coordinator. Francine reported Job Descriptions and other information still need to be*

*submitted to CRIHB.*

*Zahid Sheikh & Thomas Moore joined the meeting at 8:46 a.m.  
Donna Medrano joined the meeting at 8:47 a.m.*

*Mr. Sheikh was directed to have staff submit needed  
to TMAA Coordinator.*

**Moved to New Business item 3. Tribal Contributions**

*Apple Yazzie presented Tribal Contribution request  
from patient #s, 851383, 855626 & 850077*

**MOTION #2:** Nancy McDarment/Barbara Baga motioned to approve patient #851383 for Orthodontic Treatment in the amount of \$5,790; motion carried 5-0-0.

**MOTION #3:** Donna Medrano/Barbara Baga motioned to approve patient #855626 for Orthodontic Treatment in the amount of \$5,050; motion carried 5-0-0/

**MOTION #4:** Nancy McDarment/Barbara Baga motioned to approve patient #850077 for DME Adjustable Bed & Chair in the amount of \$2,550; motion carried 5-0-0.

*Adam Christman joined the meeting at 8:56 a.m.  
Adam Christman seated at 8:57 a.m.*

**Moved to Old Business item 1. Patient #28**

*Back in March Board approved hotel stay for patients family as they were going to be admitted to UCSF, day of approval patient was released. Family has been submitting receipts for fuel and hotel stays for continued visits to UCSF and Visalia. PRC is requesting a clear updated motion to get everyone on the same page. The patient is the spouse of a Tribal Member. Fuel would not be covered thru PRC funds. Previous minutes read as a one-time assistance. Elizabeth reported previous motion was made March 2<sup>nd</sup> approving hotel stays for family of Patient #28 funds not to exceed \$8,500 funds to come from Tribal Contributions. Board would like for family to stay in contact with PRC and Administration on appointments for patient. Letter will be sent to family.*

**MOTION #5:** Donna Medrano/Richard Brown motioned to amend motion made on March 2, 2018 to include fuel & lodging as well as

educate family on keeping contact with facility; motion carried 5-0-1. (AC)

**Moved to Old Business Item 2. Clarify Patient #851277 needs to sign Release of Liability before any checks are cut for services**

**MOTION #6:** Jeanne Baga/Donna Medrano motioned to amend motion made on 3/7/2018 for Patient #851277 to sign Release of Liability Waiver and funds not to exceed approved amount of \$17,600.00; motion carried 6-0-0.

**Moved to Old Business Item 8. Pharmacy Issue**

*Jeanne Baga reported patients are requesting meds that are not on their covered formulary and Providers are not looking to see if patient is eligible to have medications covered by insurance and alternate resource. Inflating the budget and most times patients are not being educated on how to use the medications and often times go back to original medications spending funds. Mr. Sheikh will meet with Providers & PRC to clarify proper prescribing of medications. Mr. Sheikh will report in July.*

*Jeanne Baga stepped out at 9:41 a.m.*

*Jeanne Baga returned at 9:44 a.m.*

**Moved to New Business Item 4. Referral Policy**

**MOTION #7:** Nancy McDarment/Barbara Baga motioned to approve the PRC Referral Policy; motion carried 6-0-0.

**Moved to New Business Item 5. Tribal Contribution Policy**

*Board will review over the month and come back in July.*

**MOTION #8:** Donna Medrano/Barbara Baga motioned to accept the PRC Report; motion carried 6-0-0.

*Francine Gibson & Apple Yazzie left the meeting at 9:50 a.m.  
Nancy McDarment stepped out at 9:50 a.m.*

**Moved to Old Business Item 9. Thomas Moore**

**MOTION #9:** Adam Christman/Barbara Baga motioned to go into

closed session at 9:52 a.m.; motion carried 5-0-1 (NM)

**MOTION #10:** Barbra Baga/Donna Medrano motioned to come back into open session at 10:42 a.m.; motion carried 5-0-1 (NM).

*Richard Brown stepped out at 10:42 a.m.*

*Richard Brown returned at 10:44 a.m.*

**MOTION #11:** Jeanne Baga/Barbra Baga motioned to go with the recommendation of Thomas Moore and have the Disciplinary Action removed from the Personnel file of the Accounting Manager; motion carried 5-0-1. (NM)

*Break at 10:45 a.m.*

*Priscilla Santos joined at 10:59 a.m.*

*Back from Break at 11:00 a.m.*

**Moved to Item VII. Tulare County Health & Human Services Survey Presentation**

*Priscilla Santos & Carmen Escobar of TC Public Health presented survey on Public Health in the community on June 19<sup>th</sup>. Information received from the survey will benefit all entities on the Reservation and the County. Carmen will survey at least 50 people ages 18 and up. Survey times will be conducted at 10 a.m. and 6 p.m. An independent company will conduct the survey, gift cards will be given to participants. Council will also be providing 4 gas cards at \$25 ea. that will be raffled off to participants in attendance, Council will also be providing snacks. Priscilla is hoping to get assistance from the Health Center for transportation of participants. (daycare will be provided during the survey)*

*Nancy McDarment returned at 11:23 a.m.*

*Carmen presented the focus group will be finding out what the needs of the community is so that they can better serve the community.*

*Adam Christman stepped out at 11:34 a.m.*

*Carmen will make questions available before survey is conducted to make sure they are culturally appropriate.*

Mr. Sheikh will have Francisca Serna, RN contact Priscilla to discuss transportation services.

**MOTION #12:** Donna Medrano/Jeanne Baga motioned to approve a donation of \$1,000 for the Tulare County Public Health Survey being conducted on 06/19 for raffle prizes with receipts to be returned to Health Center funds to come from 3<sup>rd</sup> Party, check to be made out to Priscilla Santos; motion carried 5-0-1. (AC)

Priscilla Santos & Carmen Escobar left the meeting at 11:58 a.m.

3. CEO

Mr. Sheikh reported he attended the GPRA Meeting hosted by IHS Area Office 5/20-5/22/2018. At the GPRA Meeting a secondary introductory meeting regarding After-Care was discussed, TRIHCI has been chosen as a piolet site.

Katherine Portillo joined the meeting at 12:05 p.m.

**Back to HR Report**

Katherine Portillo reported the following:

**RECRUITMENT:**

- Posted CHR position, Internally 5/3
- CHR Position posted externally 5/14
- Patient Transporter Interviews 5/17
- Posted CHR Until Filled on 5/24
- Posted Custodian Position, Internally and Externally, closes 6/7/2018
- Open Positions: Family Practice, Part-Time Registered Dietitian, LCSW, Podiatrist, CHR

**PERSONNEL CHANGES:**

- CHR Termed 5/2
- Custodian submitted letter of resignation, last day will be June 1, 2018
- Patient Transporter selected

**FMLA/LEAVE OF ABSENCE:**

- Personal Leave after FML processed on 5/15
- FML Processed on 5/15, 5/18, 5/21, 5/23
- Baby Bonding /FML processed on 5/22
- Personal Leave of Absence processed on 5/23
- Intermittent FML processed on 5/23
- Employees out on FMLA: 4

- Intermittent FMLA: 5
- Personal Leave of Absence: 1

TRAINING:

- Updated Mandatory New Hire/Safety Training

BENEFITS:

- 3 Benefits Orientation conducted
- Assisted employees with general benefits issues/questions

ALL OTHER:

- Attended Monthly Staff Meeting
- Created new staff performance evaluation form, sent out to managers for this year's performance review
- Created self-assessment form for employee, will be completed during annual performance evaluation
- 3rd party investigation conducted on 9th-10th prepared necessary documents for investigator
- Working with University of the Pacific to bring on 2 PA students in June and July
- Health and Safety Manual in progress
- Created Workplace Safety Policy and Workers Compensation Policy
- 1 First Aid Injury, released to work full duty, no restrictions

TRAINING/TRAVEL

- Please see attached

POLICIES AND PROCEDURES

- Travel Policies, pending approval- presented on 2/28
- Created Workplace Safety Policy
- Created Workers Compensation Policy
- Implemented a policy reminder on a weekly basis; policy reminder emailed out to staff on Wednesdays

**MOTION #13:** Donna Medrano/Richard Brown motioned to accept the HR Report; motion carried 5-0-1. (AC)

**Moved to Old Business Item 3. Travel Policy**

Adam Christman returned at 12:42 p.m.  
Richard Brown stepped out at 12:58 p.m.

**MOTION #14:** Adam Christman/Donna Medrano motioned to accept the Business Travel Policy accepting all corrections marked in red

and fixing numerical/lettering order; motion carried 6-0-0.

Katherine Portillo left the meeting at 1:30 p.m.

**Back to CEO Report**

Mr. Sheikh and Lisa Graham made suggestions on what the program should offer, i.e. a digital device that youth can use to contact their Therapist/Mental Health Provider. Education for family on how to interact with individual coming home from treatment, as well as assistance with individual getting themselves acclimated with their social life. Mr. Sheikh is hoping for funding to hire a Mental Health provider and funding to implement a program for mothers and fathers. There is still not set date or plan for the start of the program, Mr. Sheikh is hoping to receive an email or letter before July.

State is in talks of eliminating the 340B Program. The State Senate likes the program it's the State Assembly who wants to do away with the program. CRIHB is providing statistical information to keep the program running. By July there will be a final decision made.

Mr. Sheikh also discussed billing glitch with a State Representative.

SOC MOU has been received with comments from Tribal Council.

**Moved to New Business item 1. SOC MOU**

Board reviewed comments and MOU. Board would like to know how much it cost to fund those SOC personnel positions.

Jeanne Baga left the meeting at 2:16 p.m.

Nancy McDarment stepped out at 2:23 p.m.

Nancy McDarment returned at 2:27 p.m.

Barbara Baga stepped out at 2:48 p.m.

Barbara Baga returned at 2:52 p.m.

**MOTION #15:** Adam Christman/Donna Medrano motioned to approve the revised MOU between TRIHCI & TRTC for the transitioning of the SOC Model; motion carried 5-0-0.

**Back to CEO Report**

Mr. Sheikh will send revised MOU to Kelly Carrillo at TRTC.

Modification #01 in the amount of \$47,467 for YRTC youth treatment has been received.

Dr. Carson Chambers background has been completed and HR has received his malpractice insurance. Dr. Chambers will be on contract to assist with Dr. Eiden & will pick up her case load while she is out. Dr. Eiden has been coaching her patients in letting them know she will have assistance with patient care. Dr. Chambers will be on contract.

CRIHB is on site conducting site review and will be completing tomorrow on 6/14. CRIHB is conducting review based on AAAHC & IHS guidelines.

Manny Santoyo has been certified as a CPR instructor and will start conducting in-house CPR/1<sup>st</sup> aid training to staff. Manny also mentioned there is hands-on training that can be provided to community members.

Richard Brown left the meeting at 3:06 p.m.

Grass behind Outreach & Behavioral Health buildings need to be cut down.

**MOTION #16:** Donna Medrano/Barbara Baga motioned to accept the CEO Report; motion carried 4-0-0.

**SPECIAL BOARD MEETING SCHEDULED FOR JUNE 18<sup>TH</sup> AT 4 P.M.**

4. CFO

**V. APPROVAL OF PREVIOUS BOARD MINUTES**

1. March 14, 2018 Special Board Meeting Minutes
2. May 02, 2018 Board Meeting Minutes
3. May 08, 2018 Special Board Meeting Minutes

**VI. FY 2018-19 BUDGET REVIEW**

Will be discussed at 06/18/2018 Special Board Meeting



**VII. TULARE COUNTY HEALTH & HUMAN SERVICES SURVEY PRESENTATION**

*Previously heard*

**VIII. OLD BUSINESS**

1. Patient #28 Hotel Accommodations for Family Members  
(previously approved when family was being told patient would be admitted to ICU; patient now has bi-weekly - monthly appointments in Stanford, CA)

*Previously reviewed*

2. Clarify Patient #851277 needs to sign Release of Liability before any checks are cut for services

*Previously reviewed*

3. Travel Policy

*Previously reviewed*

4. PRC Eligibility of Individuals Policy

*Approved on 03/07*

5. Bylaws Update

*Will be reviewed at 06/18/2018 Special Board Meeting*

6. CEO Evaluation (Hard copies provided at meeting)

*Will be reviewed at 06/18/2018 Special Board Meeting*

7. Elders Meals

*Will be reviewed at 06/18/2018 Special Board Meeting*

8. Pharmacy Issue

*Previously discussed*

9. Thomas Moore

*Previously discussed*

**IX. NEW BUSINESS**

1. SOC MOU Review

*Previously reviewed*

2. Fred Burrough Land Assignment

*Will be reviewed at 06/18/2018 Special Board Meeting*

3. Tribal Contributions

- a. Patient #851383 Orthodontics, \$5,790.00 including Rx

*Previously approved*

- b. Patient #855626 Orthodontics, \$5,050.00 including Rx

*Previously approved*

- c. 850077 DME Adjustable Bed & Chair, \$2,550.00

*Previously approved*

4. PRC Referral Policy

*Previously reviewed*

5. Tribal Contribution Policy

*Will be sent to BOD to review before July Board Meeting*

6. EHR Exclusions

*Will be reviewed at 06/18/2018 Special Board Meeting*

**X. 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. TMAA
- 12. FYI Items

**XI. ADJOURNMENT**

**MOTION #17:** Adam Christman/Donna Medrano motioned to adjourn at 3:40 p.m.; motion carried 4-0-0.

  
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Nancy McDarment, TRIHCI Board Secretary