

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

P.O. BOX 768

PORTERVILLE, CALIFORNIA 93258

PHONE 784-2316

JULY 05, 2018 BOARD MEETING MINUTES

- I. **CALL TO ORDER:** Chairperson Gayline Hunter called meeting to order at 8:38 a.m.
- II. **ROLL CALL:** Chairperson Gayline Hunter called roll.

<u>Board Members:</u>	<u>Staff</u>	
Gayline Hunter, Chairperson	P	Zahid Sheikh V
Donna Medrano, Vice-Chair	L	Elizabeth Acevedo- P
Nancy McDarment, Secretary	E	Medrano
William Carrillo, Sr., Treasurer	L	
Barbara Baga, Member	P	
Richard Brown, Member	P	
Shawn Gonzales, Member	P	
Jeanne Baga, Alternate	P	
Adam Christman, Alternate	A	

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

Jeanne Baga seated at 8:39 a.m.

III. APPROVAL OF AGENDA

MOTION #1: Barbara Baga/Shawn Gonzales motioned to approve the agenda with the addition; motion carried 4-0-0.

IV. EXECUTIVE SESSION

MOTION #2: Shawn Gonzales/Barbara Baga motioned to go into close session at 8:43 a.m.; motion carried 4-0-0.

Donna Medrano joined the meeting at 8:47 a.m.

MOTION #3: Shawn Gonzales/Barbara Baga motioned to come out of closed session at 9:40 a.m.; motion carried 5-0-0.

As a result of the Executive Session, Chairperson will email the CEO.

Moved to New Business item 3. Elders Gathering

Shawn Gonzales reported she and Donna Medrano met with the Elders Council on July 2nd. Elders Council was welcoming and approved all activities the Board wishes to provide.

MOTION #4: Barbara Baga/Shawn Gonzales motioned to accept the Traditional Health Committees report regarding the Elders Gathering with the amount not to exceed \$5,000; motion carried 5-0-0.

Moved to Approval of Previous Board Minutes

V. EXECUTIVE & COMMITTEE REPORTS

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

VI. APPROVAL OF PREVIOUS BOARD MINUTES

1. June 13, 2018 Board Meeting Minutes

MOTION #5: Donna Medrano/Shawn Gonzales motioned to approve the June 13, 2018 Board Meeting Minutes with corrections; motion carried 4-0-1. (SG)

2. June 18, 2018 Special Board Meeting Minutes

MOTION #6: Donna Medrano/Barbara Baga motioned to approve the June 18, 2018 Special Board meeting minutes with a correction; motion carried 4-0-1. (RB)

3. June 26, 2018 Special Board Meeting Minutes

MOTION #7: Shawn Gonzales/Donna Medrano motioned to approve the June 26, 2018 Special Board meeting minutes; motion carried 4-0-1. (RB)

Back to Executive & Committee Reports

Human Resources

Katherine Portillo joined the meeting at 10:28 a.m.

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

Custodian Interviews held June 18, 2018- candidate selected, currently in background process

PERSONNEL CHANGES:

- CHR Termed 5/2
- Custodian submitted letter of resignation, last day will be June 1, 2018
- Patient Transporter selected
- Patient Transporter New Hire Orientation and Safety Training conducted on June 21, 2018.

FML/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 FML: 4
- Intermittent FML: 6
- Personal Leave of Absence: 1
- Intermittent FML processed June 5
- FML Processed June 6
- Military Leave Processed June 16

TRAINING:

- Updated Mandatory New Hire/Safety Training Sexual Harassment training conducted on June 18
- PA Student Orientation conducted on June 18

BENEFITS:

- 3 Benefits Orientation conducted May
- Assisted employees with general benefits issues/questions
- 3 Benefits Orientation for the Month of June

ALL OTHER:

- Participated in CRIHB Audit, June 11-14th
- 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
- 403(B) Meetings held on June 19
- Attended Travel Policies in Las Vegas

POLICIES AND PROCEDURES

- Created Workplace Safety Policy
- Created Workers Compensation Policy
- Implemented a policy reminder on a weekly basis; policy reminder emailed out to staff on Wednesdays

FOR APPROVAL/FOR NOTE

- Workplace Safety Policy
- Workers Compensation Policy
- CHR Job Description
- Information Systems Specialist Job Description
- Data Entry Job Description
- DENTAL: Dentist, Hygienist, RDA, Treatment Plan Coordinator, Receptionist Job Descriptions
- Physician Assistant Job Description
- PRC: Benefits Coordinator and Resource Coordinator Job Descriptions
- AMBULANCE: Paramedic and EMT Job Descriptions

Board has requested a policy be drafted regarding reckless driving.

A reminder to staff that they are to answer phones in English.

MOTION #8: Donna Medrano/Richard Brown motioned to accept the HR Report; motion carried 5-0-0.

Break at 11:XX a.m.

Apple Yazzie joined the meeting at 11:XX a.m.

PRC

Apple reviewed PRC tallies for the month of May 2018.

MOTION #9: Donna Medrano/Barbara Baga motioned to accept the

PRC Report; motion carried 5-0-0.

MOTION #10: Barbara Baga/Shawn Gonzales motioned to approve Patient #855635 for Orthodontics in the amount of \$5,731.90; motion carried 5-0-0.

MOTION #11: Shawn Gonzales/Donna Medrano motioned to approve Patient #855559 for Orthodontics in the amount of \$5,900.00; motion carried 5-0-0.

Moved to Define Social & Economic Ties

Apple Yazzie will provide the Board with a definition from IHS.

Moved to Old Business

VII. OLD BUSINESS

1. Elders Meals
2. Fred Burrough Land Assignment

Lunch break at 12:15 p.m.

William Carrillo, Sr. joined the meeting at 12:24 p.m.

Joseph Garfield joined the meeting at 12:25 p.m.

Back from lunch at 12:27 p.m.

Board read the CPF results for the Fred Burrough Land Assignment giving his ingress/egress access thru the Clinic.

The Board would like to know the exact parameters of the land marks.

Fred Burrough has expressed to CEO that he is wanting to remove trees and or rocks.

A letter is to be sent to TRTC requesting parameters of the Health Center Boundaries, proof of relinquishment of the land to the Health Center;

VIII. NEW BUSINESS

1. Tribal Contributions
 - a. Patient #855635 Orthodontics \$5,731.90

Approved with motion #10

b. Patient #855559 Orthodontics \$5,900.00

Approved with motion #11

2. CRIHB Site Review

The report is a draft version and a final report will be coming out shortly. Gayline would like for the Board to review and know that throughout the report it is stated the Board is the ultimate responsibility.

3. Elders Gathering

It was reported to Joseph Garfield that Shawn & Donna reported on the meeting with the Elders Council and the Board approved the proposed plan with a cap of \$5,000.

Joseph would like to draft an agenda for the event with the Traditional Health Committee so that activities do not overlap.

Joseph Garfield left the meeting at 12:50 p.m.

Resty Rios joined the meeting at 12:53 p.m.

Back to CEO Report

Resty Rios reported on behalf of Mr. Sheikh.

Mr. Sheikh met with PRC Staff & the Medical Director regarding issues with prescriptions of medications. PRC stressed the high cost of brand name prescriptions. Next step is to meet with Walgreens.

Mr. Sheikh met with CHRs, Dental Staff & DM programs to develop a plan for Elders Gathering.

Richard Brown left the meeting at 1:04 p.m.

MOTION #12: William Carrillo, Sr./Shawn Gonzales motioned to make Behavioral Health a priority & to direct the CEO and CFO to Tulare County Mental Health for immediate assistance; motion carried 5-0-0

MOTION #13: William Carrillo, Sr./Barbara Baga motioned to accept the CEO Report; motion carried 5-0-0.

CFO Report

Resty Rios reported great progress is being made with closing of outstanding Checks. Resty has submitted the Tribal contributions Report and bank balances to Tribal CFO.

Board informed Resty they would like to review Finance policies soon. Goal is to complete all policies before November.

MOTION #14: Barbara Baga/William Carrillo, Sr. motioned to accept the CFO Report; motion carried 4-0-0.

*Resty Rios left the meeting at 1:33 p.m.
Katherine Portillo joined the meeting at 1:37 p.m.*

- 4. Job Descriptions
 - a. CHR Job Description

William Carrillo, Sr. stepped out at 1:41 p.m.

MOTION #15: Shawn Gonzales/Barbara Baga motioned to approve the CHR Job Description with proposed changes; motion carried 4-0-1.

- b. Information System Specialist Job Description

MOTION #16: Donna Medrano/Barbra Baga motioned to approve the Information System Specialist Job Description with proposed changes; motion carried 4-0-1.

- c. Data Entry Job Description

MOTION #17: Barbara Baga/Shawn Gonzales motioned to approve the Data Entry Job Description with proposed changes; motion carried 4-0-1.

- d. Dental Hygienist Job Description

MOTION #18: Shawn Gonzales/Jeanne Baga motioned to approve proposed changes and additions; motion carried 4-0-1.

- e. RDA Job Description

MOTION #19: Barbara Baga/Donna Medrano motioned to approve the proposed changes & additions; motion carried 4-0-1.

William Carrillo, Sr. joined the meeting at 1:49 p.m.

f. Treatment Plan Coordinator Job Description

MOTION #20: Shawn Gonzales/Jeanne Baga motioned to approve the Treatment Plan Coordinator Job Description with proposed changes & additions; motion carried 5-0-0.

g. Dental Receptionist Job Description

MOTION #21: Shawn Gonzales/Barbara Baga motioned to approve the Dental Receptionist Job Description with proposed changes & additions; motion carried 5-0-0.

h. Benefits Coordinator JD

MOTION #22: Barbara Baga/Shawn Gonzales motioned to approve the Benefits Coordinator JD with proposed changes & additions; motion carried 5-0-0.

i. Resource Coordinator Job Description

MOTION #23: Jeanne Baga/Shawn Gonzales motioned to approve the Resource Coordinator Job Description with proposed changes & additions; motion carried 5-0-0.

j. Paramedic Job Description

MOTION #24: Shawn Gonzales/Barbara Baga motioned to approve the Paramedic Job Description with proposed changes; motion carried 5-0-0.

k. EMT Job Description

MOTION #25: Jeanne Baga/Shawn Gonzales motioned to approve the EMT Job Description with proposed changes; motion carried 5-0-0.

Katherine Portillo left the meeting at 2:02 p.m.

Break at 2:02 p.m.

Back from break at 2:11 p.m.

Shawn Gonzales back in at 2:14 p.m.

5. Define Social & Economic Ties

Apple will provide the Board with a copy of IHS definition.

6. Dr. Eiden

Discussed during CEO report.

7. Priscilla Santos

Survey had a great turn out, there was a wide variety of age groups present. What was not known to TRTC or The county was there would be no child care available during the evening session when the third party was taking over. Questions were more of a discussion rather than Q & A. 40 \$25 gift cards were purchased and only 15 were used. Priscilla left receipts and left over cards with Elizabeth. (Elizabeth turned into Finance)

IX. 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

X. ADJOURNMENT

MOTION #26: Donna Medrano/Shawn Gonzales motioned to adjourn at 2:17p.m.; motion carried 5-0-0.


Nancy McDarment, TRIHCI Board Secretary