

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

P.O. BOX 768

PORTERVILLE, CALIFORNIA 93258

PHONE 784-2316

AUGUST 01, 2018 BOARD MEETING MINUTES

I. CALL TO ORDER: Chairperson Gayline Hunter called meeting to order at 8:37 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	P	
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 8:38 a.m.

III. APPROVAL OF AGENDA

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

IV. EXECUTIVE & COMMITTEE REPORTS

Moved to item 2. PRC

Francine Gibson joined the meeting at 8:45 a.m.

Francine Gibson reported there was no quorum for the month of July, all numbers will be presented at the August meeting. Francine presented Tribal Contribution request from patient #855717.

MOTION #2: Barbara Baga/Shawn Gonzales motioned to approve patient #855717 for Orthodontics in the amount of \$6,250.00 including Rx; motion carried 6-0-0.

Staff meeting on June 26th & Tribal Contribution

account balance \$79,738.93. Board would like for staff to keep on top of receiving quarterly Tribal Contributions.

Katherine Portillo joined the meeting at 8:51 a.m.

Finance & PRC should be meeting. Francine has let Resty know that Thursdays work best for her, she still has not received a response.

MOTION #3: Barbara Baga/Shawn Gonzales motioned to accept the PRC report; motion carried 6-0-0.

Francine Gibson left the meeting at 9:00 a.m.

Back to Item 1. Human Resources

1. Human Resources

Katherine Portillo reported:

RECRUITMENT:

- CHR Open Until Filled
- Outreach Supervisor/Diabetes Nurse Coordinator Posted on July 3, 2018- Open until Filled
- Open Positions: Family Practice, Part-Time Registered Dietitian, LCSW, Podiatrist, CHR, Outreach Supervisor/Diabetes Nurse Coordinator

PERSONNEL CHANGES:

- Outreach Supervisor/Diabetes Nurse Coordinator termed July 2, 2018
- Clinical Psychologist- Independent Contractor, Orientation conducted on July 5, 2018
- TANF Summer Youth Worker New Hire Orientation and Safety Training conducted on July 9, 2018
- Custodian New Hire Orientation and Safety Training conducted on July 10, 2018
- PA Orientation conducted on July 16, 2018

FML/LEAVE OF ABSENCE:

- Full-Time FML: 2
- Intermittent FML: 4
- Personal Leave of Absence: 1

TRAINING:

- Fire Drill conducted on July 3, 2018

- Sexual Harassment Prevention Training for 1 Supervisor scheduled
- Patient Transporter Devices purchased for Buildings with stair access, training will be provided to all staff and departments, currently scheduling
- Annual Blood borne pathogens, hazard communications and OSHA evaluation has been scheduled for October 2nd.
- N95 Mask Fit testing scheduled for August 9-10th.

BENEFITS:

- Assisted employees with general benefits issues/questions
- Conducted 1 Benefits Orientation

ALL OTHER:

- Staff Meeting, July 3, 2018
- Emergency Radio Check conducted on July 9, 2018
- Working with Stop Alarm to correct security door issues/readers
- Updated EE Handbook to reflect recent policy changes/additions
- Posted PASS signs near all fire extinguishers
- Investigation
- 1 First Aid Injury, 7/23/2018- Employee released back to work full-duty no restrictions

POLICIES AND PROCEDURES

- Workers Compensation Policy-received EMC's policy

FOR APPROVAL/FOR NOTE

- Workers Compensation Policy
- Physician Assistant Job Description
- Chief Operating Officer
- Update to General Work Rules Policy- addition of Reckless Driving
- Utilization of Health Center During Work Hours Policy
- Updates to FML Policy
- Security Surveillance Policy
- Health and Safety Manual- waiting for response from CRIHB, received on 7/23 will present next month

Moved to Workers Compensation Policy

MOTION #4: William Carrillo, Sr./Barbara Baga motioned to approve the Workers Compensation policy as presented; motion carried 6-0-0.

Moved to Physician Assistant Job Description

MOTION #5: Barbara Baga/Nancy McDarment motioned to approve the Physician Assistant Job Description as presented; motion carried 6-0-0.

Moved to General Work Place Rules Policy

MOTION #6: Jeanne Baga/Shawn Gonzales motioned to approve the General Work Place Rules with presented changes & corrections; motion carried 6-0-0.

Moved to Utilization of Health Center During Work Hours

MOTION #7: Richard Brown/William Carrillo, Sr. motioned to approve the Utilization of Health Center During Work Hours; motion carried 6-0-0.

Moved to FML Policy

MOTION #8: William Carrillo, Sr./Barbara Baga motioned to approve the FML Policy amendment; motion carried 6-0-0.

Moved to Video Surveillance

MOTION #9: William Carrillo, Sr./Barbara Baga motioned to approve the Video Surveillance Policy; motion carried 6-0-0.

Nancy McDarment would like a binder with job descriptions, org charts & approved budget provided to Board members.

MOTION #10: Nancy McDarment/Shawn Gonzales motioned to accept the HR Report; motion carried 6-0-0.

Moved to CEO Evaluation

Katherine will make copies of the new evaluation forms for Board. Board has been directed to have Evaluation submitted before the 22nd of August.

Katherine Portillo left the meeting at 10:13 a.m.

Back to CEO report

2. PRC

Previously heard & accepted with motion #3.

3. CEO

Mr. Sheikh reported during the Grievance committee meeting we were notified of missing documents from a child's record. Mr. Sheikh looked into the issue and found that documents were in fact not missing but in a secured file cabinet.

Mr. Sheikh is making plans to move Patient Services Specialist under the supervision of the Director of Clinical Services. Board would like for this transition to take place before August 22nd.

Mr. Sheikh attended the CRIHB quarterly meeting on July 17-21. Managed Care billing was greatly discussed. State has changed the billing for Medi-Cal. IMG has met with staff about these changes.

Mr. Sheikh met with PRC department on 07/25 to discuss various issues including NextGen referrals. Mr. Sheikh directed Jeanette to have continuous contact with PRC department to discuss issues they are having with NextGen. Transporters are calling PRC for addresses of Provider offices, Mr. Sheikh notified Director of Clinical Services that transporters are to have all information needed to transport before picking up patient. P.O template needed for NextGen.

Mr. Sheikh & Francine met with Tulare County Mental Health. They have given us reassurance that they will not leave our department stranded or community without services. Danica has made information flyers for clients and stays in constant contact with them.

William Carrillo, Sr. left the meeting at 10:42 a.m.

SOC MOU has been signed by both TRTC & TRIHCI. Budget for SOC staff has also been provided by TRTC.

Still waiting on a response from County for Ambulance MOU. MOU is currently sitting with County

Risk Management dept. So far the MOU has passed most hurdles with the county.

Modification #5 received for \$1,703 for YRTC participation (\$730) and fluoride use (\$1,000).

Mr. Sheikh has address Board concerns with staff and will readdress issues at August Staff meeting.

Mr. Sheikh has been meeting with realtor Mike Williams to find commercial land.

Mr. Sheikh reported he has received communications regarding the TREE grant notifying of certain cost that are not allowable & has been adjusted. In talking with grant writers they are confident we'll receive the grant.

Shawn Gonzales & Jeanne Baga stepped out at 11:10 a.m.

Jeanne Baga returned at 11:15 a.m.

Shawn Gonzales returned at 11:16 a.m.

Donna Medrano joined at 11:20 a.m.

Barbara Baga stepped out at 11:21 a.m.

Barbara Baga returned at 11:28 a.m.

MOTION #11: Barbara Baga/Jeanne Baga motioned to accept the CEO Report; motion carried 6-0-0.

4. CFO

Tabled for return of CFO

5. Traditional Health Committee

Shawn Gonzales reported the committee reviewed plan for the elders gathering.

-Tule Ducks Friday & Saturday

-Salt Grass Friday & Saturday

-Acorn Demo & Meal Friday & Saturday

-Basket demo Friday & Saturday

-Arts & Crafts for children Friday & Saturday

-Buffalo Soup Friday

-Deer Soup Saturday

-Clap Sticks Friday & Saturday

-Walnut Dance Friday & Saturday

Committee also wants to raffle a few prizes (reminder we do have gift cards). Committee would

like to have vendors set up around the Arbor.

V. APPROVAL OF PREVIOUS BOARD MINUTES

1. July 03, 2018 Special Board Meeting Minutes

MOTION #12: Shawn Gonzales/Richard Brown motioned to approve the July 3, 2018 Special Board meeting minutes with correction; motion carried 6-0-0.

2. July 05, 2018 Board Meeting Minutes

MOTION #13: Shawn Gonzales/Jeanne Baga motioned to approve the July 05, 2018 Board meeting minutes with corrections; motion carried 6-0-0.

3. July 10, 2018 Special Board Meeting Minutes

MOTION #14: Shawn Gonzales/Donna Medrano motioned to approve the July 10, 2018 Special Board meeting minutes as written; motion carried 4-0-2.

VI. OLD BUSINESS

1. Define Social & Economic Ties

Gayline read aloud suggestion from Adam Christman regarding Social & Economic Ties.

Gayline also looked up definition from IHS website.

Shawn Gonzales left the meeting at 12:05 p.m.

VII. NEW BUSINESS

1. Interface TRIHC & SVMC

Nancy McDarment stepped out at 12:10 p.m.

Jeanette Keel joined the meeting at 12:12 p.m.

Jeanette reported lab reports from SVMC are currently being sent via fax or mail. Results are then scanned into the patients chart, any scanned information cannot be generated in NextGen as usable data (this would need to be done manually). With the proposed agreement all data will be available for reporting and transmitted to TRICHI faster than a fax or mail.

Tabled until we know where funds are coming from.

2. Tribal Contributions

- a. Patient #855717 \$6,250.00 Orthodontics

Approved with Motion #2.

3. Job Descriptions

- a. Chief Operating Officer (COO)

Tabled until CEO Job Description is reviewed.

- b. Physician Assistant

Approved with Motion #5.

4. Policies

- a. Workers Compensation

Approved with Motion #4.

- b. General Work Rules

Approved with Motion #6.

- c. Utilization of Health Center During Work Hours

Approved with Motion #7.

- d. FML

Approved with Motion #8.

- e. Security Surveillance

Approved with Motion #9

5. Strategic Plan Review

Chairperson wants board to be aware of where we are with the Strategic Plan. Strategies 1-3 reviewed.

6. CEO Evaluation

Board members handed new Evaluation forms & directed to have submitted to HR before Aug. 22nd.

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. TMAA
12. FYI Items

IX. ADJOURNMENT

MOTION #15: Barbara Baga/Donna Medrano motioned to adjourn at 1:14 p.m.; motion carried 5-0-0.



Nancy McDarment, TRHCI Board Secretary