

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

P.O. BOX 768

PORTERVILLE, CALIFORNIA 93258

PHONE 784-2316

SEPTEMBER 05, 2018 BOARD MEETING MINUTES

- I. **CALL TO ORDER:** Vice-Chair Donna Medrano called meeting to order at 8:43 a.m.
- II. **ROLL CALL:** Secretary Nancy McDarment called roll.

<u>Board Members:</u>	<u>Staff</u>	
Gayline Hunter, Chairperson	L	Zahid Sheikh P
Donna Medrano, Vice-Chair	P	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		

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

III. APPROVAL OF AGENDA

MOTION #1: Barbara Baga/William Carrillo, Sr. motioned to approve the agenda with additions; motion carried 5-0-0.

Jeanne Baga seated at 8:46 a.m.

IV. EXECUTIVE & COMMITTEE REPORTS

1. Human Resources

Katherine Portillo joined the meeting at 8:48 a.m.

Katherine Portillo reported:

RECRUITMENT:

- CHR Interviews held 8/6- candidate selected, currently in background process, tentative start date 8/30
- Patient Transporter position opened internally,

8/22 closes 8/30

- Open Positions: Family Practice Physician, Part-Time Registered Dietitian, LCSW, Podiatrist, Outreach Supervisor/Diabetes Nurse Coordinator, Patient Transporter, Dental Hygienist, Medical Assistant
- Dental Hygienist position posted internal/external concurrently on 8/28, closes 9/5
- Medical Assistant position posted internally on 8/28, closes 9/5

PERSONNEL CHANGES:

- Patient Transporter, terminated effective 8/6/2018, exhausted all available leave
- Dental Hygienist, terminated effective 8/23/2018, exhausted all available leave
- Medical Assistant, terminated effective 8/27/2018, performance based decision

FML/LEAVE OF ABSENCE:

- Full-Time FML: 3
- Intermittent FML: 2
- Personal Leave of Absence: 0

TRAINING:

- Sexual Harassment Prevention Training for Supervisors (2, make-up training)
- Patient Transporter Device Training, on-going
- New Hire Orientation/ Safety Training with New Hire Scheduled for 8/30

BENEFITS:

- Assisted employees with general benefits issues/questions
- Conducted 1 Benefits Orientation
- Insurance Renewals- effective 12/1/2018, will be requesting for Brokers to attend Octobers full-board meeting to review

ALL OTHER:

- Working with Arrow Lift Company- building lift repairs
- 1 First Aid Injury, 8/17/2018
- 2 Independent Contractor Agreements
- Assisted Fiscal Department with entering all merit

increase changes into Evolution (HRIS System) and AssureForce (Timekeeping System)

- Sent out new/updated policies to staff with acknowledgement forms
- Posted Open Positions at Tribal Building, provided extra copies of: Grievance/Incident Report Policy, Grievance and Incident Report Forms
- Received 5 Grievances, acknowledgement letters sent according to policy, 4 incident reports received
- Processed 4 inter-departmental transfers (Patient Services Representatives from Fiscal to Medical Department)

POLICIES AND PROCEDURES

- Non-Fraternization Policy

FOR APPROVAL/FOR NOTE

- Dentist, Job Description
- Medical Assistant/ Oral Health Care Coordinator Job Description
- Patient Services Representative Job Description
- CFO Job Description
- Organizational Chart
- Non-Fraternization Policy
- Health and Safety Manual- still in progress

Gayline Hunter joined the meeting at 9:00 a.m.

Donna Medrano left the meeting at 9:04 a.m.

Moved to Medical Assistant/Oral Health Care Coordinator JD

Jennifer Mamauag joined the meeting at 9:32 a.m.

Dr. Newman joined the meeting at 9:40 a.m.

After reviewing the Medical Assistant/Oral Health Care Coordinator Job Description with the Board, Jennifer & Dr. Newman will take a second look at the job duties and clarify what exactly MAs will be performing.

Jennifer Manauag & Dr. Newman left the meeting at 10:15 a.m.

Break at 10:15 a.m.

Back from break at 10:30 a.m.

Moved to Patient Services Representative Job Description

MOTION #2: Barbara Baga/Shawn Gonzales motioned to approve the revised Patient Services Job Description; motion carried 6-0-0.

Moved to CFO Job Description

MOTION #3: Barbara Baga/Jeanne Baga motioned to approve the revised CFO Job Description; motion carried 6-0-0.

Moved to Organizational Chart

MOTION #4: Shawn Gonzales/Barbara Baga motioned to go into executive session at 11:06 a.m.; motion carried 5-0-1. (RB)

MOTION #5: Barbara Baga/Shawn Gonzales motioned to come out of closed session at 11:29 a.m.; motion carried 6-0-0.

MOTION #6: William Carrillo, Sr./Barbara Baga motioned to approve the Organizational Chart as presented; motion carried 6-0-0.

MOTION #7: William Carrillo, Sr./Shawn Gonzales motioned to direct the CEO & Medical Director have a meeting with a Mediator & Executive Committee, meeting to be scheduled at the convenience of the committee; motion carried 6-0-0.

Executive committee is recommending using Thomas Moore as a mediator.

Employee Handbook review is rescheduled for Wednesday, Sept. 12th for one hour.

William Carrillo, Sr. stepped out at 11:35 p.m.

Katherine Portillo left the meeting at 11:38 p.m.

MOTION #8: Shawn Gonzales/Barbara Baga motioned to approve the HR report; motion carried 5-0-1. (WC)

Francine Gibson joined the meeting at 11:45 a.m.

2. PRC

Francine Gibson reported tallies for July 2018 & meetings for the month of August.

MOTION #9: Barbara Baga/Shawn Gonzales motioned to approve patient #855952 for Orthodontics in the amount of \$4,250.00; motion carried 6-0-0.

Donna Medrano joined at 11:56 a.m.

MOTION #10: Shawn Gonzales/Barbara Baga motioned to approve patient #855776 for Orthodontics in the amount of \$5,950.00; motion carried 6-0-0.

MOTION #11: William Carrillo, Sr./Barbara Baga motioned to approve patient #851408 for Orthodontics in the amount of \$4,625.00; motion carried 6-0-0.

Jeanne Baga unseated at 12:00 p.m.

Moved to PRC Forms

Medical Notification

MOTION #12: Shawn Gonzales/Barbara Baga motioned to approve the Medical Notification form; motion carried 6-0-0.

Optical Notification

MOTON #13: Donna Medrano/Shawn Gonzales motioned to approve the Optical Notification form; motion carried 6-0-0.

MOTION #14: Barbara Baga/Shawn Gonzales motioned to accept the PRC Report; motion carried 6-0-0.

Moved to Tribal Contributions

Check for \$100,000 was received from the Tribe for Tribal Contributions.

Francine Gibson left the meeting at 12:04 p.m.

Break for lunch at 12:04 p.m.

William Carrillo, Sr. stepped out at 12:30 p.m.

Back from lunch at 12:30 p.m.

3. CEO

Mr. Sheikh reported he met with Courtney of Hanson Travel on 08/31. She presented options available through Hanson Travel; using a travel agency is only beneficial if we travel International. The travel agency does not get any discounts on domestic flights or hotel room rates, they also do not get government rates for hotel rooms. The only benefit Mr. Sheikh seen was not having to pay upfront but when invoice is sent. Using a Travel agency does not

benefit the Health Center.

We have heard from John Cardona of from Fresno County, the county is considering approving the contract within three weeks.

William Carrillo, Sr. returned at 12:35 p.m.

Once we receive the approved contract we will purchase needed equipment needed for the ambulance.

Board discussed possible housing sites for the ambulance service.

Manny Santoyo joined the meeting at 12:53 p.m.

Ambulance Service will temporarily be housed at the Fire Station. Richard would like for us to submit a letter to him formally requesting the Fire Station for temporary housing.

William Carrillo, Sr. stepped out at 1:20 p.m.

Big equipment will start to be purchased.

MOTION #15: Barbara Baga/Donna Medrano motioned to add the TRIHCI Logo to the ambulance doors; motion carried 5-0-1. (WC)

Manny Santoyo left the meeting at 1:25 p.m.

The Elders Fall prevention grant has been received for the next three years. We have been given a schedule to complete certain items. Current Project Coordinator is out on FML, in the mean time we have elected Manny Santoyo to start up logistics for the grant. Manny will be spending 10 hrs a week on this grant.

William Carrillo, Sr. returned at 1:27 p.m.

After presenting to the Elders Council they have elected two elders to sit on the Steering committee. Mr. Sheikh shared some work produced from Manny. Policies should be ready for approval in November.

We are also in receipt of the SAMSA Youth TREE grant. This grant was extremely competitive. We are currently applying for ICR with HHS.

Mr. Sheikh has met with Central Valley Regional Center & there is an understanding there needs to be an MOU with the Health Center & Central Valley Regional Center to provide needed services for children with special needs.

Board would like to use funds from Modification funds from CRIHB to purchase Optical equipment.

Contract for Greg Williams will be forwarded to the Board. Greg will be working on tech issues we are experiencing with NextGen.

MOTION #16: Donna Medrano/William Carrillo, Sr. motioned to accept the CEO Report; motion carried 6-0-0.

MOTION #17: Donna Medrano/Nancy McDarment motioned to go into closed session at 2:15 p.m.; motion carried 6-0-0.

Richard Brown left at 2:30 p.m.

MOTION #18: William Carrillo, Sr./Shawn Gonzales motioned to come back in at 3:14 p.m.; motion carried 4-0-1.

Moved to Breast Cancer Awareness Fun Run

Barbara Baga stepped out at 3:15 p.m.

Barbara Baga back at 3:18 p.m.

TANF is putting on a Breast Cancer Awareness Fun Run & Health Center is being asked to assist with lodging and payment for Guest Speaker.

MOTION #19: William Carrillo, Sr./Shawn Gonzales motioned to approve up to \$1,500 for a guest speaker at the Breast Cancer Awareness Fun Run funds to come from 3rd party; motion carried 5-0-0.

Jeanne Baga left the meeting at 3:33 p.m.

Moved to Travel

Resty Rios joined the meeting at 3:34 p.m.

Willie was elected as Regional Rep. for NCAI and is requesting Health Center pay for trip to next conference.

MOTION #20: Donna Medrano/Shawn Gonzales motioned to approve William Carrillo, Sr. request for travel to Denver, CO to attend the NCAI 75th Annual Convention Oct, 21-26 with pre-diem, honorarium & taxi fare, funds to come from Board budget; motion carried 5-0-0.

Health Center also needs to start reserving rooms for the CRIHB Annual Awards conference in October.

4. CFO

Finance is scheduled to meet with PRC on a Bi-Weekly basis. For the Finance committee Willie would like to see; Tribal Contribution, Banking Relationship, Audit, Grants Book, Credit Card, Procurement, Travel Policy, Investing & OMB trainings.

Barbara Baga left the meeting at 3:32 p.m.

MOTION #21: William Carrillo, Sr./Donna Medrano motioned to approve the CFO report; motion carried 4-0-0.

MOTION #22: William Carrillo, Sr./Shawn Gonzales motioned to have staff collect three proposals from banks to potentially handle funds & have bids presented at the Finance committee meeting; 4-0-0.

Moved to Budget Modification

Funds will be coming from professional fees once we see we are reaching our budgeted amount we'll come back for modification.

Resty Rios left the meeting at 4:02 p.m.

Moved to Tarp request

Vincent Burrough, Sr. is requesting one tarp for the use of Traditional Sweats from the Health Center.

MOTION #23: Nancy McDarment/Donna Medrano motioned to approve the request from Vincent Burrrough, Sr. for one tarp, & a policy to be developed for future tarp request; motion carried 3-0-1. (WC).

Katherine Portillo joined the meeting at 4:19 p.m.

MOTION #24: William Carrillo, Sr./Donna Medrano motioned to

approve the physical fitness trainer consultant agreement with Braulio Mendoza with an hourly rate increase to \$25/hr. & for fitness trainer to be open to working after hours & weekends; motion carried 4-0-0.

MOTION #25: William Carrillo, Sr./Donna Medrano motioned to approve the Independent Provider Agreement with Dr. Gus Nevarez; motion carried 4-0-0.

V. APPROVAL OF PREVIOUS BOARD MINUTES

1. August 01, 2018 Board Meeting Minutes
2. August 15, 2018 Executive Committee Meeting Minutes
3. August 23, 2018 Special Board Meeting Minutes

VI. OLD BUSINESS

1. Interface TRIHCI & SVMC

VII. NEW BUSINESS

1. Job Descriptions
 - a. COO

Will be approved together with CEO Job Description

- b. Medical Assistant/Oral Health Care Coordinator

Being reviewed by Dr. Newman & Jennifer Mamauag

- c. Patient Services Representative

Approved with motion #2

- d. CFO

Approved with motion #3

2. Organizational Chart

Approved with motion #6

3. Tribal Contributions

- a. Patient #855952 Orthodontics \$4,250.00

Approved with motion #9

- b. Patient #855776 Orthodontics \$6,000.00

Approved with motion #10

c. Patient #851408 Orthodontics \$4,625.00

Approved with motion #11

d. Tribal Contribution update

4. PRC Forms

a. Medical Notification

Approved with motion #12

b. Optical Notification

Approved with motion #13

5. Budget Modification

a. \$37,000 increase for Interpreting Services

6. Tarp Request - Vincent Burrough, Sr.

Approved with motion #23

7. Zahid Sheikh, CEO

8. Breast Cancer Fun Run - Sponsor Speaker

Approved with motion #19

9. Upcoming Travel

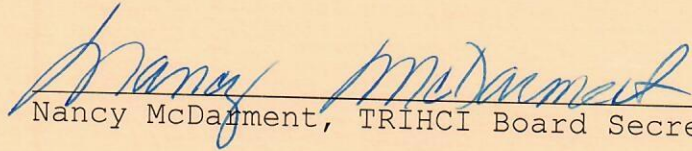
10. SOC

VIII. DEPARTMENTAL & GRANT REPORTS - for information only

1. CAC Report
2. Dental Report
3. Medical Report
4. Clinical Services Report/Community Outreach Report
5. Behavioral Health Report
6. Information Technology Report
7. Diabetes Grant Report
8. AOA
9. EMS Report
10. TMAA
11. FYI Items

IX. ADJOURNMENT

MOTION #26: William Carrillo, Sr./Shawn Gonzalez motioned to adjourn at 4:32 p.m.; motion carried 4-0-0.



Nancy McDermott, TRIHCI Board Secretary