

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

NOVEMBER 07, 2018 BOARD MEETING AGENDA

**I. CALL TO ORDER:** Vice-Chair Donna Medrano called the meeting to order at 8:41 a.m.

**II. ROLL CALL:** Vice-Chair Donna Medrano called roll.

Board Members:

Staff

Gayline Hunter, Chairperson	L	Zahid Sheikh	L
Donna Medrano, Vice-Chair	P	Griselda Lagunas	P
Nancy McDarment, Secretary	L		
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 seated at 8:45 a.m.

**III. APPROVAL OF AGENDA**

**MOTION #1:** William Carrillo/Barbara Baga motioned to approve the agenda with an addition to the old business under item b. for the traditional health update; motion carried 4-0-0.

*Zahid Sheikh joined the meeting at 8:47 a.m.*

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

**IV. EXECUTIVE & COMMITTEE REPORTS**

- Human Resources

**RECRUITMENT:**

- Patient Transporter Interviews held on 10/16, 2 candidates selected, currently in the background process. ESD 11/05
- Dental Hygienist Interviews held on 10/17, 1 candidate selected, currently in the background process, ESD 11/05
- Temporary Executive Secretary interviews held on



- 10/18 and 10/22, the candidate selected, currently in the background process, ESD 10/29
- Medical Assistant Interviews scheduled for 10/26, candidates TBD
  - Open Positions: Family Practice Physician, Podiatrist, Part- Time Registered Dietician, LCSW, Outreach Supervisor/ Diabetes Nurse Coordinator
  - SOC Program Coordinator, Board Certified Behavior Analyst, Care Coordinator, and Evaluation and Data Coordinator, posted for recruitment 10/30

**PERSONNEL CHANGES:**

- New Hire Orientation conducted on 10/29, safety and mandatory training included

**FML/LEAVE OF ABSENCE:**

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

**TRAINING:**

- Fire Extinguisher Training scheduled for 11/06
- Blood Borne Pathogens/Hazard Communications Make-up Training Scheduled with staff

**BENEFITS:**

- Assisted employees with general benefits issues/questions
- Conducted 1 Benefits Orientation
- Contacted insurance brokers for the following:
- Insurance issues: 7
- Bills: 1
- Open Enrollment: 8 and a 20-minute phone call

**ALL OTHER:**

- Attending Youth Tree/ Youth Connections Grants meetings Mondays and Tuesdays
- Working with/creating job descriptions for the above-mentioned grants
- Prepare all requested documents for Annual Audit
- Processed 1 Intermittent FML
- Processed 1 Personal Leave of Absence
- Received 7 Grievances, acknowledgment letters sent, forwarded to appropriate department managers for a corrective action plan, received 4 Incident Reports



- Fire Alarm Testing scheduled for Tuesday, November 6th during Fire Extinguisher Training
- Attended Budget Meeting for Youth Tree and Youth Connections Grants

**TRAINING/TRAVEL**

- Please see attached

**POLICIES AND PROCEDURES**

- Non-Fraternization Policy

**FOR APPROVAL/FOR NOTE**

- Dentist, Job Description
- Medical Assistant/ Oral Health Care Coordinator Job Description
- Non-Fraternization Policy
- CEO Job Description
- COO Job Description
- HR Generalist Job Description
- Registered Dental Assistant Job Description

**MOTION #2:** William Carrillo/Shawn Gonzales to approve the Human Resources report; motion carried 5-0-0.

- a. Job Descriptions
  - i. CEO

**MOTION #3:** William Carrillo/Shawn Gonzales to approve the Chief Executive Officer Job description; motion carried 5-0-0.

- ii. COO

**MOTION #4:** William Carrillo/Sean Gonzales to approve the Chief Operating Officer Job description; motion carried 5-0-0.

**Move to item IV. Executive & Committee Report 1. Human Resources**

- iii. Dentist

- iv. Medical Assistant/Oral Health Care Coordinator

**MOTION #5:** Shawn Gonzales/William Carrillo to approve the Medical Assistant/Oral Health Care Coordinator job description; motion carried 5-0-0.

- v. HR Generalist



*Resty Rios joined the meeting at 9:06 a.m.*

**MOTION #6:** William Carrillo/Shawn Gonzales to approve the Human Resources Generalist job description; motion carried 5-0-0.

*Gaylene joined the meeting at 9:16 a.m.*

*Resty Rios left the meeting at 9:16 a.m.*

**MOVED TO ITEM II. EXECUTIVE & COMMITTEE REPORT 1.HUMAN RESOURCES**

It was identified that we do not have a budget for the Chief Operating Officer position and will need to request a budget modification. The budget will be presented at the Finance committee.

COO Job description was just recently created and presented as requested of the Board. Once the Job description was approved a request for a budget modification will be made.

COO Budget modification will be sent to the Finance Committee for approval; if approved it will be then sent to the full board for approval.

vi. Registered Dental Assistant

*Donna Medrano stepped out at 9:20 a.m.*

*Donna Medrano returned at 9:25 a.m.*

Katherine reviewed the changes/additions made to the Registered Dental Assistant.

The Board would like Dr. Newman to present his Dental Policies at the next board meeting in December.

**MOTION 7:** Jeanne Baga/Barbara Baga; to approve the Registered Dental Assistant job description; motion carried 6-0-0.

*Nancy McDarment joined the meeting at 9:36 A.M.*

Concerns were brought up regarding the Dentist job description the following should be included in the Dental Director's job description, not the Dentist job description:



1. Provide and supervise quality care for our patients according to current Indian Health Service (IHS) guidelines HIPAA and OSHA.
2. Manage daily employee time functions and clinical team issues of dental department.
3. Create/update Dental Policy & Procedure and Standard Operating Procedure (SOP) manuals.
5. Generate monthly reports for Health Board, CEO; and articles for Newsletter or online publications.
9. Handle departmental audits; publicly speak at general staff meetings, participate at in-services and training of the Health Center.
10. Direct dental team meetings, conduct peer review, promote quality assurance (QA), foster quality improvement (QI), oversee customer satisfaction surveys, and other customer service or department enhancing activities.

**MOTION #8:** William Carrillo/Shawn Gonzales to table the Dentist and job description; motion carried 6-0-0.

*Jeanne Baga unseated at 9:40 a.m.*

b. Policies

i. Non-Fraternization

**MOTION #9:** Shawn Gonzales/William Carrillo to approve the policy as presented; motion carried 6-0-0.

- ii. Grievance Form (a hard copy will be provided)  
Katherine reviews the revised form that was approved by the Grievance Committee.

**MOTION #10:** Donna Medrano/Shawn Gonzales to approve the revised Grievance form; motion carried 6-0-0.

Shawn Gonzales as the Grievance Chair and per the conversation with the attorney Quisenberry the Board was advised to go ahead and be involved in the original complaint from the grievant and it was a conflict of interest it was at our discretion if we wanted to see the original letters to be able to see how the situation was handled and how it complied with the policy that was our right to ask for that and that we would be more effective as a



Grievance committee to be able to do that. The Grievance committee discussed the issue and also the full board and we feel that when a grievant comes in we would like to see the original document on the overhead during the Grievance Committee meetings and to make sure that the Committee agrees with the actions taken due to seeing the original letter. We would like to put that in policy so that way that can be practiced instead of the Grievance letters coming in with numbers the committee would like to see it on overhead, no copies will be given out. The committee felt that by seeing the original letter that it would take away a lot of confusion that arises on a situation and how it's being handled and knowing what was really said in that situation.

Grievances will be reviewed at the Committee level and if there are any items that need to be discussed further it would be brought up to the full Board for review.

*Jeanne Baga stepped out at 9:56 a.m.*

*Jeanne Baga returned at 10:04 a.m.*

Committee meeting minutes are not being brought up to the full Board. A 10-minute report of what's going on at the Committee level would be good to ensure everyone is updated.

Katherine commented about relatives submitting a grievance or incident report. Could it be seen as a potential conflict of interest? Would we have Board members excused from being involved in those? The committee is small so once we start excusing Committee members then we could potentially lose a quorum.

In a situation where a family member does submit a form; the Board member should step out because it allows the Committee to speak up regarding the situation. Names will be blacked out and no names would be shown so Board members would not need to be excused.

Mr. Sheikhs expressed his concerns regarding Patients' rights to confidentiality. Sensitive information should not be disclosed to anyone even if we are held to confidentiality.



*Richard Brown stepped out at 10:06 a.m.*

*Richard Brown returned at 10:11 a.m.*

**MOTION #11:** Shawn Gonzales/Donna Medrano to have the grievance committee view the actual grievance with names blacked out; motion carried 6-0-0.

Katherine to revise the policy and forward the updated version to the Board.

*Katherine Portillo left the meeting at 10:15 a.m.*

2. PRC

**MOVED TO ITEM C. EXECUTIVE & COMMITTEE REPORT 2.PRC**

c. Tribal Contribution Request

i. Patient #855783 Orthodontics \$3,050

**MOTION #12:** Barbara Baga/Donna Medrano to approve patient #855783 for orthodontics in the amount of \$3,050; motion carried 6-0-0.

ii. Patient #851387 Rhinoplasty \$8,650

**MOTION #13:** Donna Medrano/Barbara Baga to approve #851387 for rhinoplasty in the amount of \$8,650; motion carried 6-0-0.

*Francine Gibson and Apple Yazzie arrived at 10:33 a.m.*

iii. Patient #850055 Dental \$47,425

Client #850055 still on hold Francine and Apple provided the board with an update regarding this case. Multiple dental treatment plans are being brought up with a total of \$47,375 + \$50 for Rx.

**MOTION #14:** Barbara Baga/Nancy McDarment to have patient #850055 obtain a second opinion at TRICHI's cost; motion carried 6-0-0.

Patient #851408 previously approved

**BACK TO ITEM 2. PRC EXECUTIVE & COMMITTEE REPORT**

**MOTION #15:** Shawn Gonzales/Barbara Baga to approve the PRC Report; motion carried 6-0-0.

*Francine and Apple left at 11:09 a.m.*



3. CFO

**MOVED TO ITEM a. EXECUTIVE & COMMITTEE REPORT 3. CFO**

a. Single-Sign-On

Tabled for the next meeting; Mr. Sheikh will need to consult with the Consultant.

*Resty Rios arrived at 11:13 a.m.*

b. HR Generalist Budget Modification \$69,321

c. Additional RDA Position

*Barbara Baga stepped out at 11:16 a.m.*

*Barbara Baga returned at 11:27 a.m.*

*Richard Brown stepped out at 11:30 a.m.*

*Richard Brown returned at 11:38 p.m.*

**MOTION #16:** William Carrillo/Donna Medrano to approve the HR Generalist Budget modification of \$69,321 and the additional RDA position \$68,213 money to come from CRIHB modification. 5-0-1.

d. Youth Connections Grant Modified Budget

Mr. Sheikh and Resty Rios explained to the Board the budget for Youth Connections. The budget has been uploaded to the SAMSHA portal; the budget was modified per SAMSHA's requirements.

Mr. Sheikh reported on the conference call with Kamisha Bennett regarding the budget that was created.

The Board would like to be involved in selecting the Technical Assistant; Mr. Sheikh will send out the advertisement to start getting applications.

Mr. Sheikh to speak with the Grant liaison regarding the COO being able to be the technical support instead of contracting elsewhere.

The budget for Youth Tree would need to be presented by November 19<sup>th</sup> including the job descriptions.



- e. SOC budget modification - replaced with d. Youth Connections Grant.

*Donna Medrano stepped out at 11:55 a.m.*

**MOTION #17:** William Carrillo/Richard Brown to approve the Youth Connections Grant modified budget \$249,755; motion carried 5-0-1.

**MOVED TO ITEM 3. EXECUTIVE & COMMITTEE REPORT**

CFO went over his report on finance. Resty reported on outstanding checks are still in progress. Mailed out all documents to US Department of Health and Human Services on 9/16/18; pending results. Purchased and installed the Microix Module for MIP (requisition); pending training schedule.

*Donna Medrano returned at 12:03 p.m.*

CFO went over the audit. They were no findings and are still going back and forth to answer any questions they may have.

*William Carrillo stepped out at 12:11 p.m.*

\$2500 grant would like to know on what is going on with the small grants that come in. What are we providing the community with some benefits?

**MOTION #18:** Donna Medrano/Barbara Baga to approve CFO report; motion carried 5-0-1.

*William Carrillo returned at 12:21 p.m.*

4. CEO

Mr. Sheikh attended Program Directors' meeting facilitated by IHS Area Office. This meeting took place at the Area Office. Various issues were discussed including the Youth Regional Treatment Center. The administration implemented new safety plans protecting residents who are seeking in-patient treatment.

Mr. Sheik reported TRIHCI received System of Care job descriptions on 09/14/2018. After the approval



from the Board of Directors, HR has flown the positions on 10/31/2018.

Mr. Sheikh met with Ms. Kellie on 10/09/2018 about the status of SOC. She stated that the grant has been closed on 09/30/2018. However, they still need to enter data till 12/31/2018. It means they need an additional 90 days to enter data in the system.

Mr. Sheikh received emails from Ms. Nancy regarding the credentialing process. The email raised the question why does TRICHI have two separate personnel responsible for the credentials. He met with few program directors and discussed the issue. They stated that the Medical Director is responsible for the Medical Credentialing and Finance departments takes care of billing credentialing.

Discussion took place regarding the Credentialing process and who should start tracking this.

**MOTION #19:** Nancy McDarment/Barbara Baga to have all credentialing within the operations of TRICHI be maintained by the custodian of the Personnel files; motion carried 6-0-0.

Reminder emails should be sent out at least 30 days prior to expiration.

The Board would like more updates on the following: Next Gen, Dr. Scholl's contract, Mock Survey, satellite clinic purchase.

**MOTION #20:** William Carrillo/Shawn Gonzales to give the directive to the CEO to gather new costs for the properties in Visalia for the satellite clinic; motion carried 6-0-0.

**MOTION #21:** William Carrillo/Barbara Baga to approve the CEO report; motion carried 6-0-0.

**V. APPROVAL OF PREVIOUS BOARD MINUTES**

1. October 03, 2018 Special Board Meeting Minutes

Tabled until the November 19<sup>th</sup> meeting.

2. October 08, 2018 Special Board Meeting Minutes



Tabled until November 19<sup>th</sup> meeting.

3. October 29, 2018 Board Meeting Minutes

*Jeanne Baga left at 1:53 p.m.*

Tabled until November 19<sup>th</sup> meeting.

4. November 01, 2018 Special Board Meeting Minutes

Tabled until November 19<sup>th</sup> meeting.

Consensus to table V. Approval of Previous Board Minutes for the November 19<sup>th</sup> Special Board Meeting

*Richard Brown stepped out at 2:03 p.m.*

*Richard Brown returned at 2:08 p.m.*

*Consensus to table VI. Old Business and VII. New Business for the November 19<sup>th</sup> Special Board meeting.*

**VI. OLD BUSINESS**

1. 2019 Elections  
Tabled for the 19<sup>th</sup>

2. Medical Policies  
a. Annual Influenza Policy  
b. Emergency Medical Management Protocol for Vaccine Reactions in Adult Patients  
Tabled for the 19<sup>th</sup>

**VII. NEW BUSINESS**

1. Medical Policies  
a. Fire Safety and Non-Medical Emergency  
b. HealthNet Members Grievance Policy  
c. Informed Consent and Procedure  
d. Mandatory Reporting Policy Child Domestic Elder  
e. Minors Rights  
f. Prior Authorization Requests and Referral Process

**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

*Nancy McDarment stepped out at 2:08 p.m.*  
*Shawn Gonzales stepped out at 2:08 p.m.*

**IX. ADJOURNMENT**

**MOTION 22:** William Carrillo/Donna Medrano motioned to adjourn at 2:09 p.m.; motion carried 4-0-2.

  
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Nancy McDarment, TRIHCI Board Secretary