

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

DECEMBER 17, 2018 SPECIAL BOARD MEETING MINUTES

**I. CALL TO ORDER:** Chairperson, Gayline Hunter called the meeting to order at 5:14 p.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	Griselda Lagunas	P
Nancy McDarment, Secretary	P		
William Carrillo, Sr., Treasurer	P		
Barbara Baga, Member	A		
Richard Brown, Member	A		
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 5:15 p.m.  
 Also, present Katherine Portillo

**III. APPROVAL OF AGENDA**

**MOTION #1:** Shawn Gonzales/William Carrillo, Sr. motioned to approve the agenda with the additions; motion 4-0-0.

**IV. EXECUTIVE & COMMITTEE REPORTS**

1. Human Resources

*Katherine Portillo reviewed the Human Resources report. Medical Assistant position will be posted in the Porterville Recorder. Personnel committed will review the Various Leaves of Absences Policy.*

Donna Medrano arrived at 5:41 p.m.

*Mr. Sheikh to provide a separate power point presentation with an organizational chart for January meeting; include the SOC and possibly change the name from SOC.*

a. Job Descriptions

Gayline Hunter stepped out at 6:37 p.m.

Gayline Hunter returned at 6:45 p.m.  
Nancy McDarment stepped out at 6:52 p.m.

**MOTION #2:** Donna Medrano/Shawn Gonzales motioned to approve the Youth Connections Project Coordinator job description with changes; 4-0-1.

Nancy McDarment returned at 6:54 p.m.

**MOTION #3:** William Carrillo, Sr./Donna Medrano motioned to approve the Youth Connections Project Therapist job description with additions and corrections; motion carried 5-0-0.

**MOTION #4:** Shawn Gonzales/Nancy McDarment motioned to approve the Youth Tree Project Coordinator job description with additions, corrections, and changes; motion carried 5-0-0.

**Tabled** remaining job descriptions to be reviewed by the Personnel Committee.

- Youth Connections Substance Abuse Counselor
- Youth Tree Family Coordinator
- Youth Tree Substance Abuse Counselor
- Youth Tree Services Support Coordinator
- Youth Tree Family Specialist

**MOTION #5:** Shawn Gonzales/Donna Medrano to approve the HR Report; motion carried 5-0-0.

b. Policies

**MOTION #6:** Shawn Gonzales/William Carrillo, Sr. motioned to approve the Incident Report System policy with the addition "All Logs and Incident Reports will be reviewed by TRIHCI Board of Directors Grievance Committee on a monthly basis"; motion carried 5-0-0.

William Carrillo left at 7:50 p.m.

2. PRC

*South Court total was not provided in the PRC report, Board would like to know the total.*

**MOTION #7:** Shawn Gonzales/Jeanne Baga motioned to approve the PRC report; motion carried 4-0-0.

a. Referral Update Letter

**MOTION #8:** Shawn Gonzales/Jeanne Baga motioned to table the PRC Referral Update letter; motion carried 4-0-0.

3. CFO  
**Tabled**

4. CEO  
**Tabled**

Mr. Sheikh left the meeting at 8:09 p.m.

**V. APPROVAL OF PREVIOUS BOARD MINUTES**

1. October 03, 2018 Special Board Meeting Minutes  
**TABLED**

2. October 08, 2018 Special Board Meeting Minutes  
**TABLED**

3. October 29, 2018 Board Meeting Minutes  
**TABLED**

4. November 01, 2018 Special Board Meeting Minutes

**MOTION #9:** Shawn Gonzales/Nancy McDarment to approve the November 1, 2018, Special Board Meeting Minutes as read; motion carried 4-0-0.

5. November 07, 2018 Board Meeting Minutes

**MOTION #10:** Shawn Gonzales/Nancy McDarment motioned to approve the November 7, 2018 Board Meeting Minutes with corrections; motion carried 4-0-0.

**VI. NEW BUSINESS**

1. Dr. Card
  2. Dr. Williams
  3. Dr. Steidley
  4. Dr. Honka
- TABLED**

**VII. OLD BUSINESS**

1. Single Sign-On
  2. Traditional Health
- TABLED**

**VIII. POLICIES**

1. Medical Policies
  - a. Annual Influenza Policy
  - b. Emergency Medical Management Protocol for Vaccine Reactions in Adult Patients
  - c. Fire Safety and Non-Medical Emergency
  - d. HealthNet Members Grievance Policy
  - e. Informed Consent and Procedure
  - f. Mandatory Reporting Policy Child Domestic Elder
  - g. Minors Rights

- h. Prior Authorization Requests and Referral Process
  - 2. Tribal Contributions
  - 3. Behavioral Health
    - a. Participation Qualifications
    - b. Transportation
  - 4. Responsibility and Authority Policy
- TABLED**

**IX. DEPARTMENTAL & GRANT REPORTS - for information only**

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

**X. ADJOURNMENT**

**MOTION #11:** Nancy McDarment/Shawn Gonzales motioned to adjourn at 8:33 p.m.; motion carried 4-0-0.

  
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Nancy McDarment, TRIHCI Board Secretary