

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

January 02, 2019 BOARD MEETING MINUTES

I. **CALL TO ORDER:** Vice-Chair Donna Medrano called the meeting to order at 8:47 a.m.

II. **ROLL CALL:** Secretary Nancy McDarment called roll.

Board Members:

Staff

Gayline Hunter, Chairperson	I	Zahid Sheikh	P
Donna Medrano, Vice-Chair	P	Griselda Lagunas	P
Nancy McDarment, Secretary	P		
William Carrillo, Sr., Treasurer	L		
Barbara Baga, Member	P		
Richard Brown, Member	P		
Shawn Gonzales, Member	L		
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 8:48 a.m.

III. **APPROVAL OF AGENDA**

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

IV. **EXECUTIVE & COMMITTEE REPORTS**

1. Human Resources

MOVED TO IV EXECUTIVE & COMMITTEE REPORTS a. CEO/PI JOB DESCRIPTION

RECRUITMENT:

- *Open Positions: Family Practice Physician, Podiatrist, Part-Time Registered Dietician, LCSW, Outreach Supervisor/ Diabetes Nurse Coordinator, Chief Operating Officer, Medical Assistant, SOC Program Coordinator, Board Certified Behavior Analyst, Care Coordinator and Evaluation Data Coordinator, Youth Connections Project Coordinator, Youth Tree Project Coordinator, Youth Connections Project Therapist*
- *SOC Evaluation and Data Coordinator, SOC Care Coordinator interviews scheduled for 01/04/2019*

- BCBA, COO, HR Generalist interviews TBD.

PERSONNEL CHANGES:

- 1 New Hire Orientation conducted on December 17, 2018, mandatory and safety training conducted

FML/LEAVE OF ABSENCE:

- Full-Time FML: 1
- Intermittent FML: 4
- Personal Leave of Absence: 0

TRAINING:

- Blood Borne Pathogens/Hazard Communications Make-up Training Scheduled with staff-ongoing
- Fire Extinguisher Make-up training scheduled with staff-ongoing

BENEFITS:

- Assisted employees with general benefits issues/questions
- Contacted insurance brokers for the following:
 - Insurance issues: 14
 - Bills: 0
 - COBRA Issues:
 - Open Enrollment:

ALL OTHER:

- Received 1 Incident Report
- Identification Badge/ Access Control and Non-Fraternization acknowledgment forms, still obtaining from staff
- Scheduled employee/manager specific training conducted by CRIHB for January 8th.
- Obtained signatures from all staff regarding the line of authority
- Updated YT and YC job descriptions as approved by BOD
- Scheduled NextGen training for Dr. Card

TRAINING/TRAVEL

- Please see attached

POLICIES AND PROCEDURES

- General Information on Various Leaves of Absence

FOR APPROVAL/FOR NOTE

- Dentist, Job Description
- CEO/PI Job Description
- YC Substance Abuse Counselor

- YT Family Coordinator
- YT Substance Abuse Counselor
- YT Services Support Coordinator
- YT Family Specialist
- TRIHCI Employment Application: addition of TRIHCI employee/BOD Member relative question (Willie request) and removal of Salary information to comply with current regulations- attorney recommendation
- General Information of Various Leaves of Absence policy

a. Job Descriptions

- Youth Connections Substance Abuse Counselor Job Description

APPROVED WITH MOTION #19

- Youth Tree Family Coordinator Job Description

APPROVED WITH MOTION #21

APPROVAL WAS WITHDRAWN WITH MOTION #22

TABLED

Finance Committee to review the wages before it gets approved by the full Board.

- Youth Tree Family Specialist Job Description

APPROVED WITH MOTION #18

- Youth Tree Substance Abuse Counselor Job Description

APPROVED WITH MOTION #17

- Youth Tree Youth Services Coordinator Job Description

APPROVED WITH MOTION #16

- CEO/PI Job Description

APPROVED WITH MOTION #20

Salary scale may be something we should add to the job description to ensure everyone starts at the same level. It would make it fair for everyone.

MOVED TO IV EXECUTIVE & COMMITTEE REPORTS c. TRIHCI EMPLOYMENT APPLICATION

- b. Alcohol Counselor Wages - range to be between \$15 - \$18.50 / hour

c. TRIHCI Employment Application - revised

Shawn Gonzales seated at 9:31 a.m.

MOTION #2: Barbara Baga/Nancy McDarment to approve the Employment Application with the corrections and additions; motion carried 4-0-1. (SG)

d. General Information on Various Leaves of Absences

MOTION #3: Shawn Gonzales/Barbara Baga motioned to approve with the addition; motion carried 5-0-0.

e. Incident Report (IR-SN11282018)

Patient requests access to public Wi-Fi for children to use. Shawn suggested that we put a tv in the waiting area for children.

MOTION #4: Shawn Gonzales/Barbara Baga motioned to deny the Wi-Fi access; motion carried 5-0-0.

MOTION #5: Barbara Baga/Jeanne Baga motioned to approve the Human Resources report; motion carried 5-0-0.

2. PRC

a. 855747 - Orthodontics \$6,000 including Rx.

MOTION #6: Shawn Gonzales/Barbara Baga motioned to approve patient #855747 orthodontics in the amount of \$6,000 to include prescription; motion carried 5-0-0.

b. 855617 - Orthodontics \$6,200 including Rx.

MOTION #7: Barbara Baga/Shawn Gonzales to approve patient #855617 Orthodontics in the amount of \$6,200 to include prescriptions; motion carried 5-0-0.

c. 855454

Patient #855454 is appealing the denial of bills.

MOTION #8: Shawn Gonzales/Barbara Baga to approve patient #855454; motion carried 5-0-0.

d. 850055

MOTION #9: Barbara Baga/Shawn Gonzales to deny patient #850055; motion carried 5-0-0.

MOTION #10: Shawn Gonzales/Barbara Baga motioned to accept the PRC report; motion carried 5-0-0

3. CFO

Resty Rios reviewed the CFO report with the Board.

Microix Module training is scheduled for the next meeting and we will go live the week after.

William Carrillo, Sr. seated at 11:06 a.m.

William Carrillo, Sr. as the 2018 Board Treasurer requested to go to a fraud training but it was not approved. More training should be received by the Board when it comes to financial matters.

PRC is requesting a credit card for emergency medical supplies to be used as needed. PRC will need to present the request of the credit card with a policy. It would need to be reviewed by Mr. Sheikh for approval then be presented to the full board. Policy needs to state the chain of command for approval.

PRC credit card request will be added to the February Board Meeting Agenda.

Resty Rios would need to cc: the Executive Committee and Mr. Sheikh when emailing the Tribal Council, CFO, etc.

Tribal Contributions would need to be added to the Tribal Councils agenda.

MOTION #11: Barbara Baga/Shawn Gonzales motioned to approve the CFO report; motion carried 6-0-0.

4. CEO

Mr. Sheikh reviewed the CEO report with the Board.

Mr. Sheikh explained about the Patient Registration giving patients 30 days to update their information (i.e. bringing in electricity bill). Mr. Sheikh explained that there is no 30-day policy through IHS that requires the 30-day notice.

Mr. Sheikh suggested that we remove the 30-day requirement and treat it as a case by case basis. Patient Registration staff will continue to send the letter that informs patients to update their information including that if they fail to bring in required documents they will be responsible for their own medical bill and will be changed from PRC to direct care.

William Carrillo Sr. informed the Board we cannot turn any patients away, however, it has happened

this year. Mr. Sheikh suggested that we delay any specialty referrals going out until the patient brings in the appropriate paperwork instead of turning patients away.

Shawn Gonzales suggests to include in the form that if they do not update their information they would be subject to paying for any prescription or medical attention outside of the clinic.

Mr. Sheikh will be discussing with staff on January 10, 2019, during the PRC/Patient Registration meeting.

William Carrillo, Sr. would like to see recertification incentive workshops. Mr. Sheikh suggested sending out a flyer to patients regarding the workshop and what they should bring in and inform them they will receive a \$5-\$10 gift card.

Mr. Sheikh reported the COO interviews will be scheduled for January 15th. The management team has been invited to conduct the interviews.

Barbara Baga noticed that the black van was dented. William Carrillo, Sr. stated that it should have been reported to the Board. William Carrillo, Sr. would like to know if the employee was drug tested and if the insurance was notified. Mr. Sheikh will follow up with Resty Rios regarding this event.

William Carrillo, Sr. stepped out at 12:27 p.m.

MOTION #12: Shawn Gonzales/Barbara Baga motioned to approve the CEO report; motion carried 5-0-1. (WC)

V. APPROVAL OF PREVIOUS BOARD MINUTES

William Carrillo, Sr. returned at 12:30 p.m.

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. December 05, 2018 Board Meeting Minutes
TABLED
5. December 06, 2018 Special Board Meeting Minutes
TABLED

6. December 07, 2018 Special Board Meeting Minutes

MOTION #13: Shawn Gonzales/Jeanne Baga motioned to approve the December 7, 2018, Special Board Meeting Minutes; motion carried 4-0-2.

VI. OLD BUSINESS

1. Imprivata

Mr. Sheikh to provide a report on the benefits on Imprivata.

MOTION #14: Barbara Baga/Shawn Gonzales motioned to approve Imprivata coming out of I.T. budget; motion carried 6-0-0.

2. CEO Evaluation

CEO's Evaluation will need to be completed by January 9, 2019. Board will review the evaluations on January 11, 2019, at 5:15 p.m. and will be presented to Mr. Sheikh on January 14, 2019, at 5:15 p.m.

William Carrillo, Sr. requested that the Board do a self-evaluation.

3. Traditional Health

William Carrillo, Sr. suggested that the Santa Fe, New Mexico trip be used as a retreat and invite the whole Board to attend. Mr. Sheikh and Dr. Hana should attend to view the whole cultural competencies and be trained on it.

TRIHCI was the only Health Center that recruited the Student Dr.'s to come and work with the Health Center.

Richard Brown stepped out at 1:14 p.m.

Richard Brown returned at 1:27 p.m.

Master calendar would need to be created for the Board. The item should be added to the February Agenda.

VII. NEW BUSINESS

1. Dr. Card

2. Dr. Williams

3. Dr. Steidley

Dr. Steidley will be working two (2) days a week; Wednesday and Fridays.

4. Dr. Honka
Dr. Honka will be working Tuesday's and Thursday's
5. DNR Contract
Assist in the application for indirect cost rate; Mr. Sheikh to provide an update on all contract Providers to be provided at a full Board meeting.

MOTION #15: William Carrillo, Sr./Barbara Baga motioned to approve the DNR Contract with the additions and corrections; motion carried 6-0-0.

February agenda add training schedule for BOD and Strategic Plan, AAHC (William Carrillo, Sr.).

Governance training would need to be scheduled as soon as possible for the new Board members. Either the last week of January or the First week of February. Mr. Sheikh will contact Marilyn to schedule the training.

*William Carrillo, Sr. stepped out at 1:55 p.m.
William Carrillo, Sr. returned at 2:01 p.m.
Barbara Baga stepped out at 2:03 p.m.
Shawn Gonzales stepped out at 2:03 p.m.
Barbara Baga returned at 2:10 p.m.
Shawn Gonzales returned at 2:10 p.m.*

6. Waiver for SOC staff (William Carrillo, Sr.)
A discussion was made regarding the Board's family working for TRIHCI. William Carrillo, Sr. had some concerns regarding the MOU with the Tribe and SOC staff. We do not want any potential conflict with the SOC staff being related to the Board. According to our bylaws, it could have an impact on our guidelines.

*Katherine Portillo returned at 2:15 p.m.
Griselda Lagunas left at 2:30 p.m.*

It was determined that the waiver was not needed because the family relationship does not apply and does not go against the bylaws. However, it may be something the Board would need to revisit once the new Board comes on.

TABLED for further discussion.

VIII. POLICIES

1. Tribal Contributions
TABLED

2. Tribal Elders Fall Prevention
 - a. Participation Qualifications
TABLED
 - b. Transportation
TABLED
3. Financial Responsibility and Authority Policy
TABLED

MOTION #16: William Carrillo, Sr./Barbara Baga motioned to approve the Youth Services/Recovery Support Coordinator job description with changes; motion carried 5-0-0.

MOTION #17: William Carrillo, Sr./Nancy McDarment motioned to approve the Youth Tree Substance Abuse Counselor job description; motion carried 5-0-0.

MOTION #18: William Carrillo, Sr./Barbara Baga motioned to approve the Youth Tree Family Specialist job description; motion carried 5-0-0.

MOTION #19: William Carrillo, Sr./Nancy McDarment motioned to approve the Youth Connections Substance Abuse Counselor job description; motion carried 5-0-0.

MOTION #20: William Carrillo, Sr./Richard Brown motioned to approve the CEO/IP job description; motion carried 5-0-0.

MOTION #21: Nancy McDarment/William Carrillo, Sr. motioned to approve the Youth Tree Family Coordinator job description; motion carried 5-0-0.

MOTION #22: Nancy McDarment/William Carrillo, Sr. motioned to withdraw motion 21 and send the Youth Tree Family Coordinator job description to Finance Committee for review; motion carried 5-0-0.

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. TMAA
8. FYI Items

X. ADJOURNMENT

MOTION #23: Barbara Baga/Jeanne Baga motioned to adjourn at 4:03 p.m.; motion carried 5-0-0.


Nancy McDarment, TRIHCF Board Secretary