

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

TULE INDIAN RESERVATION

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

May 11, 2015 BOARD MEETING MINUTES

I. **CALL TO ORDER:** Chairperson Gayline Hunter called the meeting to order at 9:13 a.m.

II. **ROLL CALL:** Secretary Alberta Chavez called roll.

<u>Board Members:</u>		<u>Staff</u>	
Gayline Hunter, Chairperson		P Zahid Sheikh	P
Donna Medrano, Vice-Chair		P Casey Carrillo	P
Joseph Garfield, Treasurer		P Danièle Healy	P
Alberta Chavez, Secretary		P Elizabeth Acevedo-	P
Barbara Baga, Member		E Medrano	
Richard Brown, Member (joined @ 10:33 a.m.)		L	
William Carrillo, Sr., Member (joined @ 3:37 p.m.)		L	
Veronica McDarment, Alternate		A	
Jade Garfield, Alternate		P	

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

Jade Garfield seated at 9:14 a.m.

**III. APPROVAL OF AGENDA**

**MOTION #1:** Jade Garfield/Joseph Garfield motioned to approve the agenda with additions; motion carried 4-0-0.

**IV. APPROVAL OF PREVIOUS BOARD MEETING MINUTES**

1. April 01, 2015 Board Meeting Minutes

**MOTION #2:** Joseph Garfield/Donna Medrano motioned to approve the April 01, 2015 Board Meeting Minutes with additions and corrections; motion carried 3-0-1.

2. May 01, 2015 Executive Committee Meeting Minutes

**MOTION #3:** Alberta Chavez/Jade Garfield motioned to approve the May 01, 2015 Executive Committee Meeting Minutes with additions and corrections; motion carried 3-0-1.



3. May 04, 2015 Executive Committee Meeting Minutes

*Mr. Sheikh has recommended Froilan Sarmiento get an updated letter from Tribal Council authorizing him to get financial information from the Clinic.*

**MOTION #4:** Joseph Garfield/Jade Garfield motioned to approve the May 04, 2014 Executive Committee Meeting Minutes as written; motion carried 3-0-1.

**V. OLD BUSINESS**

1. Tribal Contribution Letter

**MOTION #5:** Jade Garfield/Donna Medrano motioned to revisit the Tribal Contribution Letter after the May 14<sup>th</sup> working meeting with Tribal Council; motion carried 4-0-0.

2. Traditional Medicine Policy

*Mr. Sheikh presented to the Board of Directors educating patients on applying Traditional Medicine with recommended Health Plan prescribed by Providers. Gayline Hunter would really like for our Medical Director to attend CRIHB's Traditional Health Gathering.*

*Alberta Chavez stepped out at 9:55 a.m., returned at 10:03 a.m.*

**MOTION #6:** Joseph Garfield/Jade Garfield motioned to revisit the Traditional Medicine Policy at a later date; motion carried 4-0-0.

3. TRIHCI Bylaws

Tabled

**VI. NEW BUSINESS**

1. Tribal Contributions

a. 850518 - Dental Implants \$3,556.00

**MOTION #7:** Jade Garfield/Joseph Garfield motioned to approve patient #850518 for Dental Implants in the amount of \$3,556.00; motion carried 4-0-0.

2. Approval of IT renovation construction by Rios  
General Building \$25,580.00

*Donna Medrano stepped out at 10:25 returned at 10:33 a.m.*



Richard Brown joined the meeting at 10:33 a.m.

**MOTION #8:** Jade Garfield/Donna Medrano motioned to approve the bid from Rios General Building for IT Renovation at \$25,580.00; motion carried 4-0-1.

3. Approval of PRC Doors by Garza's Cabinets \$5,956.09

Joseph Garfield stepped out at 10:53 a.m., returned at 10:55 a.m.

Francine Gibson joined the meeting at 10:56 a.m.

Francine Gibson explained to the Board of Directors the reason for glass doors was to make the entrance more inviting.

Michael Martinez joined the meeting at 11:07 a.m.

Jade Garfield stepped out at 11:07 a.m. returned at 11:11 a.m.

Gayline Hunter asked Michael Martinez why his staff was not able to replace PRC doors; Michael explained because the building is historical and has specified measurements he felt it be best a licensed contractor come in for the job. The Board of Directors would like for only the entrance door have window pines and the rest to be panel doors. Michael has reassured the Board of Directors that he has made contact with the contractors and they are still honoring their bids.

Francine Gibson left the meeting at 11:14 a.m.

**MOTION #9:** Joseph Garfield/Donna Medrano motioned to award Garza Cabinets the job to replace PRC Doors with a change to the work order to include one door with windows and four doors with panels; motion carried 5-0-0.

Funds for this project are to come out of M & I cost and if need be some 3<sup>rd</sup> party.

Gayline Hunter addressed termite issue with Michael Martinez; she fears when the storage room was sprayed it only caused termites to run to the other side of the building. Michael explained XXX. Joseph Garfield would like for Michael to look into getting work done in Behavioral Health.

Michael Martinez left the meeting at 11:25 a.m.



Alberta Chavez stepped out at 11:31 a.m., returned at 11:35 a.m.

4. Approval of Job Descriptions
  - a. Outreach Supervisor/Diabetes Nurse Coordinator
  - b. Diabetes Program Assistant
  - c. Patient Transporter for Dialysis
  - d. Patient Transporter
  - e. Elder Services Coordinator
  - f. Tribal Injury Prevention Coordinator (TIPC)
  - g. Community Health Representative (CHR)
  - h. Medical Assistant

Joseph Garfield stepped out at 12:15 p.m. returned at 12:20 p.m.

Gayline Hunter stepped out at 12:20 p.m. returned at 12:28 p.m.

**MOTION #10:** Jade Garfield/Donna Medrano motioned to approve the Medical Assistant job description with changes; motion carried 5-0-0.

5. Max PTO allowed/PTO pay out

Danièle Healy informed the BOD that in policy employees can accrue a max of 200 hrs. PTO and cash out PTO at 180 hours. It has been suggested PTO hours be increased to 300 hrs. and PTO pay out allowance decreased. BOD would like to do away completely with PTO payouts because we do not budget for something like that and require employees take time off whether it be a three day weekend or two weeks off. Currently PTO cash out requirements are you need at least 180 hours PTO and can only cash out once a year.

**MOTION #11:** Jade Garfield/Alberta Chavez motioned to keep the PTO accrual rate at 200 hours; motion carried 5-0-0.

Alberta Chavez stepped out at 12:48 p.m., returned at 12:51 p.m.

**MOTION #12:** Richard Brown/Donna Medrano motioned to removed PTO Cash Out Policy from the Personnel Policies; motion carried 5-0-0.

6. Approval of Personnel Policies Handbook

Tabled



7. Approval of On-Call Physician Policy

Tabled

8. Tule River Rodeo Committee Request for  
Donation/Sponsorship - Ambulance

**MOTION #13:** Joseph Garfield/Richard Brown motioned to approve the service request for the Tule River Rodeo Committee Request for ambulance services from Exeter District Ambulance in the amount of \$525.00 funds to come from Tribal contributions; motion carried 4-1-0.

9. William Carrillo, Sr.'s concern's

- a. Systems of Care Grant
- b. Tribal Contribution Expansion Ideas
- c. In Home Health Care
- d. Elders Garden
- e. Elders Meals
- f. Health Educational Initiative
- g. Tribal Member Fitness Training Initiative
- h. Wellness Center/Gym Expansion
- i. Grants
- j. Community Walking Trails
- k. Community needs assessment

**VII. EXECUTIVE REPORTS AND COMMITTEE REPORTS**

1. CEO Report

*Mr. Sheikh reported he attended IHS meeting and is happy to report we are getting 100% Contract Service Cost. CRIHB has been lobbying that Contract Service Cost be increased. Amir Khoyi of CRIHB met with us last month to review the possibility of an in-house Pharmacy. Once the report listing the pro's and con's is received Mr. Sheikh will forward to the Board of Directors for their review.*

*Jade Garfield stepped out at 1:37 p.m., returned at 1:41 p.m.*

*Mr. Sheikh reported we have received a check totaling \$160,104.00 for Indian Self-Determination Contract No. 235-15-0007; in addition a Modification was signed for an additional \$43,000.00 those funds have not yet been received.*



*In March we received our CSC reimbursements from 2006 - 2010, and is suggesting we place the money in a separate account.*

**MOTION #14:** Donna Medrano/Joseph Garfield motioned to have a separate account for the CSC funds amounting in \$1.45 million; motion carried 5-0-0.

**MOTION #15:** Alberta Chavez/Joseph Garfield motioned to approve the CEO reports from April and May 2015; motion carried 5-0-0.

## 2. CAC Report

*Joseph Garfield stepped out at 1:53 p.m., returned at 2:20 p.m.  
Richard Brown stepped out at 2:08 p.m., returned at 2:10 p.m.*

**MOTION #16:** Alberta Chavez/Donna Medrano motioned to approve the CAC reports for April and May 2015; motion carried 4-0-1.

## 3. CFO Report

*Casey Carrillo read thru April 2015 finance and expenditure report to the BOD and the May 2015 finance and expenditure report.*

**MOTION #17:** Jade Garfield/Alberta Chavez motioned to approve the CFO reports for April and May 2015; motion carried 5-0-0.

## 4. PRC Report

*Jade Garfield stepped out at 2:41 p.m., returned at 2:42 p.m.*

**MOTION #18:** Alberta Chavez/Donna Medrano motioned to approve the PRC report for April and May 2015; motion carried 5-0-0.

*Donna Medrano stepped out at 2:47 p.m., returned at 2:52 p.m.*

## 5. Human Resources Report

*Danièle Healy read thru Human Resources reports for April and May. Applicant for Kidney Dialysis Transporter will be called for an interview. The BOD would like to see the Benefits Coordinator position advertised, although it may seem Jennie Perez is doing the job she is no long a TRIHCI employee and she will be extremely busy at TRTC.*

*Alberta Chavez stepped out at 3:03 p.m., returned at 3:07 p.m.*



Mr. Sheikh reported contract from Kings View Behavioral Health has been received and will be reviewed.

**MOTION #19:** Jade Garfield/Donna Medrano motioned to approve the April and May 2015 HR reports; motion carried 5-0-0.

6. AAAHC

Carrie Gonzalez joined the meeting at 3:15 p.m.

Carrie Gonzalez explained to the BOD that Annual competencies will be implemented for all staff members; currently there is no such competency implemented. Carrie explained ideally we wanted to have surveys by December but we have seen that will not be feasible. The team has just completed self-assessments and we now see where we are compliant and non-compliant. This is going to be a long process, especially while going thru policies and procedures at the same time. The next AAAHC training is September 14-15 at CRIHB there are 10 slots allocated for Tule River, there is also a AAAHC training in December in Las Vegas. Carrie Gonzalez will email the BOD the outcome results of the self-assessments. As a whole the Health Clinic is doing very well, there is very little that we needed to reinvent the wheel with. Things we need to complete are policies that just need to be written out.

Carrie Gonzalez left the meeting at 3:34 P.M.

**MOTION #20:** Joseph Garfield/Jade Garfield motioned to approve the April and May 2015 AAAHC Board reports; motion carried 5-0-0.

William Carrillo, Sr. joined the meeting at 3:37 P.M.

**Back to TRICHI Bylaws**

Zahid Sheikh is to call Susan Dahl to get clarification on which steps we need to take when changing our By-laws; Who do we need to notify? Does someone other than our Board need to OK?

Jade Garfield pointed out there is conflict between election guidelines and By-Laws; Election Guidelines states no more than three amount of Board members



can be seated while having relatives mother, father, brother sister, niece, nephew etc. as employees and By-Laws state Board members cannot be seated while having immediate family members as employees spouse, child, brother, sister, mother, father. Currently we have a dedicated Board member with a child as an employee sitting on the Board, we have limited interested dedicated community members we should remove or reword the criteria for being a qualified candidate and ensure Election Guidelines do not conflict with By-laws.

#### **VIII. DEPARTMENTAL & GRANT REPORTS - for information only**

1. Dental Report
2. Medical Report
3. Clinical Services Report
4. Community Outreach Report
5. Behavioral Health Report
6. Information Technology Report
7. Diabetes Grant Report
8. Injury Prevention Grant Report
9. Compliance/Facilities Manager Report
10. AOA
11. FYI Items

#### **IX. ADJOURNMENT**

**MOTION #21:** Joseph Garfield/Jade Garfield motioned to adjourn at 4:49 p.m.; motion carried 5-1-0.



Alberta Chavez, TRIHCI Board Secretary