

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

FEBRUARY 01, 2017 BOARD MEETING MINUTES

I. CALL TO ORDER: Chairperson Gayline Hunter called meeting to order at 9:00 a.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	E	Resty Rios P
Nancy McDarment, Secretary	P	Katherine Portillo P
William Carrillo, Sr., Treasurer	P	Elizabeth Acevedo- P
Barbara Baga, Member	P	Medrano
Richard Brown, Member	P	
Shawn Gonzales, Member	E	
Adam Christman, Alternate	P	
Jade Garfield, Alternate	P	

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

Adam Christman & Jade Garfield seated at 9:02 a.m.

III. APPROVAL OF AGENDA

MOTION #1: Barbara Baga/Jade Garfield motioned to approve the agenda with one addition; motion carried 6-0-0.

IV. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

Marvin Sanchez & Reggie Visico joined the meeting at 9:03 a.m.

1. January 04, 2017 Board Meeting Minutes
2. January 23, 2017 Special Board Meeting Minutes

TABELED MOVED TO NEW BUSINESS MICROSOFT OFFICE 365 - 101

V. NEW BUSINESS

1. Microsoft Office 365 - 101 (time for certain 9 a.m.)
Marvin & Reggie walked thru Microsoft Office 365
with Board Members & answered questions.

*Two groups will be made for one for the Board and
Directors and second one just for Board members.*

Marvin Sanchez & Reggie Visico left the meeting at 9:33 a.m.

BACK TO APPROVAL OF PERVIOUS BOARD MEETING MINUTES

MOTION #2: Jade Garfield/Barbara Baga motioned to approve the
January 04, 2017 Board meeting minutes with corrections; motion
carried 6-0-0.

MOTION #3: William Carrillo, Sr./Nancy McDarment motioned to
approve the January 23, 2016 Special Board Meeting minutes with
corrections; motion carried 6-0-0.

2. Patient #850327 Medical Concern would like to
address the Board (cannot make it would like to
address a committee if possible)

William Carrillo, Sr. stepped out at 9:54 a.m.

*Consensus to have patient #850327 meet with the
Board on February 7th at 10:00 a.m. Dr. Hana has been
requested to be present*

*Policy for Grievance/Incident Lock Box needs to go
to Personnel Committee for review and approval
during HR report.*

3. Authorize New Check Signers & Remove Old Check
Signers

MOTION #4: Jade Garfield/Barbara Baga motioned to authorize
Nancy McDarment, Secretary and William Carrillo, Sr., Treasure
as check signers and remove Joseph Garfield, Vice-Chair,
Alberta Chavez, Secretary and update Donna Medranos' title to
Vice-Chair; motion carried 5-0-1.

William Carrillo, Sr. returned at 10:00 a.m.

4. PRC Policies and Procedures

Consensus to review on the 7th of February.

Note: Board will try to have all Special meetings scheduled for Wednesdays.

Dr. David Wood joined the meeting at 10:25 a.m.

William Carrillo, Sr. introduced Dr. Wood who sits on the Tulare County Mental Health Board and California Senior Legislator. Dr. Wood is hopeful to learn a lot from the Tule River Elders and Health Board.

Dr. Wood left the meeting at 10:30 a.m. back to agenda

5. 2017 CRIHB March on Washington, D.C.

FYI for Board Members. CRIHB takes a large group to Washington, D.C. every year to lobby on Native American Health issues. This years March is tentatively scheduled for May 1st - May 5th. Normally two delegates attend but with the new Administration, Chairperson feels this would be a good opportunity for more representatives to attend and have our concerns heard. William Carrillo, Sr. feels it is vital that Tule River Members meet with Representatives from our district while in Washington, D.C. It was suggested we utilize Tom Rodgers, Tribal Lobbyist to set up meetings with Kevin McCarthy and Devin Nunes a day before or a day after CRIHB March.

Richard Brown stepped out at 10:38 a.m.

Any Board Members interested in attending please inform Chairperson so early flights can be booked. William Carrillo, Sr. & Mr. Sheikh expressed interest in attending.

Richard Brown returned at 10:43 a.m.

6. Transfer of Funds to Cover Approve FY 2016-17 Budget

Budget has been approved for FY 2016-17 and \$2,110,220.00 was budgeted to be transferred from 3rd party revenue to cover operation cost.

Total budget approved was \$8,497,555 for the FY 2016-17, \$5,887,335 was received from 638 funding, \$500,000 identified as rollover funds.

Board has concerns with 3rd party funding that was allocated in 2016. Board is in agreement that allocation needs to be revisited since certain projects have been put on hold. Finance Committee will review the allocation budget and both requests for transfer and allocation will be reviewed and approved in March.

7. SOC - Schedule meeting time with Dr. Jami Bartgis

Meeting scheduled for February 7th 8 a.m.- 9 a.m.

8. Dr. Newman - Dental Purchase

Dr. Newman joined the meeting at 11:05 a.m.

Autoclaves have been malfunctioning for some time now, one was donated from the Medical department about 6 years ago. Autoclave is used to sterilize instruments. Dr. Newman presented the Board with three quotes and is recommending the Board go with Henry Schein at \$5,644.00

Dr. Newman is also requesting the purchase of a new panoramic X-Ray machine that does not require you to insert bite-wings in the mouth to take images; machine is by Practice Planmeca ProMax and is wheelchair accessible. Retail cost of the machine is \$66,000.00, Henry Schein and Patterson Dental are quoting \$44,000-\$45,000; Dr. Newman is suggesting we buy directly form PlanMeca for \$30,000 shipping will be at a larger cost. Mr. Sheikh is suggesting Dr. Newman look into GE for pricing. The Board would like for Dr. Newman to look into GE and have the Finance Committee review.

Dr. Newman would like for Dr. Gus Nevarez to stay on after the return of Dr. Dunivan; Dr. Nevarez has built a patient load and is currently bringing in more revenue than we are paying him. Dr. Nevarez is currently working two days a week and would like to keep the same work schedule.

Barbara Baga stepped out at 11:58 a.m.

Barbara Baga returned at 12:02 p.m.

MOTION #5: Nancy McDarment/Barbara Baga motioned to amend the current contract with Dr. Nevarez to state "Contract of Services needed outside of the above stated days will be

communicated to the Provider by the Dental Director and CEO"; motion carried 6-0-0.

MOTION #6: Jade Garfield/Nancy McDarment motioned to approve the purchase of an Autoclave from Henry Schein in the amount of \$5,664 funds to come out of Dental Budget; motion carried 6-0-0.

Dr. Newman left the meeting at 12:11 p.m.

VI. EXECUTIVE REPORTS AND COMMITTEE REPORTS

1. CEO Report

Mr. Sheikh attended the CRIHB Quarterly Directors meeting on 01/25-01/27/2017 discussed.

Reimbursement rate for IHS/MOA encounter rate has been increased from \$368 to \$391.

CRIHB Modification 41 in the amount of \$13,020 for Youth Regional Treatment Center (YRTC) reimbursement has been received.

The week of February 6th, Dr. Jami Bartgis will be on the Reservation to offer In-Kind training.

Mr. Sheikh met with Paul Delgado who was requesting the Health Center bill for services he provides the Tribe as a Behavioral Health Analyst thru the SOC grant. Mr. Sheikh explained because he is not employed or contracted thru the Health Center we cannot bill for his services. If he were to have been contracted or hired thru the Health Center we would be able to bill for his services, as we do with Dr. Eiden.

Lunch break 12:25 p.m. - 1:00 p.m.

Medical Receptionist interviews were conducted on Jan. 31st. Mr. Sheikh along with HR Manager, D.O.N and Medical Director met with a potential Mid-Level Provider (Nurse Practitioner) who is willing to work on Saturdays and two additional days during the week.

CRIHB Options reimbursed approximately \$15,000 for services provided by the Podiatrist.

Status on Ambulance Service; TRIHCI is ready to hire the Field Supervisor who will help with getting proper licensing and certifications to get the Ambulance Service up and running. After all proper licensing and certifications are received Field Supervisor will stay on staff for scheduling and stand-in purposes. Mr. Sheikh is estimating 120 days to be up and running. Mr. Sheikh will review applications with Richard Brown and HR Manager after the meeting and interviews will be scheduled for Tuesday, February 7th in the afternoon. Nancy McDarment is suggesting if it is still possible we work with Jacindo "Smokey" Beavers (previously worked on Tule River, currently runs an Ambulance Service and has always offered his services to Tule River). Mr. Sheikh would like to possibly use Mr. Bevers as an advisor.

Dr. Albrecht would like to eventually be a full time employee. Board is asking for statistics to be presented at the Finance committee and the Personnel committee so that everything is ready to go for the March Board meeting.

SOC grant; Tribal Administrator never got back to Mr. Sheikh about the Health Center taking over the SOC grant and providing information on the matter. Meeting with TA, Wendi Correa and Larry DeSoto will be scheduled for February 13th at 4 p.m.

MOTION #7: Jade Garfield/Barbara Baga motioned to accept the CEO report; motion carried 6-0-0.

Janette Keel joined the meeting at 2:00 p.m.

2. CAC Report

Jeanette Keel presented her report and explained what all the charts and numbers in her report stand for.

Jeanette Keel left the meeting at 2:08 p.m.

MOTION #8: Jade Garfield/William Carrillo, Sr. motioned to accept the CAC report; motion carried 6-0-0.

3. CFO Report

Resty Rios reported all documents have been submitted to Medicare billing. We have received no more request for documents.

FY 2015-16 audit is still in progress. Resty has sent all open documents to auditors; waiting on response from Melissa Peterson. We have until the end of April to submit to the Clearing House. Resty will check on the status of audit this week.

Board is suggesting having a WIA worker for the Finance department to assist with filing and misc. items freeing up some time for staff members to get caught up on normal duties.

MOTION #9: Jade Garfield/William Carrillo, Sr. motioned to accept the CFO report; motion carried 6-0-0.

4. PRC Report

Elizabeth Acevedo-Medrano read tallies for the month of December 2016.

MOTION #10: Barbara Baga/Jade Garfield motioned to accept the PRC report; motion carried 5-0-1.

5. Human Resources Report

Katherine Portillo reported:

- 01/05 attended college/career fair at EMC
- Working with Workers Comp. insurance company to close out open claims
- Conducted benefits orientations on 01/06 & 01/09
- RN rotations began on 01/26 (Instructor will be with them at all times)
- Mandatory Sexual Harassment 2-hour training for Supervisors and elected/stipend members will be scheduled online via CalChamber. Email with link will be sent out to everyone
- 01/09 attended Tule River Emergency Response meeting
- 1/13 TRFD building assessment/recommendations
- Working on ensuring building code and compliance

Open Positions:

- Family Practice Physician

- *Part-Time Registered Dietician*
- *Physician Assistant*
- *CFO*
- *Field Supervisor, closed 01/18 applications need review*
- *Patient Transporter, closes 02/19*

Interviews:

- *01/30 Patient Receptionist employment offered to Tribal Member Orientation scheduled for Monday*
- *02/02 Behavioral Health Coordinator*

Personnel Changes:

- *Patient Transporter, discharged 01/05*
- *RN/Outreach supervisor, discharged 01/18*
- *3 employees out on intermittent FMLA, 2 out on full time FMLA*

Board reviewed Incident Report and Grievance Box policy.

MOTION #11: Jade Garfield/Nancy McDarment motioned to approve the Incident Report and Grievance box policy; motion carried 6-0-0.

6. AAAHC

Elizabeth Acevedo-Medrano updated the Board on status of AAAHC accreditation. Clinic is Satisfactorily Compliant in most Core Chapters and applicable Adjunct Chapters. What is needed for Partially Compliant chapters is completion of policies and procedures. The Board would like to see appropriate Directors make the time to complete policies for Board approval.

MOTION #12: Barbara Baga/Jade Garfield motioned to accept the HR report; motion carried 6-0-0.

MOTION #13: Jade Garfield/Richard Brown motioned to accept the AAAHC report; motion carried 6-0-0.

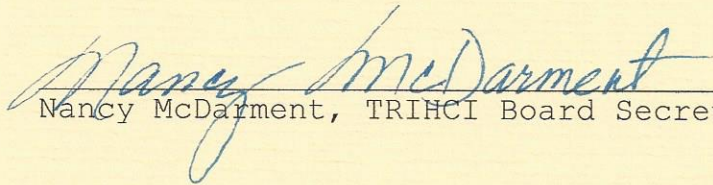
VII. DEPARTMENTAL & GRANT REPORTS - for information only

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. AOA
9. FYI Items

VIII. ADJOURNMENT

MOTION #14: William Carrillo, Sr./Barbara Baga motioned to adjourn at 3:39 p.m.; motion carried 6-0-0.



Nancy McDarment, TRIHCI Board Secretary