

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

P.O. BOX 768

PHONE 784-2316

PORTERVILLE, CALIFORNIA 93258

OCTOBER 29, 2018 BOARD MEETING MINUTES

- I. CALL TO ORDER:** Secretary Nancy McDarment called the meeting to order at 9 a.m.
- II. ROLL CALL:** Treasurer William Carrillo, Sr. called roll.

<u>Board Members:</u>		<u>Staff</u>	
Gayline Hunter, Chairperson	L	Zahid Sheikh	P
Donna Medrano, Vice-Chair	L	Elizabeth Acevedo-	P
Nancy McDarment, Secretary	P	Medrano	
William Carrillo, Sr., Treasurer	P		
Barbara Baga, Member	A		
Richard Brown, Member	E		
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 9:01 a.m.*

**III. APPROVAL OF AGENDA**

**MOTION #1:** William Carrillo, Sr./Shawn Gonzales motioned to approve the agenda with additions; motion carried 3-0-0.

**MOVED TO ITEM VII. OLD BUSINESS 3. TIH**

*For Native American Heritage month, the Traditional health Committee has set an event and invited speakers and demonstrators from the North and South. The committee has chosen to purchase T-Shirts for the event.*

*Manny Santoyo joined the meeting at 9:11 a.m.*

*The committee has set a budget for \$5,000 for the event. The event will be in collaboration with Future Generations.*

**MOTION #2:** Jeanne Baga/William Carrillo, Sr. motioned to approve a budget not to exceed \$7,500 for the Native American Heritage month event, funds to come from Traditional health line item; motion carried 3-0-0.

**MOVED TO ITEM VII. OLD BUSINESS 2. AMBULANCE PURCHASE**

Manny Santoyo presented a quote from Leader Emergency Vehicles in the amount of \$156,997 for a 2016 ambulance fully equipped with 4-wheel drive and liquid suspension. The ambulance has been used as a demo unit and only has 3,000 miles.

*Gayline Hunter joined the meeting at 9:30 a.m.*

**MOTION #3:** William Carrillo, Sr./Shawn Gonzales motioned by Resolution #2018-005 to approve the Ambulance purchase from Leader Emergency Vehicles, in the amount of \$156,997 with funds to come from Ambulance Budget; motion carried 3-0-0.

*Donna Medrano joined the meeting at 9:34 a.m.*

**IV. EMPLOYEE INSURANCE RENEWAL REVIEW**

***TABLED***

**V. EXECUTIVE & COMMITTEE REPORTS**

1. Human Resources
  - a. Policy

*Katherine Portillo joined the meeting at 9:47 a.m.*

- i. Identification Badges & Access Control

**MOTION #4:** William Carrillo, Sr./Donna Medrano motioned to approve the Identification Badges & Access Control Policy with changes; motion carried 5-0-0.

*Katherine Portillo reported:*

***RECRUITMENT:***

- *Patient Transporter position posted internally and externally, closed 9/11/2018- applications currently under review, interview date TBD*
- *Medical Assistant position posted internally/externally closed 9/14/2018- applications currently under review, interview date*

TBD

- Dental Hygienist position posted until filled
- Temporary Executive Secretary position posted, closes 9/27/2018
- **Open Positions: Family Practice Physician, Podiatrist, Part- Time Registered Dietician, LCSW, Outreach Supervisor/ Diabetes Nurse Coordinator, Dental Hygienist, Temporary Executive Secretary**

**PERSONNEL CHANGES:**

- Medical Assistant, terminated effective 9/5/2018, performance and attendance based decision

**FML/LEAVE OF ABSENCE:**

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

**TRAINING:**

- Blood Borne Pathogens Training Scheduled for 10/2

**BENEFITS:**

- Assisted employees with general benefits issues/questions
- Conducted 1 Benefits Orientation
- Insurance Renewals- effective 12/1/2018, Brokers will be attending 10/3 Meeting to discuss renewal numbers/pricing

**ALL OTHER:**

- Arrow Lift Company- onsite 9/20 to repair lift
- Stop Alarm- onsite 9/08-9/10 & 9/19 to update readers
- All staff received new badges to work with the updated readers
- Workers Comp injury reported 9/5, claim denied by the insurance company, failure to report within 30 days of occurring
- 1 Independent Contractor agreement- Dr. Franklin, EMS MD, awaiting signed agreement from Dr. Franklin
- Received 2 Grievances, acknowledgment letters sent according to policy, 5 incident reports received, 1 letter received
- Prepared documents for Special Board Meeting scheduled for 9/24
- Processed 2 intermittent leaves of absence

- Conducted PA Student Orientation on 9/17
- Working with CRIHB HR to restructure grievance filing process
- Meeting with Ambulance Medical Director to finalize process 9/17
- Assisted Finance Department with necessary documents for Grant Application

**POLICIES AND PROCEDURES**

- Non-Fraternization Policy
- Identification and System Access Cards

**FOR APPROVAL/FOR NOTE**

- Dentist, Job Description
- Medical Assistant/ Oral Health Care Coordinator Job Description
- Non-Fraternization Policy
- Director of Clinical Services Job Description, changes to reflect previously (9/5) approved a line of authority
- Health and Safety Manual- still in progress

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

**Back to item IV. Employee Insurance Renewal Review**

*Board needs to approve a plan before Nov. 6<sup>th</sup> so we can update E-Central for open enrollment.*

2. PRC

- a. Tribal Contribution Request
  - i. Patient #851408 \$4,575.00 Orthodontics (previously approved, patient lost insurance coverage & is asking for full amount \$6,075.00)

*Shawn Gonzales stepped out at 10:20 a.m.*

**MOTION #6:** William Carrillo, Sr./Donna Medrano motioned to approve Patient #851408 for Orthodontics in the amount of \$6,075.00; motion carried 4-0-1. (SG)

*Shawn Gonzales returned at 10:21 a.m.*

*Francine Gibson joined the meeting at 10:22 a.m.*

*Francine Gibson reported tallies for August of 2018 & was informed of approval of Patient #851408*

*TC request.*

**MOTION #7:** Shawn Gonzales/Donna Medrano motioned to approve the PRC report; motion carried 5-0-0.

b. Tribal Contribution Minor use

*Working meeting scheduled for November 1<sup>st</sup> at 8:30 a.m.*

*Francine Gibson left the meeting at 10:33 a.m.*

3. CFO

a. Single Sign-on Project

***Tabled until Nov. meeting.***

*Resty Rios reported outstanding checks are on ongoing progress. We have received two \$50,000 from Tribal Council for Tribal Contributions. We are in the process of gathering all documents to determine the indirect cost for the Youth Tree grant. Grant folders have been distributed to BOD for review.*

**MOTION #8:** Jeanne Baga/Shawn Gonzales motioned to not hear Wells Fargo; motion carried 2-1-2.

**MOTION #9:** William Carrillo, Sr./Donna Medrano motioned to accept the CFO Report; motion carried 3-0-2.

4. CEO

*Nancy McDarment left the meeting at 12:20 p.m.*

*Mr. Sheikh reported along with PRCO. Director of Clinical Services, Resty Rios & Apple Yazzie met with 340B Consultant from CRIHB Kristin to review and ensure we are in compliance with HRSA guidelines. CRIHB also provided us with 340B Policies and Procedures from PIT River. Mr. Sheikh has forwarded to PRCO & Medical Director for review.*

*Job descriptions for SOC staff were received on 9/14. Mr. Sheikh met with SOC staff on 9/18. Grant is closing on 9/30 but the staff has 30 days after to officially close out grant (updated they have 90 days).*

*Health Center has been awarded a Native Connection*

*Grant. Grant serves youth ages 12-24.*

*We have submitted an application to HHS for ICR on 9/26.*

*Mr. Sheikh met with Dr. Stidley on 10/3 to discuss equipment needed for Optical. He is only requesting a microscope be replaced at this time.*

*Mr. Sheikh met with Providers & Director of Clinical Services on 09/04 to discuss various issues in the medical department.*

*Mr. Sheikh has been meeting with Mike Williams realtor, looking for commercial property in the Visalia/Tulare area. Mike has informed Mr. Sheikh the property we were looking at, at the beginning of this year is still on the market.*

**MOTION #10:** Shawn Gonzales/Donna Medrano motioned to accept the CEO Report; motion carried 4-0-0.

**VI. APPROVAL OF PREVIOUS BOARD MINUTES**

1. August 01, 2018 Board Meeting Minutes

**MOTION #11:** Shawn Gonzales/William Carrillo, Sr. motioned to approve the August 01, 2018 Board Meeting minutes with corrections; motion carried 4-0-0.

2. August 15, 2018, Executive Committee Meeting Minutes

*William Carrillo, Sr. stepped out at 1:08 p.m.*

**MOTION #12:** Donna Medrano/Jeanne Baga motioned to approve August 15, 2018, Executive Committee meeting minutes with correction; motion carried 5-0-0.

3. August 23, 2018, Special Board Meeting Minutes

**MOTION #13:** Shawn Gonzales/William Carrillo, Sr. motioned to approve the August 23, 2018, Special Board Meeting Minutes; motion carried 3-0-1.

4. September 05, 2018 Board Meeting Minutes

**MOTION #14:** Shawn Gonzales/Donna Medrano motioned to approve the September 05, 2018 Board Meeting Minutes with corrections; motion carried 4-0-0.

5. September 12, 2018, Executive Committee Meeting Minutes

**MOTION #15:** Donna Medrano/William Carrillo, Sr. motioned to approve the September 12, 2018, Executive Committee Meeting Minutes; motion carried 3-0-1 (SG).

6. September 24, 2018, Special Board Meeting Minutes

**MOTION #16:** Shawn Gonzales/William Carrillo, Sr. motioned to approve September 24, 2018, Special Board Meeting minutes as written; motion carried 4-0-0.

7. October 01, 2018 Special Board Meeting Minutes  
*Jeanne Baga stepped out at 1:41 p.m.*

**MOTION #17:** William Carrillo, Sr./Shawn Gonzales motioned to approve the October 01, 2018 Special Board Meeting Minutes as written; motion carried 2-0-2. (SG,BB)

8. October 03, 2018 Special Board Meeting Minutes

**Tabled**

**VII. OLD BUSINESS**

1. Interface TRIHCI & SVMC

*Jeanne Baga back at 1:45 p.m.*  
*Wenonia Plunk joined the meeting at 1:59 p.m.*

**MOTION #18:** William Carrillo, Sr./Shawn Gonzales motion to approve the interface TRIHCI & SVMC in the amount of the initial setup cost of \$9,950 with the \$380 fee to be paid quarterly. We will notify CRIHB to expedite the process; motion carried 4-0-0.

*Wenonia Plunk left at 2:10 p.m.*

2. Ambulance Purchase  
**Approved with Motion #3**

3. TIH  
**Approved with Motion #2**

**VIII. NEW BUSINESS**

1. Consultant Agreement - NextGen

**MOTION #19:** William Carrillo, Sr./Donna Medrano motioned to approve EHR Consultant Agreement between Gregory R. Williams and TRIHCI effective November 1<sup>st</sup> for up to 40 hrs & \$6,000.00; motion carried 4-0-0.

2. Medical Policies

- a. Annual Influenza Policy
- b. Emergency Medical Management Protocol for Vaccine Reactions in Adult Patients

***Both Policies will be placed on November agenda***

**MOTION #20:** Shawn Gonzales/Donna Medrano motioned to go into closed session at 2:28 p.m.; motion carried 4-0-0.

**MOTION #21:** Shawn Gonzales/Donna Medrano motioned to come out of closed session at 3:00 p.m.; motion carried 4-0-0.

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

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

**X. ADJOURNMENT**

**MOTION #21:** Shawn Gonzales/Jeanne Baga motioned to adjourn at 3:05 p.m.; motion carried 4-0-0.

  
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Nancy McDarment, TRIHCI Board Secretary