



Monthly Meeting of Board of Directors  
In-Person Meeting at Hopi Room  
October 15, 2025 at 5:30 p.m.

## AGENDA

Notice is hereby given to the members of the Board of Directors and to the public that the Board of Directors, Native Americans for Community Action, Inc. will hold a Board Meeting. The Native Americans for Community Action, Inc. Board of Directors may vote to go into Executive Session, which will not be open to the public, to discuss certain matters.

Call to Order: PM on October 15, 2025

### REGULAR MEETING

#### Roll Call: Board Members

Liv Knoki, President  
Vacant, Secretary  
Rachael Baker

Juliette Roddy, Vice-President  
Charles Doughty  
Melinda Smith

Vacant, Treasurer  
Victoria Tewa

#### **NACA Mission Statement:**

The mission of Native Americans for Community Action, Inc. is to provide preventative wellness strategies, empower, and advocate for Native people and others in need to create a healthy community based on Harmony, Respect, and Indigenous Values.

1. **Prayer** –
2. **Agenda** – Adoption of the agenda, as submitted, is recommended. (ACTION)

October 15, 2025 Board Agenda

3. **Minutes** – Approval of Minutes (ACTION) – Estimate 3 minutes:

September 17, 2025 Board Minutes

4. **Public Participation (limited to 3 minutes)**

5. **Announcements** (NON-ACTION) – New Staff

- 1) Jordon Begay – Quality Improvement & Compliance Director
- 2) Pedro Farinha – Interim Medical Director
- 3) Mary Smith – Nurse Practitioner

## **6. Consent Items (ACTION/NON-ACTION)**

Items for consideration, discussion, and possible approval. Items on consent agenda are considered routine and unless otherwise indicated, expenditures approved by the Board are budgeted items.

### **A. Review and Approval of Policies & Procedures (ACTION) – Cynthia Little**

- Review: HR 100 Human Resources Philosophy
- Revision: HR 101 General Conditions of Employment
- Review: HR 102 Equal Employment Opportunity
- Review: HR 103 Americans with Disabilities Act
- Revision: HR 104 Immigration Law Compliance
- Review: HR 110 Professional Code of Conduct
- Review: HR 111 Conflicts of Interest
- Review: HR 112 Outside Employment
- Review: HR 113 Chain of Command
- Review: HR 120 Confidentiality and Disclosure of Information
- Review: HR 121 Employee Privacy Protections and Access to Personnel Files
- Review: HR 130 Electronic Communication
- Revision: HR 200 Selection & Hiring Process
- Revision: HR 201 Students, Interns, and Volunteers
- Review: HR 202 Hiring of Relatives
- Review: HR 210 Employment Screening and Requirements
- Review: HR 211 Employee Immunization and Tuberculosis Testing
- Revision: HR 212 Offer of Employment
- Revision: HR 213 Employment Status
- Revision: HR 214 Probationary Period
- Review: HR 215 Employee Classifications
- Revision: HR 217 Hours of Work and Pay Administration
- Review: HR 218 Alternative Work Schedule
- Revision: HR 219 Telecommuting
- Revision: HR 220 New Employee Orientation
- Review: HR 221 Time and Attendance Standards
- Revision: HR 222 Dress and Personal Appearance
- Review: HR 223 Employee Identification Badges
- Review: HR 230 Performance Evaluation and Merit Increases
- Review: HR 231 Clinical Supervision
- Revision: HR 250 Disciplinary Action
- Review: HR 251 Employee Grievance Procedure
- Revision: HR 252 Employee Separation
- Revision: HR 300 Employee Benefit Programs
- Review: HR 301 Annual Leave
- Review: HR 302 Sick Leave
- Revision: HR 303 Paid Holidays
- Review: HR 304 Family Medical Leave Act (FMLA)
- Review: HR 305 Military Leave and Military Service
- Revision: HR 306 Administrative Leave
- Review: HR 307 Personal Leave of Absence (Without Pay)
- Review: HR 310 Mandatory Annual Employee Training

- Review: HR 311 Employee Training and Development
- Review: HR 312 Staff Continuing Education in Primary Care and Behavioral Health Settings
- Review: HR 313 Employee Travel
- Review: HR 314 Licensing and Certification Reimbursement
- Review: HR 320 Employee Wellness Program
- Review: HR 400 Workplace Safety and Employee Responsibility
- Review: HR 401 Workers' Compensation and Employee Injury
- Revision: HR 405 Use of Motor Vehicles
- Revision: HR 410 Drug-Free and Alcohol-Free Workplace
- Review: HR 411 Tobacco-Free Workplace
- Revision: HR 412 Sexual and Other Harassment
- Revision: HR 413 Whistleblowing
- Review: HR 419 Early Identification, Assessment, and Management of Suicide Risk
- Review: HR 420 Sudden Death of an Employee, Patient, or Client
- Revision: HR 425 Security Policies and Protocols
- Revision: HR 500 Credentialing and Privileging of Licensed Independent Practitioners
- Review: HR 501 Policy for Teaching Activities Involving Students in the Ambulatory Health Setting
- Review: HR 502 Publication Works & Activities

B. Review and Approval of Policies & Procedures (ACTION) – Walter McCullough

- Review: BIL 105 Insurance Coverage Verification
- Review: BIL 110 Coding & Billing for Claim Submission
- Review: FIN 101 Adoption of Local, State, and Federal Regulations
- Review: FIN 102 Fiscal Year
- Review: FIN 103 Basis of Accounting
- Review: FIN 104 Financial Department Structure & Responsibilities
- Review: FIN 105 Standards for Financial Management System
- Review: FIN 106 Chart of Accounts Overview
- Review: FIN 107 Chart of Accounts Definitions
- Review: FIN 2.0 Cash and Cash Equivalents
- Review: FIN 2.1 Cash Receipts
- Review: FIN 2.2 Lottery Cash Receipts
- Review: FIN 203 Petty Cash
- Review: FIN 2.4 Special Events – Cash Handling
- Review: FIN 3.0 Cash Disbursements
- Review: FIN 3.1 Accounts Payable
- Review: FIN 3.2 Payroll
- Review: FIN 3.3 Payroll – Direct Deposit
- Review: FIN 4.1 Cash Management – Receivables
- Review: FIN 4.2 Cash Management – Transfers
- Review: FIN 500 Purchasing
- Review: FIN 500.1 Purchasing Threshold Summary
- Review: FIN 5.0 Recurring Purchases
- Review: FIN 5.0 Open Purchase Orders
- Review: FIN 5.0 Purchase Requisition
- Review: FIN 5.0 Service Contracts
- Review: FIN 5.0 Employee Reimbursement

- Review: FIN 5.0 Receiving Reports
- Review: FIN 5.0 Purchasing Process
- Review: FIN 6.0 Payroll Documentation
- Review: FIN 6.0 Hourly Employees
- Review: FIN 6.0 Payroll Processing
- Review: FIN 6.0 Check Distribution
- Review: FIN 6.0 Timecard Guidelines
- Review: FIN 7.0 Credit Cards
- Review: FIN 7.0 Other Charge Cards
- Review: FIN 800 Travel Overview
- Review: FIN 805 Travel Guidelines
- Review: FIN 810 Travel Authorization (Non-Local Travel)
- Review: FIN 815 Meals & Incidentals
- Review: FIN 820 Travel Advances
- Review: FIN 825 Travel Expense Report
- Review: FIN 830 Local Travel
- Review: FIN 9.0 General Receivables
- Review: FIN 9.0 Fees & Collections
- Review: FIN 9.0 Employee & Board Receivables
- Review: FIN 9.0 Client Receivables
- Review: FIN 9.0 Client Write-offs
- Review: FIN 9.0 Client NSF Checks
- Review: FIN 9.0 Client Insurance
- Review: FIN 9.0 Client Balances
- Review: FIN 9.0 Client Lab & Radiology
- Review: FIN 10.0 Program Budget
- Review: FIN 10.0 Program Budget – Grants
- Review: FIN 10.0 Program Budget – Revenue Generating
- Review: FIN 11.0 Property & Inventory
- Review: FIN 11.0 Property ID & Listing
- Review: FIN 11.0 Annual Property Inventory
- Review: FIN 11.0 Departmental Inventory
- Review: FIN 11.0 Disposal of Property
- Review: FIN 12.0 Cost Allocation
- Review: FIN 13.0 Fiscal Year End
- Review: FIN 13.0 Audit
- Review: FIN 13.0 Audit – Reporting
- Review: FIN 14.0 Miscellaneous
- Review: FIN 14.0 Miscellaneous – Incentives
- Review: FIN 15.0 Indirect Cost
- Review: FIN 16.0 Management of Grants & Donations

C. Request transition for CYMA to MIP Software (ACTION) – Walter McCullough

D. Justification for additional staff for Finance (ACTION) – Walter McCullough

- E. Justification for additional staff for the Family Health Center and title change of NP/PA position (ACTION) – Verity Quiroz
- F. Justification for additional staff for Behavioral Health (ACTION) – Curtis Randolph
- G. Justification for an additional Health Information Systems (HIS) Specialist (ACTION) – Darlene Schuster

**7. Regular Items** (ACTION/NON-ACTION)

- A. Financial Report:
  - Financial Updates (NON-ACTION)
- B. CEO/NACA Program Reports (NON-ACTION)

**8. Old Business**

- A. Physician Recruitment (NON-ACTION)

**9. New Business**

- A. Board Meeting – November and December 2025 (ACTION)
- B. Board Election (ACTION)

**Next Board Meeting Date:** November 19, 2025 at 5:30 p.m.

**Adjournment of Meeting:**