

KARUK TRIBE
ANNUAL HEALTH BOARD MEETING AGENDA
Thursday, April 11, 2013, 3 PM, *Happy Camp, CA*

A) CALL MEETING TO ORDER – PRAYER - ROLL CALL

AA) HEALTH MISSION STATEMENT

The mission of the Karuk Tribal Health Program is to provide quality healthcare for Native Americans, and other people living in the communities we serve as resources allow. Our purpose is to appropriately assess or reassess conditions of illness, disease, or pain, provide culturally appropriate educational, preventative, and therapeutic services in an environment of continuous quality improvement.

CH) APPROVAL OF THE AGENDA

EE) APPROVAL OF THE MINUTES (March 14, 2013)

F) GUESTS (Ten Minutes Each)

- 1.
- 2.

H) OLD BUSINESS (Five Minutes Each)

- 1.

I) DIRECTOR REPORTS (Ten Minutes Each)

1. Carolyn Ash, Dental Director (written report)
2. Annie Smith, Director of Community Services (written report)
3. Lester Alford, TANF Program (written report)
4. Rondi Johnson, Deputy Director (written report)
5. Eric Cutright, IT Director (written report)
6. Lessie Aubrey, Executive Director of Health & Human Services (written report)
7. Patricia White, RPMS Site Manager (written report)

II) GUESTS: EMPLOYEE / NON HEALTH:

- 1.
- 2.
- 3.

K) REQUESTS (Five Minutes Each)

- 1.

M) INFORMATIONAL (*Five Minutes Each*)

- 1.

N) CLOSED SESSION (*Five Minutes Each*)

1. CHS (dinner break)
2. Julie Burcell
3. Tribal Council Members

OO) SET DATE FOR NEXT MEETING (*Thursday, May 9, 2013 at 3 PM in Happy Camp*)

P) ADJOURN

Karuk Tribe



Karuk Tribal Health Board Report For Meeting Date April 11, 2013

Dental Yreka Report as of March 31, 2013

1. Donita Hill, RDA, our long time dental hygienist for the Yreka Clinic, left our practice to work in Texas to be near all of her family members. Her last day was the 21st of March and she will be missed very much. I have included a copy of her letter of resignation and a letter addressed to Lessie and I that I thought would be good to share with the council. We are in the process of interviewing applicants and in the interim, Nikki Hokansen, the hygienist at the Happy Camp dental clinic, is helping to cover our patients as best she can with her busy schedule. We look forward to getting another hygienist with us as soon as we can!
2. Dr. Kevin Shearer would like to become a full-time employee with the Karuk Tribal Dental Clinic here in Yreka. He has been working as contract labor with us three to four days per week for over a year and we would love to have him become full-time and have the benefits that the tribe so graciously extends to its employees. I discussed this request with Lessie Aubrey and Laura Meyton and was asked to provide basis and foundation for his hiring as well as show respective numbers and values for hiring him. Therefore, I am including a copy of payroll-related expenditures for him based on his requested base hours and vacation times as well as a day sheet showing his contributions to the dental clinic. Without his presence as an employee full-time, we would lose the ability for him to see the patients that he has been accommodating. Currently, in the last month, he has seen 162 new patients and has seen 721 patients to date this year. He has been working 14 days per month (each a 10 hour day with us), and wants to increase those hours to 16 days per months with the 10 hour day as well. We are respectfully asking the council to approve his becoming an employee full time. Additionally included is an updated copy of the descriptive of the Yreka Dentist (generalization upon hiring).

Dental Budget Report

1. <u>I.H.S. Budget 3000-41- Yreka Dental - Appropriations – \$902,326.26 year to date Expenditures \$387,590.56– Outstanding Encumbrances- \$ 1541.01-Unencumbered Balance \$516,276.71 used 42.78 %</u>
2. <u>I.H.S. Budget 3000-42–HC Dental– Appropriations - \$593,071.50 - year to date Expenditures \$234,288.47 Outstanding Encumbrances- \$0.00-Unencumbered Balance: \$358,783.03 used 39.50%</u>
3. <u>HRSA Dental Supplies 3400-09-7500.03; .</u>
4. <u>HRSA budget 3400-09-7502.00 – Dental Lab/Pedodontist Referrals – Appropriations \$80,000.00 year to date Expenditures \$ – Outstanding E. \$0.00– Unencumbered Balance - \$0.00..</u>
5. <u>Dental Lab Indian 3900-00-7600.00 – Appropriations \$ 85,000.00 –year to date Expenditures \$44,580.21– Outstanding E. \$32,793.66 – Unencumbered Balance \$7,626.13 -91.03% Used.</u>
6. <u>Dental Lab Non Indian 3900-00-7601.00 – Appropriations \$10,000.00 – year to date Expenditures \$3944.26 – Outstanding encumbrances \$2985.30–Unencumbered Balance -\$3070.44– 69.30% used.</u>
7. <u>Yreka Dental supplies 3900-00-76.06- Appropriations \$20,000.00 – year to date Expenditures \$55,445.76 - Outstanding encumbrances \$19133.09–Unencumbered Balance -\$54,578.85- <372.89%> used</u>
8. <u>HC Dental Supplies 3900-00-7600.07 – Appropriations \$10,000.00 – year to date Expenditures \$4868.98 Outstanding Encumbrances \$952.00-Unencumbered Balance \$4104.74-48.69.80-58.95 % used</u>

April 4, 2013

Ayukii,

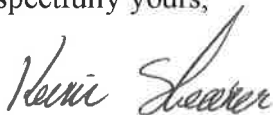
Honored Council members, I regret that I am not at this meeting, as it would have been a pleasure to meet and speak with you. However, I planned a trip some time ago to see my grandmother, whose health is failing. I have not seen her for several years, and I needed to visit her as soon as possible while I am still able.

When I was asked to come work at the clinic a year ago, I was hesitant, as I had not heard positive comments from fellow classmates and others who worked at Indian Health sites. My experience in the past year as a dentist at the Yreka clinic has been nothing but pleasant, and I have no complaints. I have been treated wonderfully by the Karuk, and have met and been able to help many of the Karuk and other Native Americans that come to the clinic. I was born and raised in Siskiyou county, but have not had the pleasure of working with or knowing your people as I have in the past year.

I was extended an offer to fill the second dentist position in Yreka last fall, but at the time I was not sure what I wanted to do, as I enjoyed my work at a dental office in Mt. Shasta as well, and wanted the flexibility to stay at both locations. In recent months I have found out that the loan repayment program that I was planning on joining did not honor rural health contract workers, which has forced me to look into looking for full-time employment at a rural or indian health clinic. I acquired a tremendous amount of debt from dental school, and loan repayment through the government is one of the only ways that I will be able to repay my debt, and even so it will take around 10 years of full-time service.

It is with all due respect that I humbly request the Council to allow me to join the Karuk full-time. Since last fall I have been working an average of 35 hours per week, and changing to full-time employee status will add only two more days per month to my work schedule. In doing so I can take advantage of the government loan repayment programs offered to medical and dental providers in rural areas.

Respectfully yours,

A handwritten signature in cursive script that reads "Kevin Shearer". The signature is written in black ink and is positioned above the printed name.

Kevin Shearer, D.D.S.

Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe

**Karuk Dental Clinic**

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

POSITION DESCRIPTION

Title: Clinic Dentist

Reports To: Dental Director

Location: Yreka Dental Clinic

Salary: \$110,000 to \$123,000, depending on experience

Classification: Full or Part Time, Regular, Exempt

Summary: The Clinic Dentist is responsible to treat clinic patients within the dental program under the Administrative Jurisdiction of the Karuk Tribe. The clinic Dentist shall demonstrate the ability to appropriately diagnose and treat program patients of all ages to achieve the best results possible, within an estimated treatment time, with maximum concern for patient comfort and deliver quality care. Then appropriately document: findings, diagnosis, patient's medication conditions, allergies, patient's general oral health and treatment rendered. Shall help with the development and coordination of all dental policies and procedures. Shall be responsible in monitoring assigned dental continuous quality improvement activities, and shall serve as a member of the Accreditation Continuous Quality Improvement Committee (ACQI). Shall offer professional advice to the Dental Director as appropriate. Shall be required to attend Council Health Board Meetings and provide reports as requested. Shall provide primary dental care, dental supervision, coordinate training activities and institute preventative dental care programs.

Responsibilities:

1. Demonstrates the ability to sufficiently provide direction of dental services, which includes development of protocols, standard procedures, and management of all patient related activities.
2. Displays age-specific competencies in working with Infants, Toddlers, Preschool, School Age, Adolescents, Early Adult, Middle Adult, and Geriatric patients.
3. Shall capably participate in reviewing the dental policy and procedure manual annually.
4. Shall appropriately supervise dental auxiliary staff.
5. Shall efficiently coordinate and monitor assigned dental CQI activities and report as directed.
6. Shall appropriately report as required by Federal, State, County, Local, and Tribal regulations.

7. Shall competently and appropriately present patients their dental treatment plan and /or treatment options; which include the patient's financial responsibilities.
8. Shall capably provide dental advice to health committees, and attend required meetings or functions as requested, ex; CHS Managed Care, Medical Records, etc.
9. Shall effectively assist the dental staff in the development and training of educational programs for staff and patients.
10. Routine duties shall include providing dental services, and other health care-related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.
11. Shall be capably available for local and out of the area travel as required for job related training, and comply with reporting requirements as appropriate.
12. Is polite and maintains a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Must have a DDS or DMD from an accredited school of dentistry. Must be licensed to practice dentistry in the State of California. Must possess or obtain current DEA registration.
2. Must apply to the Medical Staff and receive clinical privileges from the Karuk Tribal Health Board.
3. Must maintain CEU's as required for license renewal.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must certify and remain current in CPR
6. Must strictly adhere to confidentiality and HIPAA policies.
7. Must provide documentation of immunity to measles, rubella and /or become immunized with the recommended vaccines, including Hepatitis B, and test annually for TB.

8. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Council Approved: July 11, 1996/Revised October 6, 2005/Revised November 8, 2007

Chairman's Signature: _____

Employee's Signature: _____

DAY SHEET (CHRONOLOGICAL)

Date: 04/01/2013

10/01/2012 - 04/01/2013
Providers <ALL> - <ALL>

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DATE	PATIENT NAME	TH	CODE	DESCRIPTION	CHARGES	PAYMENTS	BT	PROV	PHONE #
04/01/2013		15	D2790	Crown-full cast high noble mtl	784.00			6	DRBRASSEA
04/01/2013			0190	Dental Revisit	0.00			2	DRBRASSEA
04/01/2013			D9215	Local anesthesia	0.00			2	DRBRASSEA
04/01/2013		14	D7210	Extraction-surgical/erupt tooth	191.00			1	DRSHEARER
04/01/2013			0190	Dental Revisit	0.00			1	DRSHEARER
04/01/2013			D9215	Local anesthesia	0.00			1	<ALL>
04/01/2013	UA	9330		Hypertension Screening	0.00			1	DRSHEARER
04/01/2013			0190	Dental Revisit	0.00			1	<ALL>
04/01/2013			0190	Dental Revisit	0.00			6	DRBRASSEA
04/01/2013		8	D2331	Resin-two surfaces, anterior	149.00			2	<ALL>
04/01/2013		20	D0220	Intraoral-periapical-1st film	21.00			1	<ALL>
GRAND TOTALS:									
				CURRENT	MONTH-TO-DATE	YEAR-TO-DATE			PREVIOUS MONTH
				CHARGES:	801768.00	1145.00			929197.00
				APPLIED PAYMENTS:	0.00	0.00			-880.00
				SUSPENDED PAYMENTS:	0.00	0.00			0.00
				APPLIED CREDIT ADJUSTMENTS:	-48484.40	0.00			-71484.60
				SUSPENDED CREDIT ADJUSTMENTS:	-8044.60	0.00			-12524.60
				CHARGE ADJUSTMENTS:	0.00	0.00			862.00
				FINANCE CHARGES:	0.00	0.00			0.00
				LATE CHARGES:	0.00	0.00			0.00
				CHARGES BILLED TO INSURANCE:	0.00	0.00			4012.00
				NEW PATIENTS:	588	0			804
				PATIENTS SEEN:	3931	4			73
				AVG PROD PER PATIENT:	203.96	286.25			
				AVG CHG PER PROCEDURE:	59.27	104.09			
				PREVIOUS BALANCE	99930.80				
				BALANCE AS OF 04/01/2013	845169.80				
				NET CHANGE	745239.00				
ASH, CAROLYN - DRASH TOTALS:									
				CURRENT	MONTH-TO-DATE	YEAR-TO-DATE			PREVIOUS MONTH
				CHARGES:	307935.00	0.00			365142.00
				APPLIED PAYMENTS:	0.00	0.00			-120.00
				APPLIED CREDIT ADJUSTMENTS:	-32797.60	0.00			-48322.00
				CHARGE ADJUSTMENTS:	0.00	0.00			862.00
				FINANCE CHARGES:	0.00	0.00			0.00
				LATE CHARGES:	0.00	0.00			0.00
				CHARGES BILLED TO INSURANCE:	0.00	0.00			1273.00
				NEW PATIENTS:	97	0			156
				PATIENTS SEEN:	719	0			8
				AVG PROD PER PATIENT:	428.28	0.00			
				AVG CHG PER PROCEDURE:	133.59	0.00			
				PREVIOUS BALANCE	43017.60				
				BALANCE AS OF 04/01/2013	317562.00				
				NET CHANGE	274544.40				
BRASSEA DDS, VERONICA - DRBRASSEA TOT:									
				CURRENT	MONTH-TO-DATE	YEAR-TO-DATE			PREVIOUS MONTH
				CHARGES:	157581.00	933.00			157908.00
				APPLIED PAYMENTS:	0.00	0.00			0.00
				APPLIED CREDIT ADJUSTMENTS:	-4594.20	0.00			-4594.20
				CHARGE ADJUSTMENTS:	0.00	0.00			0.00
				FINANCE CHARGES:	0.00	0.00			0.00
				LATE CHARGES:	0.00	0.00			0.00
				CHARGES BILLED TO INSURANCE:	0.00	0.00			0.00
				NEW PATIENTS:	122	0			123
				PATIENTS SEEN:	896	2			12
				AVG PROD PER PATIENT:	175.87	466.50			
				AVG CHG PER PROCEDURE:	53.54	186.60			
				PREVIOUS BALANCE	327.00				
				BALANCE AS OF 04/01/2013	153313.80				
				NET CHANGE	152986.80				

DAY SHEET (CHRONOLOGICAL)

Date: 04/01/2013

10/01/2012 - 04/01/2013
Providers <ALL> - <ALL>

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SHEARER, KEVIN - DR SHEARER TOTALS:

	CURRENT	MONTH-TO-DATE	YEAR-TO-DATE	PREVIOUS MONTH
CHARGES:	115140.00	212.00	131872.00	22188.00
APPLIED PAYMENTS:	0.00	0.00	-760.00	0.00
APPLIED CREDIT ADJUSTMENTS:	-2154.80	0.00	-5076.80	0.00
CHARGE ADJUSTMENTS:	0.00	0.00	0.00	0.00
FINANCE CHARGES:	0.00	0.00	0.00	0.00
LATE CHARGES:	0.00	0.00	0.00	0.00
CHARGES BILLED TO INSURANCE:	0.00	0.00	1577.00	0.00
NEW PATIENTS:	162	0	211	31
PATIENTS SEEN:	721	2		
AVG PROD PER PATIENT:	159.69	106.00		
AVG CHG PER PROCEDURE:	51.86	35.33		
PREVIOUS BALANCE	13050.00			
BALANCE AS OF 04/01/2013	126035.20			
NET CHANGE	112985.20			

SHOOK, CHRISTINE T - DR SHOOK TOTALS:

	CURRENT	MONTH-TO-DATE	YEAR-TO-DATE	PREVIOUS MONTH
CHARGES:	29382.00	0.00	54179.00	0.00
APPLIED PAYMENTS:	0.00	0.00	0.00	0.00
APPLIED CREDIT ADJUSTMENTS:	-1327.00	0.00	-3880.20	0.00
CHARGE ADJUSTMENTS:	0.00	0.00	0.00	0.00
FINANCE CHARGES:	0.00	0.00	0.00	0.00
LATE CHARGES:	0.00	0.00	0.00	0.00
CHARGES BILLED TO INSURANCE:	0.00	0.00	404.00	0.00
NEW PATIENTS:	13	0	61	0
PATIENTS SEEN:	134	0		
AVG PROD PER PATIENT:	219.26	0.00		
AVG CHG PER PROCEDURE:	74.01	0.00		
PREVIOUS BALANCE	22243.80			
BALANCE AS OF 04/01/2013	50298.80			
NET CHANGE	28055.00			

WALTERS, KIMBERLY - DR WALTERS TOTALS:

	CURRENT	MONTH-TO-DATE	YEAR-TO-DATE	PREVIOUS MONTH
CHARGES:	93160.00	0.00	104800.00	14890.00
APPLIED PAYMENTS:	0.00	0.00	0.00	0.00
APPLIED CREDIT ADJUSTMENTS:	-2774.00	0.00	-3485.00	-850.00
CHARGE ADJUSTMENTS:	0.00	0.00	0.00	0.00
FINANCE CHARGES:	0.00	0.00	0.00	0.00
LATE CHARGES:	0.00	0.00	0.00	0.00
CHARGES BILLED TO INSURANCE:	0.00	0.00	21.00	0.00
NEW PATIENTS:	139	0	183	15
PATIENTS SEEN:	769	0		
AVG PROD PER PATIENT:	121.14	0.00		
AVG CHG PER PROCEDURE:	37.88	0.00		
PREVIOUS BALANCE	11111.00			
BALANCE AS OF 04/01/2013	101315.00			
NET CHANGE	90204.00			

DAY SHEET (CHRONOLOGICAL)

Date: 04/01/2013

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Providers <ALL> - <ALL>

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TRIBE, KARUK - KARUKT TOTALS:

	CURRENT	MONTH-TO-DATE	YEAR-TO-DATE	PREVIOUS MONTH
CHARGES:	744.00	0.00	744.00	508.00
APPLIED PAYMENTS:	0.00	0.00	0.00	0.00
APPLIED CREDIT ADJUSTMENTS:	0.00	0.00	0.00	0.00
CHARGE ADJUSTMENTS:	0.00	0.00	0.00	0.00
FINANCE CHARGES:	0.00	0.00	0.00	0.00
LATE CHARGES:	0.00	0.00	0.00	0.00
CHARGES BILLED TO INSURANCE:	0.00	0.00	0.00	0.00
NEW PATIENTS:	3	0	3	0
PATIENTS SEEN:	15	0		
AVG PROD PER PATIENT:	49.60	0.00		
AVG CHG PER PROCEDURE:	23.25	0.00		
PREVIOUS BALANCE	0.00			
BALANCE AS OF 04/01/2013	744.00			
NET CHANGE	744.00			

HILL, DEBORAH D - RDHILL TOTALS:

	CURRENT	MONTH-TO-DATE	YEAR-TO-DATE	PREVIOUS MONTH
CHARGES:	50566.00	0.00	61736.00	8479.00
APPLIED PAYMENTS:	0.00	0.00	0.00	0.00
APPLIED CREDIT ADJUSTMENTS:	-1320.00	0.00	-1627.00	-294.00
CHARGE ADJUSTMENTS:	0.00	0.00	0.00	0.00
FINANCE CHARGES:	0.00	0.00	0.00	0.00
LATE CHARGES:	0.00	0.00	0.00	0.00
CHARGES BILLED TO INSURANCE:	0.00	0.00	737.00	0.00
NEW PATIENTS:	41	0	46	0
PATIENTS SEEN:	455	0		
AVG PROD PER PATIENT:	111.13	0.00		
AVG CHG PER PROCEDURE:	28.40	0.00		
PREVIOUS BALANCE	10863.00			
BALANCE AS OF 04/01/2013	60109.00			
NET CHANGE	49246.00			

HOKANSON, NICOLE E - RDHNIKKI TOTALS:

	CURRENT	MONTH-TO-DATE	YEAR-TO-DATE	PREVIOUS MONTH
CHARGES:	47260.00	0.00	52816.00	7296.00
APPLIED PAYMENTS:	0.00	0.00	0.00	0.00
APPLIED CREDIT ADJUSTMENTS:	-3516.80	0.00	-4499.40	-659.00
CHARGE ADJUSTMENTS:	0.00	0.00	0.00	0.00
FINANCE CHARGES:	0.00	0.00	0.00	0.00
LATE CHARGES:	0.00	0.00	0.00	0.00
CHARGES BILLED TO INSURANCE:	0.00	0.00	0.00	0.00
NEW PATIENTS:	32	0	44	7
PATIENTS SEEN:	347	0		
AVG PROD PER PATIENT:	136.19	0.00		
AVG CHG PER PROCEDURE:	33.97	0.00		
PREVIOUS BALANCE	4573.40			
BALANCE AS OF 04/01/2013	48316.60			
NET CHANGE	43743.20			

Kevin Shearer

Yreka Dental: K. Shearer

PROGRAM/DIVISION

Payroll-Related Expenditures

Position Title	Yreka Dentist	Pay Rate	Hours to Work	Annual Leave Accrual	Base Hours	Annual Salary/Wage	FRINGE BENEFITS							Total Fringe Benefits	Total Salaries and Fringe	WC %	Indirect Cost
							Social Security (FICA) 6.2%	Medicare Tax (MED) 1.45%	State Unemployment (SUTA) 6.2%	Work Comp	Health/Medical Insurance (1)	Retirement 5%	Health/Medical Insurance (1)				
		52.89	2080	120	2,200	112,126.80	6,951.86	1,625.84	434.00	1,278.25	3,741.76	5,606.34	19,638.04	131,764.84	1.1400%	56,063.40	
						\$112,126.80	\$6,951.86	\$1,625.84	\$434.00	\$1,278.25	\$3,741.76	\$5,606.34	\$19,638.04	\$131,764.84		\$56,063.40	

(1) \$592.13 less 3% of wages per month

Carolyn M. Ash

From: Deborah Donita Hill
Sent: Friday, March 08, 2013 9:25 AM
To: Lessie Aubrey
Cc: Carolyn M. Ash
Subject: Letter of Resignation
Attachments: Karuk Letter of Resignation.docx

Dear Lessie,

It is with a heavy heart and mixed feelings that I have decided to leave my position with the Karuk Tribe and return to Texas. Both of my daughters and their families relocated back to Texas in October & November taking my beloved grandchildren 2000 miles away. Also, both my parents and grandparents have suffered serious medical issues over the last two years, and being so far away, I have been unable to offer them the support that I feel family should provide to one another.

Please accept the attached Letter of Resignation as official notice of my decision.

I have provided Dr. Ash with the name of a Dental Hygienist, Allison, that currently lives in Red Bluff but would love to relocate to Yreka. She comes highly recommended by Chuck Cort who previously worked at the Yreka Clinic as Hygienist and who is the current Program Director for the Shasta College Dental Hygiene Program, in Redding. I have also asked a second Hygienist, Margaret, to bring or send her resume to Dr. Ash. Since the Hygiene schedule is booked out for several months, hopefully, with these contacts, the position can be filled rather quickly, in order to minimize the adverse impact on the continuity of patient care for our patients, as a result of my decision.

Lessie, please know that this decision was not entered into lightly and I will sincerely miss you and the other leaders and staff at Karuk. However, I feel that this decision is the best for me and my family.

With utmost respect,

Donita

Donita Hill
P.O. Box 1505
Yreka, CA 96097
(530) 524 - 9768

March 8, 2013

Dear Karuk Health Board, Administration and Dental Director,

As many of you may be aware, my children and their families recently relocated back to our home State of Texas. As a result, it has left a very large void in my life that was previously filled with my children and grandchildren. Since my family is the most important thing in the world to me, I have also decided to relocate, in order to be closer to, my grandchildren, children, siblings and parents.

So, it is with a heavy heart that I have decided to leave my friends and co-workers , and the job that I dearly love at Karuk Tribal Health. I ask that this letter serve as my official letter of resignation from my position as, Registered Dental Hygienist for the Yreka Clinic.

I would like to offer a two week notice of resignation that shall begin at 8am on Monday, March 11, 2013 and end at 5pm on Thursday, March 21, 2013. I would also like to say Thank You to the Karuk Tribal Health Board, Clinical staff, Administration and Dental Director for making my time at Karuk such a wonderful experience. Your friendships will be truly missed.

Respectfully Submitted,

Donita Hill, RDH

PERSONNEL ACTION NOTICE

Employee Name: Deborah Donita Hill Date: 4-4-13
Address: _____ SSN: _____
Position: Dental Hygienist Department: Dental Clinic; Yreka
Supervisor: Carolyn M. Ash, DDS, MS

EMPLOYMENT: Only complete this section for new employees or re-hires.

Circle one of the following classifications:

FULL TIME PART TIME REGULAR TEMPORARY ON CALL SEASONAL

Position Title: _____ Budget Code: _____
Rate of Pay: _____ Start Date: _____

TERMINATION: Only complete this section for separations; Circle one of the following reasons:

RESIGNATION TERMINATION SUSPENSION LAY-OFF TRANSFER OTHER

Effective Date: _____ Last Day Worked: 3-21-13

Explanation of final pay if other than through last day worked: _____

Subject For Rehire: YES NO CONDITIONAL Conditions: _____

Waiting Period (if applicable): 6 MONTHS 1 YEAR ****See Section 8.3.0 of Personnel Policy Manual for More Information.**

Cause of Action: _____

STATUS CHANGE: Complete this section for changes to existing employees.

Salary Change: From: _____ To: _____

Effective Date: _____

*(** Salary increases must be accompanied by performance evaluation and/or updated position description to justify increase)*

Position Change: From: _____

To: _____

Effective Date: _____

Billing Change: From: _____

To: _____

Effective Date: _____

APPROVALS: At least TWO signatures must be present prior to processing or the form will be returned.

All FOUR signatures required for salary increases.


Supervisor or Program Director

4-4-13
Date

Human Resources Manager _____ Date

Chief Finance Officer _____ Date

Chairman _____ Date



Karuk Tribe

Karuk Tribal Health and Human Services

Community Health Outreach

Health Board Report: April 11, 2013

Annie Smith PHN

Action Items: None this month.

March Activities:

- I have attended meetings in Redding with HANC and the California Primary Care Association (CPCA) for the preparations and development of the Continuity of Operations Plan (COOP) for emergency preparedness for each individual clinic in our system. We have almost completed the plans and I have stayed in direct contact with Tom Fielden as these COOP fall directly under his overall plan for the Tribe. Individual plans for each of our clinics are required for our AAAHC and are very specific to the continuity of operations within each clinic.
- Our Elders program continues to cover many aspects of care for our Elders. There are home visits, hospitalization prevention, personal and environmental risk and post-hospitalization visits and a plan to prevent re-hospitalizations when they occur. My direct communication with discharge planners at local and Medford hospitals is working and I am called by them when any of our Tribal Members are hospitalized. Our numbers this month look down but only because one of my staff has not yet finished reporting for the month. I hope to report more accurately by Board meeting time.
- One of the areas we have been working on is hospice type services in the areas that Madrone Hospice does not serve. They include outside of Happy Camp

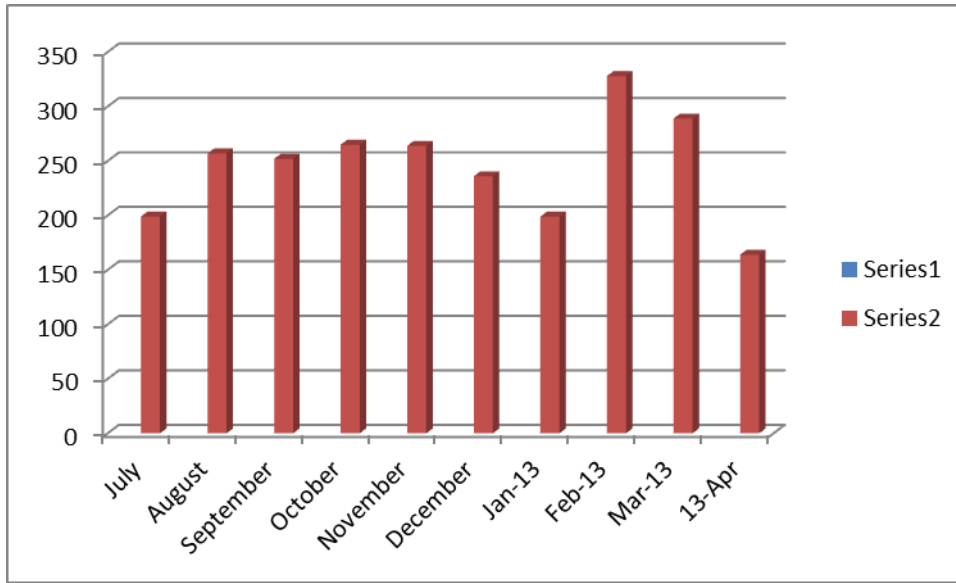
proper and all the way to and including Orleans. Our Clinic providers have been very responsive to the needs of our Members who have a need for these services and request to stay at home and not be hospitalized. We are working together to try to honor the requests of these patients.

- I am very happy to report we have hired a new CHR for Yreka area, Carol Thom. She will start on Monday April 8, 2013. I look forward to having her onboard and she has
- The Pregnancy Prevention Classes are continuing. We have 20 Teens in the Yreka Class and 5 in the Orleans class. Every class amazes me in the focus and commitment from these teens. They do have a lot of energy. They also have greatness in their spirits. I look forward to each class and facing their questions and engagement.
- The diabetes program moves forward with the program “Balancing Your Life and Diabetes” from IHS.. We are moving through all areas of life and our statistics for the results of this program show great improvement. Our luncheons continue except in Happy Camp this month. I was on a family trip for a couple of days and was out of town.
- On 3/8/2013 I was invited to speak at the Youth Council YHS Anti-bullying Conference. That group of young adults is impressive in their commitment. It was a pleasure to take part in their project.

Trainings:

- SDPI Can-do call 3/21/2013 on-line.
- COOP Redding 3/29/2013

CHR Workload Report:



Financial Report:

	Unencumbered Balance	Percent Used
IHS Diabetes Grant 2012:	Unavailable from IHS	Held up in Washington
Public Health Nurse:	\$ 53,082.45	36.83%
CHR:	\$ 150,204.56	39.25%

KARUK TRIBE
Karuk Tribal TANF Program
March 2013 Monthly Report

Program Report Summary

April 4, 2013

Active Clients (Program Totals) Report:

Currently serving **70** clients (See attachment (A)) – KTCP-Active Cases as of 4/3/2013)

Currently serving **06** Clients at the Happy Camp Office

Currently serving **13** Clients at the Orleans Office

Currently serving **51** Clients at the Yreka Office

Currently serving **14** 2-parent families

Currently serving **39** 1-parent families

Currently serving **17** Child only families

Work Participation Rate Report (WPR):

WPR = **64.71%** - (See attachment (B)) – KTCP – WPR – Monthly Summary for 02/2013)

WPR = **33.33%** - (See attachment (B)) – KTCP – WPR – Happy Camp - Monthly Summary for 02/2013)

WPR = **50.00%** - (See attachment (B)) – KTCP – WPR – Orleans - Monthly Summary for 02/2013)

WPR = **69.05%** - (See attachment (B)) – KTCP – WPR – Yreka - Monthly Summary for 02/2013)

Work Participation Rate for February 2013 was **64.71%**.

Council Approval Request(s)

- (1) Approval to contribute \$10,000 in the making of the Karuk Tribe's Film Project – "Bringing happiness back to the people".
- (2) Approval of the new job description "Compliance Technician" (See attachment (D)) replacing the old job description "Fiscal Technician" (See Attachment (D-1))

Council Information

- (1) Memorandum of Agreement with Karuk Tribal Education Department to reimburse for tutoring services for TANF eligible clients. (See attachment (E))
- (2) TANF Project Proposal Request form tribal entities and other communities and organizations that assist TANF and other eligible clients in our service areas. (See attachment (F))
- (3) Substance Abuse Services April 2013 Calendar. (See attachment (G))
- (4) TANF Cultural Projects for April 2013. (See attachment (H))
- (5) "A Framework for understanding Poverty" Free Work Shop. (See attachment (I))
- (6) "Fatherhood Conference" provided free thru the HUB community resource center. (See attachment (J))
- (7) CHHS – TANF time limit exemption for Indian country where adult's unemployment is fifty percent or higher form – To allow tribes to determine their own unemployment rate. (See attachment (K))
- (8) The new Native Employment Works (NEW) Program Report format, received from ACF. (See attachment (L))

KARUK TRIBE
Karuk Tribal TANF Program
March 2013 Monthly Report

Program Report

Executive Director's Comments:

Work Participation Rate - As the data in TAS is evaluated and then updated and all the required information has been entered is that basic reason for the sharp increase in the rate which is 64.71%.

Approval for the \$10,000 contribution for the **film project** is explained by reading the attachment.

I have redesigned the current position of **Fiscal Technician** to be renamed "**Compliance Technician**". Because the duties were not clearly defined and the TAS computer system was not implemented, updated and used properly created bottle-neck process we are currently using. I have reviewed this new job description with Finance, TERO and HR and have concurrence.

The **Memorandum of Agreement** with Karuk Tribal Education Department to reimburse for tutoring services for TANF eligible clients has been worked out and the Education Department will be submitting the required paperwork to start the process.

I updated **TANF Project Proposal Request** form to streamline the process. Un-necessary paperwork and too much vagueness in how to apply for project proposals. All projects will be track in the TAS system from start to finish with all information enter for the outcomes of the project.

I partnered with Toby Reusze, from the Community Service Council in Mt Shasta, CA to put on this free workshop, which open to everyone. "**A Framework for understanding Poverty**". I believe that TANF and other human services departments in the tribe need to understand everything that affects our people in the Indian country.

"**Fatherhood Conference**" provided free thru the HUB community resource center was a project started thru the Tribal Head Start program. Since the forced reduction in grant funding Head Start would have not be able to participate.

CHHS – TANF time limit exemption for Indian country – this was the form that now has been corrected from referencing Rancheria/Reservation to Indian country as designated by the BIA. It allows the tribes to determine their own unemployment rate for the year. This will impact the Yreka office, in that if the tribe received the exemption status for 2012, I would exempt clients for the whole year.

The new Native Employment Works (NEW) Program Report format was just received and I will be modifying the report so that I can update the council on a monthly or quarterly basis.

Staffing:

Currently reviewing staffing and case load.

KARUK TRIBE
Karuk Tribal TANF Program
March 2013 Monthly Report

Office Space –

Requesting additional office space for the Orleans TANF office to address confidentiality and seeing client issues. Currently, both TANF staff employees occupy the same office. The two employees cannot see clients at the same time for different reasons, i.e., TANF business and substance abuse issues.

Since the ground breaking of the new clinic, TANF would like to request an additional office to remove the above issues.

Appeals, Complaints, and Grievances – None at this time.

Case Management –

We are steadily improving the quality and customer services to you clients. The work participation rate is improving and the data is being updated more quickly and entered correctly as demonstrated in the work participation report.

A 100% audit - (in progress).

All cases will be audited to ensure the case file is complete.

March TANF Event

Karuk Cultural Meeting (Phil Albers)

We have reduced and changed the Cultural Coordinator schedule to be more flexible in serving Happy Camp and Orleans by reducing the meeting to once a month in each area.

TANF Father/Motherhood Training

TANF Father/Motherhood successfully stated on April 3, 2013, with 10 adults in attendance. Clients were upbeat and enthusiastic. After the 2-hours session was over and our staff transported the client's home, they could not stop talking about their first meeting. Our first Father/Motherhood training is for 12 weeks and will end June 9, 2013. At that time we will be looking at offering to the other sites.

Submitted By:


Lester Lee Alford, Jr.
TANF Executive Director

Karuk Tribal TANF Program

Active Cases as of

04/03/2013

Orleans TANF Office

Total number of Child Only/Non-Needy families	4
Total number of One Parent families	2
Total number of Two Parent families	0
Total number of cases is	6

Happy Camp TANF Office

Total number of Child Only/Non-Needy families	4
Total number of One Parent families	8
Total number of Two Parent families	1
Total number of cases is	13

Yreka TANF Office

Total number of Child Only/Non-Needy families	9
Total number of One Parent families	29
Total number of Two Parent families	13
Total number of cases is	51

Total number of Child only cases program wide is 17

Total number of 1-Parent cases program wide is 39

Total number of 2-Parent cases program wide is 14

Total number of cases program wide is 70

Karuk Tribal TANF Program

WPR - Monthly Summary for 2 / 2013

4/3/2013

Type of Family for Work Participation

One parent families	38
Two parent families	17
Child Only Family	16
Total Cases Reported for this Period	71

Current Case Load by Site

Humboldt	3
Siskiyou	68
*Total Cases: 71	

Work Participation for All Families

Cases that did the hours required	33
Cases required to work	51
Work Participation Rate	64.71 %
2012 Work Participation Rate is 25%	

Current Case Load by Staff

CHOSTLER	3
IMIRANDA	20
KKING	3
LAUBREY	8
MCHARLES	20
RBAILEY	8

Client TANF Payments

Total Payments	\$48,046.00
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Number of Clients Participating by Activity Type

049 - Unsubsidized employment	21
050 - Subsidized Private Sector Employment	0
051 - Subsidized Public Sector Employment	0
052 - Work Experience	1
053 - On-the-Job-Training	1
054 - Job Search - Job Readiness	3
055 - Community Service Programs	4
056 - Vocational Education Training	0
057 - Job Skills Training Directly Related to Employment	0
058 - Education Directly Related to Employment - No HSD/GED	5
059 - Satisfactory School Attendance For Individuals - No HSD/GED	3
060 - Providing Child Care to TANF Clients participating in a Community Service program	2
062 - Other Work Activities	29

4/3/2013

Karuk Tribal TANF Program
WPR - Monthly Summary for 2 / 2013
Happy Camp TANF Office

Type of Family for Work Participation

One parent families	5
Two parent families	1
Child Only Family	2
Total Cases Reported for this Period	8

Work Participation for All Families

Cases that did the hours required	2
Cases required to work	6
Work Participation Rate	33.33 %
2012 Work Participation Rate is 25%	

Client TANF Payments

Total Payments	\$6,677.00
-----------------------	-------------------

Number of Clients Participating by Activity Type

049 - Unsubsidized employment	0
050 - Subsidized Private Sector Employment	0
051 - Subsidized Public Sector Employment	0
052 - Work Experience	0
053 - On-the-Job-Training	0
054 - Job Search - Job Readiness	0
055 - Community Service Programs	0
056 - Vocational Education Training	0
057 - Job Skills Training Directly Related to Employment	0
058 - Education Directly Related to Employment - No HSD/GED	0
059 - Satisfactory School Attendance For Individuals - No HSD/GED	0
060 - Providing Child Care to TANF Clients participating in a Community Service program	0
062 - Other Work Activities	2

Current Case Load by Site

Humboldt	3
Siskiyou	68
*Total Cases: 71	

Current Case Load by Staff

CHOSTLER	3
IMIRANDA	20
KKING	3
LAUBREY	8
MCHARLES	20
RBAILEY	8

4/3/2013

Karuk Tribal TANF Program
WPR - Monthly Summary for 2 / 2013
Orleans TANF Office

Type of Family for Work Participation

One parent families	2
Two parent families	1
Child Only Family	5
Total Cases Reported for this Period	8

Current Case Load by Site

Humboldt	3
Siskiyou	68
*Total Cases: 71	

Work Participation for All Families

Cases that did the hours required	1
Cases required to work	2
Work Participation Rate	50.00 %
2012 Work Participation Rate is 25%	

Current Case Load by Staff

CHOSTLER	3
IMIRANDA	20
KKING	3
LAUBREY	8
MCHARLES	20
RBAILEY	8

Client TANF Payments

Total Payments	\$5,134.00
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Number of Clients Participating by Activity Type

049 - Unsubsidized employment	1
050 - Subsidized Private Sector Employment	0
051 - Subsidized Public Sector Employment	0
052 - Work Experience	0
053 - On-the-Job-Training	0
054 - Job Search - Job Readiness	0
055 - Community Service Programs	0
056 - Vocational Education Training	0
057 - Job Skills Training Directly Related to Employment	0
058 - Education Directly Related to Employment - No HSD/GED	0
059 - Satisfactory School Attendance For Individuals - No HSD/GED	0
060 - Providing Child Care to TANF Clients participating in a Community Service program	0
062 - Other Work Activities	1

4/3/2013

Karuk Tribal TANF Program
WPR - Monthly Summary for 2 / 2013
Yreka TANF Office

Type of Family for Work Participation

One parent families	30
Two parent families	15
Child Only Family	8
Total Cases Reported for this Period	53

Current Case Load by Site

Humboldt	3
Siskiyou	68
*Total Cases: 71	

Work Participation for All Families

Cases that did the hours required	29
Cases required to work	42
Work Participation Rate	69.05 %
2012 Work Participation Rate is 25%	

Current Case Load by Staff

CHOSTLER	3
IMIRANDA	20
KKING	3
LAUBREY	8
MCHARLES	20
RBAILEY	8

Client TANF Payments

Total Payments	\$34,506.00
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Number of Clients Participating by Activity Type

049 - Unsubsidized employment	20
050 - Subsidized Private Sector Employment	0
051 - Subsidized Public Sector Employment	0
052 - Work Experience	1
053 - On-the-Job-Training	1
054 - Job Search - Job Readiness	3
055 - Community Service Programs	4
056 - Vocational Education Training	0
057 - Job Skills Training Directly Related to Employment	0
058 - Education Directly Related to Employment - No HSD/GED	5
059 - Satisfactory School Attendance For Individuals - No HSD/GED	3
060 - Providing Child Care to TANF Clients participating in a Community Service program	2
062 - Other Work Activities	25

Happy Camp Tribal TANF

64101 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2040
Fax: (530) 493-2230

Karuk Tribe

**Happy Camp Behavioral Health**

533 Jacobs Way
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-5151
Fax: (530) 493-2542

Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

April 2, 2013

**To: Lisa Morehead, Tribal Grant Writer
Karuk Tribe – Film Project – “Bringing happiness back to the people”**

From: The Karuk Tribal TANF Program

Ayukii

The Karuk Tribes TANF Program -Temporary Assistance for Needy Families (TANF) serves the Karuk Tribe (*as the second largest Tribe in California*) with assistance to low income native recipients that need vocational training, financial assistance, counseling, and guidance to help families be more self-sufficient and secure employment to promote their health and general well-being.

Many TANF recipients have self-identifying issues that are significant barriers to becoming self-sufficient. The creation of this film to assist Karuk people in understanding where they came from and how we lived before this would be a monumental step in helping our people move forward in their lives and improve our well-being.

Very few of our people understand the purpose of the different ceremonies or the protocols when participating, or just observing. The embarrassment of not knowing who we are, as well as the internal criticism we face when we are questioned - why we don't know. A film like this would allow a person to keep their dignity and not have to ask embarrassing questions at gatherings or ceremonies.

As the Executive Director of TANF, I have met a lot of our people who have expressed their guilt and embarrassment about not knowing about their tribe, ancestral territory, or our culture. With the continued assimilation into the western society or the main stream of this country we live in is still tearing our people apart in our ability to identifying who we are.

We need to come together as people and help those who seek the knowledge to feel good about being a Karuk vá'áaraar (Indian). Like Charlie Thom (elder) says, in order for us to move forward in our lives, we need to be "Walking backwards" into the past and to "move forward" into the future.

We look forward to working closely and would like to contribute \$10,000.00 in the making of this film with the Karuk Tribe. I know this film (project) would benefit other departments within the tribe, as well.

Yootva

Lester L. Alford, Jr.,
Karuk Tribal TANF Executive Director

ATTACHMENT (C)

DRAFT

POSITION DESCRIPTION

Title: Karuk Tribal TANF Program (KTTTP) Compliance Technician

Reports To: Karuk Tribal TANF Program Executive Director

Location: Happy Camp

Salary: \$15.00 to \$20.00 per hour, depending on experience

Classification: Full Time, Regular, Non Entry Level, Non Exempt

Summary: The KTTTP Compliance Technician is the focal point for processing of cash assistance requests, supportive services requests. The Compliance Technician receives, organizes and oversees the processing of cash assistance requests, supportive services requests and TAS internal control systems for KTTTP operations for the TANF program (for the Yreka, Happy Camp, and Orleans).

Responsibilities:

1. Process all TANF requests and supporting documents necessary to provide services to program clients, including but not limited to; invoices and purchases orders, attaching proper documentation, checking for signatures, ensuring funds are available, coding, ensuring no duplicate payments, ensuring client is eligible for services, etc.
2. Develops and adapts forms as necessary for data collecting of the program.
3. Performs data entry for all payments issued in the KTTTP TAS System.
4. Monitors KTTTP TANF reports in accordance with KTTTP policies.
5. Tracks and reports costs separately as required by each funding source.
6. Establishes written procedures for all assigned functions as necessary.
7. Reconciles financial data monthly to ensure that all payments/services entered into TAS System accurately match financial statements issued by the Karuk Tribe's Finance Department.
8. Reviews financial records to ensure accurate coding and adequate funds for all program expenditures.
9. Receives and distributes checks to clients.
10. Receives and forwards purchase orders to appropriate vendors and/or staff to ensure services to clients are received in a timely manner.

DRAFT

11. Reviews all major KTTTP financial transactions such as cash assistance and supportive services, etc. in accordance with policies. Provides advice to the Executive Director and other appropriate individuals on such matters.
12. Prepares all financial reports and other documents required by funding agencies relating to the KTTTP.
13. Prepares necessary entries to maintain accurate accounting information.
14. Documents KTTTP accounting procedures and updates accounting procedures annually.
15. Ensure adequate knowledge of program guidelines, allowable expenses for clients, allowable services, etc.
16. Is familiar with the KTTTP Plan document and its application to the program services.
17. Is available for local and out of the area travel as required for job related training. Attends all required meetings and functions as requested.
18. Accepts other job related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. This is a non-entry level position, which requires a professional individual with a demonstrated ability to achieve goals within the context of a complex organization and community setting.
5. Have competence with Windows XP, word processing and spreadsheet software is essential. Knowledge of Tribal Assistance Software (TAS), Crystal Reports preferred.
6. Have experience with accounting software packages typical to Government funding including small to mid-size business applications is desirable.

Requirements:

DRAFT

1. Must possess high school diploma or equivalent. AA Degree in accounting or progressively responsible work experience in a similar occupation may be substituted for the educational requirement. Experience in governmental/fund accounting is required.
2. Requires analytical and computation skills, ability to prepare financial records, and ability to establish, maintain and manage internal controls.
3. Requires an individual with demonstrated verbal and written communication skills.
4. Requires ability to establish and maintain effective working relationships with employees, other agencies and the public.
5. Requires availability to travel for meetings, conferences and training activities.
6. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must adhere to confidentiality policy.
8. Must successfully pass a drug screening test.
9. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Act. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation and inquires to appropriate local law enforcement agencies. Applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offense or two or more misdemeanor offenses under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved:

Employee's Signature: _____

Chairman's Signature: _____

POSITION DESCRIPTION

Title: Karuk Tribal TANF Program (KTTP) Fiscal Technician

Reports To: KTTP Executive Director

Location: Happy Camp

Salary: \$15.00 to \$20.00 per hour, depending on experience

Summary: The KTTP Fiscal Technician is the focal point of responsibility and accountability for KTTP finances. The Fiscal Technician organizes and oversees the accounting, budgeting, and other fiscal and internal control systems for KTTP operations for all three KTTP office sites (Yreka, Happy Camp, and Orleans).

Classification: Full Time, Regular, Non Entry Level, Non Exempt

Responsibilities:

1. Processes all documents necessary to provide services to program clients including but not limited to invoices and purchases orders such as attaching proper documentation, checking for signatures, ensuring funds are available, coding, ensuring no duplicate payments, ensuring client is eligible for services, etc.
2. Ensures that all transactions are authorized for payment with all applicable documentation attached in accordance with funding guidelines.
3. Develops and adapts forms as necessary for financial operations of the program.
4. Performs data entry for all payments issued in the KTTP TAS System.
5. Monitors KTTP fiscal reports in accordance with KTTP policies.
6. Tracks and reports costs separately as required by each funding source.
7. Provides organization and leadership in developing long-term strategies and annual budgets for the KTTP.
8. Establishes written procedures for all assigned functions as necessary.
9. Publishes written instructions as needed for use by various KTTP sites in the implementation of budgets and timely payment of all financial obligations.
10. Reconciles financial data monthly to ensure that all payments/services entered into TAS System accurately match financial statements issued by the Karuk Tribe's Finance Department.

11. Reviews financial records to ensure accurate coding and adequate funds for all program expenditures.
12. Receives and distributes checks to clients.
13. Receives and forwards purchase orders to appropriate vendors and/or staff to ensure services to clients are received in a timely manner.
14. Reviews all major KTTP financial transactions such as purchases, procurement, etc. in accordance with policies. Provides advice to the Executive Director and other appropriate individuals on such matters.
15. Prepares all financial reports and other documents required by funding agencies relating to the KTTP.
16. Prepares necessary entries to maintain accurate accounting information.
17. Documents KTTP accounting procedures and updates accounting procedures annually.
18. Is cross-trained in program compliance to ensure adequate knowledge of program guidelines, allowable expenses for clients, allowable services, etc.
19. Is familiar with the KTTP Plan document and its application to the program services.
20. Is available for local and out of the area travel as required for job related training. Attends all required meetings and functions as requested.
21. Accepts other job related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. This is a non-entry level position, which requires a professional individual with a demonstrated ability to achieve goals within the context of a complex organization and community setting.
5. Have competence with Windows XP, word processing and spreadsheet software is essential. Knowledge of Tribal Assistance Software (TAS), Crystal Reports preferred.
6. Have experience with accounting software packages typical to Government funding including small to mid-size business applications is desirable.

Requirements:

1. Must possess high school diploma or equivalent. Two years college level accounting or four years experience in an accounting; progressively responsible work experience in a similar

occupation may be substituted for the educational requirement. Experience in governmental/fund accounting is required.

2. Requires analytical and computation skills, ability to prepare financial records, and ability to establish, maintain and manage internal controls.
3. Requires an individual with demonstrated verbal and written communication skills.
4. Requires ability to establish and maintain effective working relationships with employees, other agencies and the public.
5. Requires availability to travel for meetings, conferences and training activities.
6. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must adhere to confidentiality policy.
8. Must successfully pass a drug screening test.
9. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Act. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation and inquires to appropriate local law enforcement agencies. Applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offense or two or more misdemeanor offenses under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: September 3, 2008

Employee's Signature: _____

Chairman's Signature: _____



MEMORANDUM OF AGREEMENT BETWEEN

THE KARUK TRIBE
(Karuk Tribal Education Department)

AND


THE KARUK TRIBE
(Karuk Tribal TANF Program)

1. The purpose of this Memorandum of Agreement (MOA) is to establish an agreement between the Karuk Tribal TANF Program and the Karuk Tribal Education Department, for the purpose of providing tutoring services for TANF and Other eligible children within the Karuk tribal service area.

The Karuk Tribal TANF Program and the Karuk Tribal Education Department agree to the following:

- a. Karuk Tribal Education Department will provide the following information:
 - 1) Name of each child receiving tutoring assistance.
 - 2) One-time verification of tribal affiliation
 - 3) Dates and time of tutoring services provided to each child.
 - 4) Provide a monthly list of children being served, including date, time and duration.
 - 5) Provide the total amount of tutoring service to be paid on a monthly basis.
 - b. The Karuk Tribal TANF Program will reimburse for each eligible child who receives tutoring services.
 - c. The Karuk Tribal TANF program and the Karuk Tribal Education Department understand that all information exchanged between the two programs is confidential and shall not be disclosed or used for any other purpose.
2. Either tribal department may terminate this MOA, by sending a 5 day written notice, to terminate this agreement.

Karuk Tribal Education Department



Tiffany Ashworth 4/4/2013
Director of Administrative Programs and Date
Compliance

Karuk Tribal TANF Program



Lester Lee Alford, Jr. 4/4/13
TANF Executive Director Date



TANF Project Proposal Request

Dear Project Proposal Requestor,

To meet the four purposes of TANF: (1) to provide assistance to needy families so that their children may be cared for in their own homes (Family Preservation), (2) to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage, (3) to prevent and reduce out-of-wedlock pregnancy and (4) to encourage the formation and maintenance of two-parent families, TANF is providing community individuals and organizations (internal & external) TANF funds to meet the four purposes of TANF.

The purpose of the TANF Project Proposal Request is to support those community entities that are providing services to help our people become successful in life.

The TANF funds are to be used for "TANF" and "Other Eligible TANF" clients. Other eligible TANF clients are defined as those families or individuals who are not otherwise financially eligible for the TANF program. For these families TANF funds cannot be given directly to these families or individuals. These funds are to be used to provide families and/or individuals the ability to access or participate in events or activities being provided.

To be successful in the implementation of any activity or event, documentation is paramount to ensure the requirements of this project are met.

Project proposals are submitted at least two weeks for small projects. Complex projects must be submitted at least 4 weeks for processing and approval.

I look forward in working with all those that apply.

Sincerely,



Lester L. Alford, Jr., MAOM, BS
Executive Director



TANF Project Proposal Request

1. Organizational Information:

Organizational/Individual Name, Address and Contact Person:

2. Name of the Event/Activity:

Event/Activity Name

Date(s) of Event/Activity (Start-End)

3. Type of Event

Prevention

Sports

4. Event/Activity: (1 Narrative to address purpose, description and measurements, etc.)

Purpose or outcome of this project.

Description of event to include but not limited to goals and objectives, participation eligibility and/or requirements, time-lines, etc.

Measurements – describe the measurement tool use to demonstrate the goals and objectives of the event/activity have been met.

5. Event/Activity Budget: (TANF funds cannot be used for purchasing food)

Breakdown of budgetary expenses including TANF funds

6. Estimated Attendance at this Event/Activity:

7. "Which" of the four (4) purposes of TANF will this event/activity address: (Check all that apply)

Purpose 1 – To provide assistance to needy families so that their children may be cared for in their own homes. (Family Preservation)

Purpose 2 – To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

Purpose 3 – To prevent and reduce out-of-wedlock pregnancy.

Purpose 4 – To encourage the formation and maintenance of two-parent families.

At Risk Criteria: (Purposes 3 & 4 (Check all that apply))

Living on or near reservation lands

Living in a "high rate of crime" area

Previous involvement in Juvenile Justice System

Parents have not completed high school

Pregnant/Parent (Teen Specific)

Low income family

Low self-esteem

Attending an alternative school

Homeless/Housing issues

Absent Parent

Substance Abuse

Low performing school district

Living with extended family members

Domestic violence

Low school attendance/grades

Other _____



TANF Project Proposal Request

8. Target Population: (Check all that apply)

- | | | | |
|---|--|--|--------------------------------|
| <input type="checkbox"/> Pre-School or Younger | <input type="checkbox"/> TANF Families | <input type="checkbox"/> Other Eligible(s) | <input type="checkbox"/> Other |
| <input type="checkbox"/> K-6 th Grade | <input type="checkbox"/> Needy | <input type="checkbox"/> Families | |
| <input type="checkbox"/> 7 th – 8 th Grade | <input type="checkbox"/> Non-Needy | <input type="checkbox"/> Individuals | |
| <input type="checkbox"/> 9 th – 12 th Grade | | | |

9. Outcomes

A. The organization, if approved will provide the following information:

- 1) Attendance (sign-in) sheets of all participants participating in the event/activity.
- 2) Original Receipts of TANF funds used in the event
- 3) Completed evaluation from all participants
- 4) Photos of the event
- 5) Copies of all ads, flyers, and announcements for the event in which identifies TANF as a sponsor

Individuals or Organizations will not be considered for additional project proposals if the outcome section has not been completed.

I affirm that the event/activity described within this proposal (1) meets one or more of the four purposes of TANF, (2) if applicable, another tribal department – TANF funds do not supplant department funds or (3) duplicate services already provided by the organization putting on this event. The event/activity as described meets the TANF requirement for community based events.

Authorized Signature

Date

TANF Executive Director

Date

April 2013

April 2013							May 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	5	6	7	1	2	3	4
14	8	9	10	11	12	13	12	13	14	8	9	10	11
21	15	16	17	18	19	20	19	20	21	15	16	17	18
28	22	23	24	25	26	27	26	27	28	22	23	24	25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 31	Apr 1	2	3	4	5	6
	10:30am 12:00pm TANF AOD Group (Yreka)		10:30am 12:00pm Red Road Group (Yreka) 1:00pm 3:00pm Father-Mother is Sacred (Yreka)	10:00am 12:00pm TANF AODGroup (Happy Camp) 1:00pm 2:30pm Relapse Prevention (Yreka)	10:30am 12:00pm Anger Mngt-Men (Yr 2:30pm 4:00pm Anger Mngt-Women (Yrek 4:30pm 5:00pm Sobriety Sweats (Ho	
7	8	9	10	11	12	13
	10:30am 12:00pm TANF AOD Group (Yreka)		10:30am 12:00pm Red Road Group (Yreka) 1:00pm 3:00pm Father-Mother is Sacred (Yreka)	10:00am 12:00pm TANF AODGroup (Happy Camp) 1:00pm 2:30pm Relapse Prevention (Yreka)	10:30am 12:00pm Anger Mngt-Men (Yreka) 2:30pm 4:00pm Anger Mngt-Women (Yreka)	
14	15	16	17	18	19	20
	10:30am 12:00pm TANF AOD Group (Yreka)		10:30am 12:00pm Red Road Group (Yreka) 1:00pm 3:00pm Father-Mother is Sacred (Yreka)	10:00am 12:00pm TANF AODGroup (Happy Camp) 1:00pm 2:30pm Relapse Prevention (Yreka)	8:00am 5:00pm Spring Karuk Basket Weave 10:30am 12:00pm Anger Mngt-Men (Yr 2:30pm 4:00pm Anger Mngt-Women (Yrek	
21	22	23	24	25	26	27
	10:30am 12:00pm TANF AOD Group (Yreka)		10:30am 12:00pm Red Road Group (Yreka) 1:00pm 3:00pm Father-Mother is Sacred (Yreka)	10:00am 12:00pm TANF AODGroup (Happy Camp) 1:00pm 2:30pm Relapse Prevention (Yreka)	10:30am 12:00pm Anger Mngt-Men (Yreka) 2:30pm 4:00pm Anger Mngt-Women (Yreka)	
28	29	30	May 1	2	3	4
	10:30am 12:00pm TANF AOD Group (Yreka)		May 1	2	3	4

ATTACHMENT (G)



Karuk Cultural Activities Day

April 6th 2013

10 AM—2 PM

Yreka Karuk Housing Authority Office: 1836 Apsuun St

- Cooking Acorns, Acorn paddles, Acorn Activities
- Stories
- Art Projects
- Lunch Provided
- Establish Community Unity
- Meet TANF Hours

Contact Yreka TANF Office for more info:
(530) 842-4775—Transportation available (TANF Clients only)



Karuk Cultural Activities Day

April 7th 2013

10 AM—2 PM

Karuk Cultural Room: Next to Elem School

- Make Model Plank houses
- Make Model Village
- Stories
- Art Projects
- Lunch Provided
- Establish Community Unity
- Meet TANF Hours

Contact Orleans TANF Office for more info:
(530) 627-3680—Transportation available (TANF Clients only)



Karuk Cultural Activities Day

April 13th 2013

10 AM—2 PM

Karuk Tribal Multipurpose Room

- Make Model Plank houses
- Make Model Village
- Stories
- Art Projects
- Lunch Provided
- Establish Community Unity
- Meet TANF Hours

Contact Happy Camp TANF Office for more info:
(530) 493-1440—Transportation available (TANF Clients only)

A Framework for Understanding Poverty

ATTACHMENT (I)



- The Framework for Understanding Poverty teaches the hidden rules and mindsets of economic class. Includes:
- Specific, resource-based strategies for overcoming poverty's obstacles
 - Increased awareness of the differences in economic cultures and how those differences affect opportunities for success
 - An interactive workshop that allows participants to self analyze their own orientation and practice new strategies in effectively engaging the community of poverty

Tuesday, April 23, 2013
 9:00 a. m. – 3:00 p.m.
 Registration begins at 8:30 a. m.

What: Free Workshop with Kathy Estes
 Continental Breakfast & Lunch Included!

Where: Miner's Inn, 122 W Miner St, Yreka, CA 96097

Who: Everyone (parents, foster parents, clinicians, medical providers, social workers, teachers, tribal members, law enforcement, administrators, business owners, anyone who deals with the public)

About the Trainer:

Kathy Estes is the Coordinator for Coordinated Health Programs for San Bernardino County Superintendent of Schools. She received her Bachelors of Science degree in Educational Library Media from Southern Arkansas University. She later went on to pursue her Masters of Science degree in Educational Counseling from South Florida University and her certification in Educational Administration from California State University, San Bernardino. Through personal experience and knowledge of the research, Kathy uses humor and sometimes painful personal anecdotes to illustrate the basic theories of these content areas. She advocates that in order to best serve our communities we must first understand the population we serve in order to attain the greatest outcomes.

Please Pre-Register! Space is limited, deadline Mon April 15, 2013:

- Choose one of the following to register:
- Visit <http://www.surveymonkey.com/s/povertyregistration>
 - Call Beverly Shaw at 530-926-5927

Support this & future trainings, be a co-sponsor! For more information contact Karen Pautz at 261-1297

Current Sponsors



Arden Carr, LMFT
 Individual &
 Family Therapist;
 Consultant

Shasta
 Head Start

CHILDREN'S
 FIRST
 EARLY FAMILY ASSISTANCE PROGRAM

SCAC

CHILDREN'S
 FIRST
 EARLY FAMILY ASSISTANCE PROGRAM

SCAC

CHILDREN'S
 FIRST
 EARLY FAMILY ASSISTANCE PROGRAM

CASA

CHILDREN'S
 FIRST
 EARLY FAMILY ASSISTANCE PROGRAM

CHILDREN'S
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CHILDREN'S
 FIRST
 EARLY FAMILY ASSISTANCE PROGRAM



Save the date!
For the 2013
Siskiyou County

Conference
is
Free!

Fatherhood CONFERENCE!



When:
Saturday, April 20, 2013
9am - 3pm

Where:
First Southern Baptist Church
921 Oregon Street, Yreka

CALL!
530-459-3481
THE FIRST 100 TO REGISTER
GET A T-SHIRT!

MEN:
IF YOU HAVE A CHILD IN YOUR LIFE,
WE WANT YOU!



Siskiyou Early Head Start
ATTACHMENT (J)

HUB Communities Family Resource Center

Shasta Head Start
CHILD DEVELOPMENT, INC.



WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

Date: March 6, 2013

To: TRIBAL CHAIRPERSONS,
TRIBAL ADMINISTRATORS,

Subject: TANF time limit exemption for Indian country where adult
unemployment is fifty percent or higher

Under existing law and regulations for the California Work Opportunity and Responsibility to Kids (CalWORKs) and Tribal Temporary Assistance for Needy Families (TANF) programs, adults are limited in the months of aid with specific exemptions (42 USC 608 Section 408(a)(7)(A), MPP 42-302.1). One of those exemptions is that any month in which an adult lives in Indian Country, as defined by federal law, is exempt from Tribal TANF and CalWORKs program time limits where the unemployment rate is fifty percent or higher (45 CFR 286.115(d)(3), MPP Section 42-302.21(h)).

The California Department of Social Services needs your help to implement this time limit exemption. Please indicate on the attached survey whether your Indian Country area had an unemployment rate among adults of fifty percent or higher in Calendar Year 2012. Please respond by March 29, 2013. This will ensure that families are given the appropriate time limit exemptions. This information will then be provided to county welfare departments and tribal TANF programs.

If you have any questions or comments on this message or the attached Certification, please contact Erni Crowder at Ernestine.Crowder@dss.ca.gov or (916) 654-1867, or Owen Stewart at Owen.Stewart@dss.ca.gov or (916) 654-1903.

Sincerely,

KAREN DICKERSON, Chief
CalWORKs Employment and Eligibility Branch

Enclosure

ATTACHMENT (K)



WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES



EDMUND G. BROWN JR.
GOVERNOR

RECEIVED MAR 12 2013

TRIBAL SURVEY
Unemployment Rate-Indian Country 2012

Name (Indian Country Area):

Name/Title of Tribal Representative who filled out this survey:

Telephone Number:	Email Address:
-------------------	----------------

Address

In calendar year 2012, was the unemployment rate among adults living in your Indian Country service area 50% or higher?

YES NO (Circle one)

Please complete this survey and mail it to CDSS at the address below no later than March 29, 2013.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
CalWORKs Eligibility Bureau
Attention: OMS
744 P Street, M.S. 8-8-31
Sacramento, CA 95814

This form can also be emailed to Owen.Stewart@dss.ca.gov
If you have any questions or need any additional information, please contact Owen at (916) 654-1903

CERTIFICATION

I hereby certify that the information contained in this survey is true and correct.

The information submitted will be used exclusively for CalWORKS and/or Tribal TANF program purposes

Signature: _____ Date: _____

Print or Type Name: _____ Print or Type Title : _____

NATIVE EMPLOYMENT WORKS (NEW) PROGRAM REPORT

Grantee: _____

Period covered by this report:

July 1, _____ - June 30, _____

Address: _____

Date of report: _____

Name, title, telephone number, and e-mail address of contact person(s) for this report:

Signature, name, and title of authorized grantee official/representative approving this report:

Signature: _____

Name and title: _____

Submit one Native Employment Works (NEW) program report for each July 1 – June 30 program year/ report period. In each program report, cover NEW activities, services, and achievements during/for the period covered by the report, including activities, services, and achievements paid for/supported with NEW funds awarded for this program year and activities, services, and achievements paid for/supported with any NEW funds carried forward from a previous program year.

PART 1 – NARRATIVE REPORT

Please provide clear, concise responses, using as many pages as needed.

- 1. List the grantee's standards/measures/planned outcomes (performance standards) for determining the extent to which the NEW program's goals have been achieved, as established for this report period in the grantee's NEW program plan. Summarize achievements for each standard/measure, and compare actual accomplishments during this report period to the planned outcomes.**
- 2. Summarize other noteworthy activities and achievements** of the grantee's NEW program during this report period, including program successes, best practices, and special or unique features. As appropriate, include achievements in work activities (educational activities, training and job readiness activities, employment and work experience activities), supportive and job retention services, and any job creation and related economic development activities.
- 3. Summarize significant barriers** to NEW program implementation and coordination – problems, adverse conditions, and delays that impaired the grantee's ability to meet the program's goals/planned outcomes during this report period. Include barriers faced by the grantee and barriers faced by clients (participants). **Include the reasons for slippage** if the program's planned outcomes were not achieved. **Summarize actions taken to address these problems and barriers**, and the level of **success in resolving them.**

Please provide any additional information you wish concerning the NEW program and its effectiveness in preparing clients for work and placing them in unsubsidized employment during this report period.

NATIVE EMPLOYMENT WORKS (NEW) PROGRAM REPORT

Grantee: _____

Period covered by this report:
July 1, _____ - June 30, _____

PART 2 – STATISTICAL REPORT

Enter the appropriate number of NEW program clients (participants) for each category/characteristic. Count each client served during this report period under each applicable category/characteristic. Cover all NEW clients served at any time during this report period under the NEW program.

Number of NEW Clients Served

	<i>Number</i>
A. Total number of active NEW clients served under the NEW program during this report period (<i>Items B + C + D + E = item A.</i>)	_____

Number of NEW Clients with Selected Characteristics at NEW Enrollment

<i>Characteristic</i>	<i>Number</i>	<i>Characteristic</i>	<i>Number</i>
B. Adult males (21 and over)	_____	F. TANF recipients	_____
C. Adult females (21 and over)	_____	G. BIA General Assistance recipients	_____
D. Youth (under 21) males	_____	H. High school graduates, GED, or higher/college/post-secondary education	_____
E. Youth (under 21) females	_____		

Number of NEW Clients Participating in NEW Activities and Receiving NEW Services

Count each client who participated in a training/education/employment/work activity and/or received a supportive or job retention service as part of the NEW program, at any time during this report period. Item R: count each client family that received child care services as part of the NEW program, at any time during this report period.

<i>Training/Education/Employment/Work Activity</i>		<i>Number</i>	<i>Supportive/Job Retention Service</i>		<i>Number</i>
I. Classroom training and/or education	_____		N. Transportation assistance	_____	
J. On-the-job training (OJT)	_____		O. Clothing/uniforms/shoes and tools/gear needed for training or employment	_____	
K. Work experience/exposure	_____		P. Medical/optical/dental services	_____	
L. Job search/job placement	_____		Q. Counseling	_____	
M. Other training/education/employment/work activities (<i>List these activities below.</i>)	_____		R. Child care services	_____	
	_____		S. Other supportive and job retention services (<i>List these services below.</i>)	_____	
	_____			_____	

Number of NEW Clients with Selected Outcomes

Items T and U: count each client who achieved this outcome at any time during this report period, while in the NEW program. Items V and W: count each client who achieved this outcome at any time during this report period, while in the NEW program or within 90 days after leaving the NEW program.

	<i>Number</i>
T. Total unduplicated number of clients who successfully completed 1 or more NEW training/education/employment/work activities (activities covered under items I, J, K, L, and M)	_____
U. Total number of clients who earned high school diploma or GED	_____
V. Total number of clients who entered unsubsidized employment, by any means	_____
W. TANF recipient clients who entered unsubsidized employment (<i>a subset of item V</i>)	_____

INSTRUCTIONS FOR COMPLETING THE NATIVE EMPLOYMENT WORKS (NEW) PROGRAM REPORT

IDENTIFICATION SECTION

In the appropriate spaces:

- Provide the name and mailing address of the grantee.
- Indicate the time period covered by this report – the beginning and ending dates of the NEW program year covered by this report. NEW program years start on July 1 and end on June 30 of the following calendar year.
- Indicate the date (month, day, and year) this completed report is approved by the grantee, as accurate and ready for submission to the U.S. Department of Health and Human Services.
- Provide the name(s), title(s), telephone number(s), and e-mail address(es) of contact person(s) for this report.
- Provide the signature, name, and title of the authorized grantee official/representative approving this report.

PART 1 – NARRATIVE REPORT

In the NEW narrative report, grantees provide narrative information on the accomplishments of, and problems faced by, their NEW programs during the report period. Provide the information described on the form. Indicate the area (1 – achievements for performance standards/measures; 2 – other activities and achievements; 3 – barriers) to which each response applies.

PART 2 – STATISTICAL REPORT

Enter the appropriate number of NEW program clients (participants) for each item/characteristic. Count each NEW client served during this report period under each applicable item/characteristic. Include all NEW clients served at any time during this report period under the NEW program.

For this report, a “client” is a person enrolled in the NEW program who participated in one or more activities and/or received one or more services under the NEW program during this report period. For this report, “client” and “participant” have the same meaning.

Number of NEW Clients Served

- Item A – Total number of active NEW clients served during this report period: Enter the total number of active NEW program clients for this report period – the total number of clients served by the NEW program who participated in one or more NEW activities and/or received one or more NEW services under items I through S during this report period. Include clients who participated in the NEW program at any time during this report period; include clients who left (were terminated from) the program during this report period and clients who were current (active) NEW clients as of the last day of this report period.

Number of NEW Clients with Selected Characteristics at NEW Enrollment

This section documents selected characteristics of clients who participated in the NEW program during this report period. For each characteristic, enter the number of NEW clients who had that characteristic at the time they enrolled in the NEW program.

- Items B, C, D, and E – Adult males, adult females, youth (under 21) males, and youth (under 21) females: Enter the appropriate numbers. For this report, adults are persons age 21 and over, and “youth” are persons under age 21. Be sure that the total of items B plus C plus D plus E (the numbers of adult males + adult females + youth males + youth females) equals (is the same as) the total number of active NEW clients served during this report period (item A).
- Item F – TANF recipients: Enter the number of NEW program clients who were receiving Temporary Assistance for Needy Families (TANF) from a state or tribal TANF program, as of NEW program enrollment.
- Item G – BIA General Assistance recipients: Enter the number of NEW program clients who were receiving Bureau of Indian Affairs General Assistance, as of NEW program enrollment.

ATTACHMENT (L)

- Item H – High school graduates, GED, or higher/college/post-secondary education: Enter the number of NEW program clients who were high school graduates, had received a GED, and/or had received higher (college or postsecondary) education as of NEW program enrollment. Include persons with a high school diploma or GED and no further education. Also include persons with a high school diploma or GED and higher education, including college and/or graduate school.

Number of NEW Clients Participating in NEW Activities and Receiving NEW Services

This section documents the number of clients who participated in NEW program training/education/employment/work activities and received NEW program supportive and job retention services during this report period. Count each client who participated in an activity and/or received a service as part of the NEW program, at any time during this report period. The numbers entered are cumulative for the entire report period. In the case of child care services, count each client family with one or more children who received child care services provided by the NEW program during this report period.

Do not count referrals to another program, or instances where another program or another funding source provided the activity or service.

Provide an unduplicated count under each item/activity/service; count each client (or client family) once under each applicable item/activity/service. For example, if a client participated in two classroom training or education activities during the report period, count the client once under item I, “Classroom training and/or education.”

- Item I – Classroom training and/or education: Enter the number of clients who participated in any education program/activity or vocational training conducted in a classroom setting that was provided or supported under the NEW program. Include clients who participated in adult basic education, GED preparation, postsecondary education, vocational education and training in job-specific skills, job readiness training, work orientation, etc., that was conducted in a classroom setting and provided or paid for (entirely or partly) by the NEW program. For example, include clients who participated in job readiness training provided in a classroom setting by the NEW program, and include clients whose tuition for classroom vocational training or education was paid by the NEW program.
- Item J – On-the-job training (OJT): Enter the number of clients who participated in on-the-job training conducted at a work site where the employer was subsidized for this training by the NEW program.
- Item K – Work experience/exposure: Enter the number of clients who participated in work experience and/or work exposure, including community work experience, as part of the NEW program.
- Item L – Job search/job placement: Enter the number of clients who participated in job search (individual or group) and/or received job placement services as part of the NEW program.
- Item M – Other training/education/employment/work activities: Enter the number of clients who participated in any training/education/employment/work activity or activities under the NEW program that are not covered under another category in this statistical report. List these other training/education/employment/work activities (if any) in the space provided under item M on the form.
- Item N – Transportation assistance: Enter the number of clients who received assistance with transportation under the NEW program. Include transportation support in any form provided by the NEW program. Include payments, subsidies, vouchers/passes, and reimbursement for transportation costs (for example, payments for car repairs and gasoline costs, gasoline vouchers, and bus passes), van and other transportation services, carpool arrangements, drivers’ license fees, etc.
- Item O – Clothing/uniforms/shoes and tools/gear needed for training or employment: Enter the number of clients who received clothing (clothes, uniforms, shoes, and boots for job training, job interviews, and/or work) and/or tools/gear (for example, carpenters’ tools and fishing gear) needed for training or employment that were provided under the NEW program.
- Item P – Medical/optical/dental services: Enter the number of clients who received medical, optical, and/or dental services or assistance under the NEW program. This includes medical examinations required as a condition for training or employment, optical/vision exams, eyeglasses to correct vision, hearing aids, special equipment for the disabled, substance abuse treatment, etc.

- Item Q – Counseling: Enter the number of clients who received counseling as part of the NEW program, such as counseling to address barriers to employment.
- Item R – (Client families receiving) child care services: Enter the number of families who received child care services provided or supported by the NEW program. Count each family unit receiving child care services only once, regardless of the number of children from that family who received child care under the NEW program. Do not count families referred to another program for that other program to provide child care services.
- Item S – Other supportive and job retention services: Enter the number of clients who received any other supportive and/or job retention service or services under the NEW program that are not covered under items N, O, P, Q, or R in this statistical report. Include clients for whom the NEW program provided/paid for books/educational materials needed for education or training. List these other supportive and job retention services (if any) in the space provided under item S on the form.

Number of NEW Clients with Selected Outcomes

This section documents the number of clients who achieved various outcomes while in the NEW program during this report period. Count each client who achieved an outcome at any time during this report period; the numbers entered are cumulative for the entire report period.

Provide an unduplicated count under each item/outcome; count each client once under each applicable item/outcome. For example, if a client successfully completed both NEW classroom training and NEW work experience during this report period, count the client once under item T, “Total number of clients who successfully completed 1 or more NEW training/education/employment/work activities.”

- Item T – Total unduplicated number of clients who successfully completed 1 or more NEW training/education/employment/work activities (activities covered under items I, J, K, L, and M): Enter the unduplicated number of NEW clients who successfully completed one or more NEW training/education/employment/work activities (the activities covered under items I, J, K, L, and M) during this report period.
- Item U – Total number of clients who earned high school diploma or GED: Enter the number of NEW clients who earned a high school diploma or received a GED during this report period, while in the NEW program.
- Item V – Total number of clients who entered unsubsidized employment, by any means: Enter the number of NEW clients who entered unsubsidized employment during this report period, while in the NEW program or within approximately 90 days after leaving the NEW program. “Unsubsidized employment” means a job placement in a position not supported with funds from the NEW program and not part of a supported work assignment. “Unsubsidized employment” can include self-employment. Include clients who entered unsubsidized employment found through the NEW program, and clients who entered unsubsidized employment found through other means, for example, independently by clients.
- Item W – TANF recipient clients who entered unsubsidized employment: Enter the number of NEW clients who were receiving Temporary Assistance for Needy Families from a state or tribal TANF program as of NEW program enrollment, and who entered unsubsidized employment during this report period, while in the NEW program or within approximately 90 days after leaving the NEW program. These clients also will be included under item V; item W is a subset of item V.

Paperwork Reduction Act Information

Public reporting burden for this collection of information is estimated to average 15 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Note: Consistent with 45 CFR 287.165, grantees that include their NEW programs in projects under Public Law 102-477, the Indian Employment, Training, and Related Services Demonstration Act of 1992, do not submit this report. They submit a similar report to the Department of the Interior.

DEPARTMENT OF QUALITY MANAGEMENT

Karuk Tribal Health Board Meeting

April 11, 2013

Rondi Johnson

March Report



ACTION ITEMS: None, I will be on travel for training, sorry I won't be here.
(Vickie Simmons will be present)

MARCH ACTIVITIES:

1. March 20th, Front Ofc/Billing Meeting, March 26th ED Meeting, March 28th Council Meeting,

MARCH TRAININGS/CONFERENCES & WEBINARS:

- Medi-Cal in Sacramento, March 5-7
- HANC in Redding, March 7-8
- Medi-Cal Managed Care Rural Expansion March 25

ACQI COMMITTEE MEETING:

The 2 ACQI meeting agenda, performance improvement projects, and reports for February 27, 2013 are attached. The Meeting Minutes for December, January and February are attached.

BUDGETS:

See below. Budget through 3/31/13. At this time I'm well under budget.

Program	CQI
Budget Code	300002
Program Year	2012-2013
Expenses to Date	\$42,518.49
Balance	\$170,994.58
Percent Used	19.96%

Respectfully Submitted,
Rondi Johnson
Deputy Director of Health & Human Services

**Karuk Tribal Health & Human Services Program
ACQI Committee Meeting/Conference Call
KCHC Teleconference Room
April 10, 2013
8:15 am-10:00 am**



1. Call Meeting to Order – Vickie Simmons
2. Roll Call/Sign In – Vickie Walden
3. Approve Agenda – Vickie Simmons
4. Approve Minutes of December 12, 2012, January 9, 2013, February 13, 2013 and February 27, 2013.
– Vickie Simmons
5. Performance Improvement Reports Due
 - 5.1 BMI – Patti White
 - 5.2 HIV – Mike Lynch
 - 5.3 Yreka Dental – Susan Beatty
 - 5.4 Happy Camp Dental – Cheryl Tims
6. GPRA Reports
 - 6.1 Benchmark – Vickie Simmons
7. New Business
 - 7.1 Complaints/Incidents/Suggestions – Vickie Simmons
 - 7.2 ACQI Agenda – Patti White
8. Old Business
 - 8.1 HTN – Fabian Alvarado
 - 8.2 Happy Camp – Carrie Davis
9. Policy Approvals: Needle Stick Policy (from Annie), Rights of Patients Policy #01-001-010 (Patti)
10. Next Meeting May 8, 2013 at 9 am
11. Adjourn

Pending Action Items:

- Change order for agreement 12-A-101 with North State Resources

Current Activities:

- The Verizon phone lines in Orleans for the Medical Clinic and DNR failed 33 times in March.
- I have submitted a request to Verizon California to meet with their executives. The meeting has been scheduled for April 30 at 9:30 AM in the Orleans Council Chambers. A draft agenda has been attached. If the council would like to add anything to the agenda, please let me know, I will submit it to Verizon after the health board meeting.
- The Klamath River Rural Broadband Initiative CASF application was completed and submitted on time on Friday, February 1st. CASF responded on February 14 with questions about the application. All materials they requested during this due diligence were submitted by March 1. No official response has been heard since that time.
- The Orleans Broadband Project is proceeding well. The remaining permits needed to begin construction are from Humboldt County and Verizon California. The Humboldt County Building Permit application has been submitted. The Verizon California Pole Attachment has been completed, and Verizon is waiting for a letter of credit from us in order to execute that agreement. The letter of credit has been approved, and is currently being processed by Scott Valley Bank.
- The Backup Server has been working almost flawlessly, and we currently have backups for the two month's data. The new storage increase for the backup server is working as planned.
- The battery backup in the dental wing of the Happy Camp Community Health Services Office has been replaced with a larger model after the old unit failed. This new battery backup can run the phones for the medical and dental clinics for at least an hour during a power outage.
- The subscription to our computer anti-virus software, Avast, was recently renewed. On April 9 IT will deploy this to all computers. The installation should not interrupt normal work, but the entire IT team will be on hand in case something should not go as planned.
- There is a grant opportunity called the Tribal Mobility Fund. This fund, managed by the Federal Communications Commission, is designed to enable tribes to become the cellular provider for their people on their land. If the Karuk Tribe wishes to apply, we will need to apply to become eligible very soon. The eligibility requirements are expected to cost \$10,000 to \$25,000.

Current project priorities for the IT department:

- 1) Dealing with real-time outages and emergencies
- 2) Making sure all systems are backed up and all backups work
- 3) Improving the connection to Head Start in Yreka to save them costs
- 4) Deploying a server for the Amkuuf Store Point-of-Sale System
- 5) Repair or replace the tape backup unit in the Admin building
- 6) Orleans Broadband Project, getting ready for deployment in summer of 2013
- 7) Setting up remote monitoring of all IT Systems
- 8) New phone system linking all the Karuk Yreka offices
- 9) Fiber optic deployment on the HC Admin Campus
- 10) Closeout of the Fiber Project in Happy Camp

Budget Report for 1020-15 for March, 2013

- Total annual budget: \$308,001.59
- Expenses to date: \$154,435.48
- Balance: \$153,666.11
- Percent Used: 50.14%

Budget Report for USDA RUS Community Connect Grant 2061-00 for March, 2013

- Total budget: \$1,141,870.00
- FY 2012 expenses: \$ 102,405.30
- FY 2013 expenses to date: \$ 166,897.65
- Balance: \$ 872,567.05
- Percent Used: 23.58%

Attachments:

Change Order 1 for 12-C-101
Draft agenda for the meeting with Verizon California
Cell phone usage log (confidential)

Karuk Tribe & Verizon California
Consultation Meeting Agenda
April 30, 2013 9:30 AM
Panamnik Community Center
Orleans, CA

- I. Current and Proposed Services
 - A. Tribal Member Residential Services
 - i. Customer Service Cannot Locate Orleans Addresses
 - ii. Dropped Calls
 - B. Voice and Data Circuits
 - i. Frequent outages that never get fully addressed
 - C. High-Speed Internet
 - i. Will Verizon offer DSL or other broadband?
 - ii. What are Verizon's expansion and improvement plans for Orleans?
- II. Service Procurement and Sustainability
 - A. Capacity is full
 - i. Some orders are never completed due to lack of capacity
 - B. Circuit Ordering Delays –
 - i. Typical order takes 9 to 12 months
 - ii. Some orders are cancelled with notification to the customer
 - C. Customer Support
 - i. Request a single point of contact for all Verizon ordering
- III. Opportunities for Working Together
 - A. Will Verizon endorse the Karuk Tribe's broadband project?
 - i. Verizon Pole Attachment Agreement
 - B. Is Verizon interested in selling the Orleans exchange to the Karuk Tribe?
- IV. Tribal Licensing Requirements
 - A. Tribal Consultation
 - B. Tribal Historic Preservation Office, or THPO requirements
 - C. Tribal Employment Rights requirements when working on Tribal Land
 - i. Indian Preference in hiring and subcontracting
 - ii. TERO Tax of 2%
 - iii. Tribal Sales Tax of 6%

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REQUEST FOR CONTRACT/ MOU/ AGREEMENT

Check One: Contract Karuk Tribe Number Assigned: 12-C-101-A
 MOU
 Agreement Funder/Agency Assigned: 2061-00-7600.00
 Amendment Prior Amendment: _____

REQUIRED → *Procurement Attached *Budget Attached
*Excluded Parties List System Attached (CONTRACTS ONLY)
*KCDC/KPHA Notification/ review required Yes No

Requestor: Eric Cutright Date: April 2, 2013

Department/Program: Orleans Broadband Project

Name of Contractor or Parties: North State Resources, Inc.

Effective Dates (From/To): July 27, 2012 May 31, 2013

Amount of Original: \$7,560.00
Amount of Modification: \$780.61
Total Amount: \$8,340.61

Funding Source: USDA Community Connect Grant, 2061-00-7600.00

Special Conditions/Terms:

Brief Description of Purpose:
This agreement is to conduct a cultural resources survey to meet the requirements of the Tribal Historic Preservation Office for the Orleans Broadband Project. This change order increases the scope of the survey so that it will meet the requirements of the Forest Service for both cultural and environmental impacts as well.

** REQUIRED SIGNATURES **

Eric Cutright
Requestor

4/3/13
Date

Laura Mayton
**Chief Financial Officer

4-3-2013
Date

[Signature]
**Director, Administrative Programs & Compliance

4/3/2013
Date

**Director of Self Governance(MOU/MOA) or TERO (Contracts)

Date

Other _____

Date

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ADDENDUM TO AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES

Contract Number: **12-C-101**

Modification #1

This Addendum to the existing Agreement, dated as of July 27, 2012, is between the Karuk Tribe (hereinafter "the TRIBE") North State Resources, Inc. (hereinafter "INDEPENDENT CONTRACTOR"), who agree to amend the existing contract 12-C-101 as follows:

1. **Description of Services:** The Tribe hereby retains Independent Contractor to provide the services described in the attached *Description of Independent Contractor Services and Activities in the existing Agreement*. This change increases the scope of the survey so that it will meet the requirements of the Forest Service for both cultural and environmental impacts as well, as noted in a March 29, 2013 email from North State Resources.
2. **Duration:** The term of this Agreement shall be extended from July 27, 2012 through May 31, 2013.
3. **Compensation:** Independent Contractor will be compensated as provided in the attached *Description of Independent Contractor Services and Activities*. This Addendum adds an additional Seven Hundred Eighty Dollars and Sixty-One Cents (\$780.61) for a total contract amount not to exceed Eight Thousand Three Hundred Forty Dollars and Sixty-One Cents (\$8,340.61). All invoices must be submitted no later than thirty (30) days past the end date of this Agreement as stated in Clause 2 above. The Information Technology Director and/or Authorized Designee shall be responsible for overseeing this Agreement and approving invoices for payment.
4. **Tribal Employment Rights Ordinance (TERO):** Independent Contractor acknowledges that a two percent (2%) TERO fee will be imposed on the gross value of any contract initiated within the interior/exterior boundaries of the Karuk Ancestral Territory, provided that the total contract or annual gross revenues meet or exceed \$2,500.00.
5. All other terms of the existing Agreement remain unchanged.

In consideration of the mutual promises of the parties this Agreement is executed on the date first above written, in duplicate, intending each duplicate to be an original.

INDEPENDENT CONTRACTOR

North State Resources, Inc.
Timothy A. Reilly, Principal
5000 Bechelli Lane, Suite 203
Redding, CA 96002
TIN: 68-0119315

KARUK TRIBE

Russell Attebery, Chairman
64236 Second Avenue
Happy Camp, CA 96039
(530) 493-1600

Signature and Date

Signature and Date

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KARUK TRIBE

Russell Attebery, Chairman
64236 Second Avenue
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(530) 493-1600

Signature and Date

Signature and Date

From: Brian Ludwig [mailto:ludwig@nsrnet.com]
Sent: Friday, March 29, 2013 3:53 PM
To: Penny Eckert
Subject: RE: Karuk THPO review of your draft report

Hi Penny -

After taking a closer look at the comments (the first one does refer to a typo...oops, sorry about not catching that!) I'm in agreement that they relate to things generally within our initial scope. This pretty much leaves us with, as we discussed previously, the work necessary on the part of NSR's GIS/Graphics, and word processing staff to revise the report according to the new information.

Thanks very much for your efforts in helping this project along and I'm perfectly fine with your coordinating directly with Wes and getting the necessary site forms for us. This saves the tribe from the expense of NSR sending an archaeologist to the FS headquarters to gather that information. If Wes is willing and able to pull out the necessary data with you that would be perfect. In the report I'll just say that additional record search data was provided by the FS.

Like I said, I'll donate my time to do the final incorporation of the materials into the report and providing whatever text is needed to round out the presented data. However, I'm thinking our GIS/Graphics folks will need 4-6 hours to create new maps, etc., modify existing graphics, etc. and the word processors will need a few hours also to whip everything into shape again. Based on the hourly rates used for the project, the total would be \$765.00. At first blush that might sound a little high but it never ceases to amaze me how involved and time-consuming GIS/Graphics-WP work is. I always thought they had magic buttons that they hit to make things work in a matter of minutes. Much to my surprise I've found out that technology hasn't quite advanced to that stage yet :-).

Will you need a more formal scope and cost estimate for this effort or will this email do the trick? If you need something a bit more formal to present to the Tribe just let me know and I'll have it on your desk first thing Monday morning.

It's been a real pleasure working with you...have a great weekend!

Regards,
Brian

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AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES **Contract Number: 12-C-101**

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1. **Description of Services:** The Tribe hereby retains Independent Contractor to provide the services described in the attached *Description of Independent Contractor Services and Activities*.
2. **Duration:** The term of this Agreement shall be from July 27, 2012 to October 31, 2012.
3. **Compensation:** Independent Contractor will be compensated as provided in the attached *Description of Independent Contractor Services and Activities*, Seven Thousand Five Hundred Sixty Dollars and Zero Cents (\$7,560). All invoices must be submitted no later than thirty (30) days past the end date of this Agreement as stated in Clause 2 above. The Tribal staff person responsible for overseeing this Agreement and approving invoices for payment shall be the Karuk Information Technology Director or authorized designee.
4. **Claims for Compensation:** Independent Contractor agrees that he/she shall not be entitled to and shall not claim compensation for services performed under this Agreement from another federally funded source of compensation for the same work performed, same working hour(s) or same working day(s). It is further agreed by the Independent Contractor that any claim for compensation submitted in violation of this clause shall, if paid, be recoverable by the Tribe.
5. **Warranty, Indemnity and Hold Harmless:** Independent Contractor warrants and represents that it has every legal right to enter into the Agreement and to perform in accordance with its terms and that it is not and will not become a party to any Agreement with anyone else which would be in violation of the rights granted to the Tribe hereunder. Independent Contractor will indemnify and hold the Tribe harmless from and against any losses, damages and liabilities, including reasonable attorney's fees for Independent Contractor's negligent performance or unexcused failure to perform services under this agreement. The Tribe makes no warranty, indemnity or hold harmless agreement.
6. **Independent Contractor Status:** It is understood and agreed between the parties that the Tribe shall not be obligated to withhold any federal, state or local taxes from fees paid to the Independent Contractor, nor shall the Tribe have any liability for such withholding. Further, any required public liability, public damage and/or Worker's Compensation Insurances shall be the sole responsibility of the Independent Contractor.
7. **Confidential Information:** Independent Contractor will not disclose directly or indirectly to or use for the benefit of any third party any secret or confidential information, knowledge or data acquired

Page 1 of 4

Karuk Tribe Agreement for Independent Contractor Services
Updated October 1, 2010
This amended version supersedes all previous versions.

understood and agreed by the parties that the obligations of this paragraph shall survive the expiration or termination of the Agreement.


8. **Non-Assignability:** This Agreement may not be assigned or transferred by either party without the prior written approval of the other party.
9. **Authority:** Independent Contractor's authority to act under this Agreement can be suspended upon written or verbal notice by the Tribal Chairman of the Tribe or his/her designee. If verbal notice is given, it shall be confirmed in writing within five (5) working days.
10. **Termination:** This Agreement may be terminated at any time, with or without cause, by either party, upon notice in writing. Any such termination shall be effective immediately. Independent Contractor shall invoice the Tribe within thirty (30) days of agreement termination for satisfactory work performed up to termination date.
11. **Complete Agreement:** This Agreement constitutes the entire agreement between the parties, and no amendment or modification hereof shall be effective unless reduced to writing and signed by both parties.
12. **Severability:** Should any provision of this Agreement be held invalid or unenforceable, such a holding shall not affect the validity or enforceability of any other provision thereof.
13. **Copyrights:** All original materials, written, photographed, recorded or otherwise collected or produced by the Independent Contractor pursuant to this Agreement are instruments of Professional Services, and shall be the sole property of Tribe.
14. **Expertise Certification:** The Independent Contractor assures the Tribe that they and all their approved sub-contractors possess the expertise, and resources necessary for satisfactory completion of the activities described in the *Description of Independent Contractor Services and Activities*.
15. **Certification Regarding Debarment, Suspension and Related Matters:** The Independent Contractor hereby certifies to the best of their knowledge that it or any of its officers or contractors or sub-contractors:
 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any Federal department or agency;
 2. Have not within a three (3) year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or agreement under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph 2 of this certification; and

4. Have not within a three (3) year period preceding this Agreement had one or more public (Federal, State or local) transactions terminated for cause or default.
16. **Applicable Law:** This Agreement shall be governed by the laws of the United States of America and by Karuk Tribal law. In the absence of Federal or Tribal law, relevant laws of the State of California shall be applicable. Independent Contractor is required to comply with Office of Management and Budget Circular A-102 and is responsible for understanding and compliance with applicable grant administration requirements as set forth in the Federal agency codifications of the grants management common rule. This provision is not intended to waive the Tribe's sovereign immunity status or submit the Tribe to any jurisdiction inconsistent with such status.
17. **Indian Preference:** This Contract shall be executed in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 47) and/or the Tribal Employment Rights Ordinance (TERO), based on funding source requirements.
18. **Tribal Employment Rights Ordinance (TERO):** Independent Contractor acknowledges that a (1%) TERO fee will be imposed on the gross value of any contract initiated within the interior/exterior boundaries of the Karuk Ancestral Territory, provided that the total contract or annual gross revenues meet or exceed \$2500.00.
19. **Sovereign Immunity:** Nothing in this Agreement shall be construed or interpreted to relinquish the sovereign immunity of the Tribe.

In consideration of the mutual promises of the parties this Agreement is executed on the date first above written, in duplicate, intending each duplicate to be an original.

INDEPENDENT CONTRACTOR

North State Resources, Inc.
Timothy A. Reilly, Principal
5000 Bechelli Lane, Suite 203
Redding, CA 96002
TIN: 68-0119315



Signature and Date

August 16, 2012

KARUK TRIBE

Russell Attebery, Chairman
64236 Second Avenue
Happy Camp, CA 96039
(530) 493-1600

 7-26-12

Signature and Date

Description of Independent Contractor Services and Activities (Scope of Work)

Per response "Orleans Broadband Project Cultural Resources Investigations" dated July 13, 2012, complete a cultural resources investigation of the APE for the proposed Orleans Broadband Project. This is a federally funded project (USDA Rural Utilities Service) subject to Section 106 of the National Historic Preservation Act. Ground disturbing activities are proposed in Orleans, California along Highway 96 from Big Rock Road to the Klamath River Bridge, along the western side of the Klamath River to Ishi Pishi Road, and in several sections along Ishi Pishi Road. Records search will be conducted at the appropriate Information Center of the California Historical Resources Information System (CHRIS).

Task One

Prepare a cultural resources report to comply with Section 106 of NHPA by: 1) identifying and recording cultural resources within the Area of Potential Effect (APE), 2) providing a preliminary significance evaluation of the identified cultural resources, and 3) offering recommendations designed to protect resource integrity as feasible. Report will be provided to Karuk Tribal Historic Preservation Office (THPO) and the California State Historic Preservation Office (CalSHPO) for concurrence.

Board Report April 11, 2013 Lessie Aubrey, EDHHS
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On Travel Status April 11, 2013

I will be absent on April 11, 2013, due to a Quality Management Update in Ontario, CA. This training is important for our accreditation and standards of care. Rondi will accompany me to begin her training in quality management.

MediCal Managed Care June 1, 2013

MediCal patients will be assigned to receive care through our program by the State. Some patients may choose to receive their care through us. Native Americans may receive their care through the Tribe and the State will work with us on their assignment. Native Americans will have more choices than other MediCal recipients.

What we are looking forward to:

1. Agreement with Partnership Health Plan (Siskiyou and Humboldt Counties are going with Partnership).
2. Site visit to determine compliance with State standards.
3. Influx of assigned patients at all three clinics.
4. New billing and payment procedures.

We will be paid so many dollars per patient per month and will not be billing on a fee for service. We will, however, be billing the IHS /MOA the balance of the claim. By doing this they/we are hoping to receive our previous MOA rate.

We will certainly be learning as we work through this process. We are hoping for the best in outcomes. We will keep you posted. This is the only way we will be able to serve MediCal patients after June 1, 2013.

Partnership Agreement and Additional Materials

We are required to contract with Partnership and have contacted an attorney firm to assist us through the contract. In addition, there is an application to be completed that we are working on which includes information on our providers. We must project the number of population we expect to serve and the additional number of patients we are able to manage. If we predict too many patients we will have to pay Partnership back during our audit, so it is recommended that we predict a lower amount of patients than what we expect. Thus a lower income than usual until an accurate method is established. So again we are both learning as we proceed.

Health Care Exchanges and the Affordable Care Act

On Jan 1, 2014 all sorts of people will have some type of health insurance. The Health Care Exchange is a website with information on all sorts of health plans. People may compare prices and coverage to find the plan that fits their needs. People not purchasing a health plan/insurance will be penalized; Indians are exempt from penalties if they meet the definition of Indian. I haven't heard a finalized definition to date.

We can expect more patients in 2014, as patients begin using their health plans for medical care.

**Tribal Consultation Pala
March 12-13, 2013**

Michael Thom and I traveled to Pala to attend the 2013 IHS Annual Tribal Consultation.

Margo spoke briefly on the sequestration telling us to expect a 5% reduction in our budgets. There was some concern over the Youth Regional Treatment Centers because they were not added into the 2013 budget. Dr. Roubideaux felt that it would not actually hurt us this year but that we would need to work and get them into the 2014 budget. A veterans meeting will be held in Pala in April. The Veterans have agreed to reimburse us for the services we give to Native American Veterans only. It is up to each health program to contact them to set this up. A presentation on the land and architecture of the Youth Treatment Centers was presented. It was very interesting to see their plans. The last half day was canceled in which we were to tour the Southern site. Again this year we received an overview of the Environmental Office, and how they are placing water, and sewers, and etc. Dr. Roubideaux attended over a conference call and reiterated what Margo had already covered. Tribes expressed their concern over the definition of Indian in regards to the Health Insurance Exchanges.

strategic Planning

Finally, we have strategic planning planned for May 1 and 2, and our facilitator is our very own Mike Lynch. It will most likely be held in a Conference room in the Yreka Area away from the clinic. However, plans are still being made.

State MediCal Tribal Designee Meeting

March 6 and 7, 2013

Three of us attended the Tribal Designee meeting in Sacramento on March 6 and 7, 2013. MediCal Managed Care, the Affordable Care Act and Health Care Exchanges were major topics. Attendees expressed their concerns and the State promised to work on them. The definition of Indian was a major concern again, and no one has the answer yet.

National Data Bank Registration

It's was time to renew our registration with the national Practitioner Data Bank, which is an internet site where we check on our providers. Our registration was confirmed with the following message: "Your organization's Data Bank registration was successfully renewed on 04/04/2013".

Management Team Meeting

I attended the Management Team Meeting on April 4, 2013 and found it very informative.

Search for a Physician

My fee for the Doc Café site expired. We had hits but they didn't want to work in this area. Rondi is moving forward with several avenues for posting our position; however there is another avenue I want you to consider. Do we want to contract with a recruitment agency? It is indeed expensive but they have had some success stories for Northern CA. The agent ensures me that it won't cost more than "\$26,000.00". **I know, I know and I am sorry.** If you want to try a contract with this company will have to be signed. In the meantime we are still using Locums.

Executive Director of Health and Human Services

Board Report April 11, 2013 Lessie Aubrey, EDHHS
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	MONTHLY REVENUE REPORT			BUSINESS OFFICE		
	March 2013	Happy Camp	Yreka	Orleans	KTHP	
	Revenue Medical	\$51,009.79	\$ 82,382.31	\$21,208.80	\$154,634.50	
	Revenue Dental	\$17,371.95	\$29,399.37	0	\$46,771.31	
	Revenue Mental Health	\$7,644.00	\$7,121.57	\$2,981.71	\$17,713.68	
	Revenue Grand Total	\$76,025.74	\$ 118,903.25	\$24,190.51	\$219,119.50	
		Happy Camp	Yreka	Orleans	KTHP	
	Billing February Medical	\$58,101.82	\$130,561.80	\$21,198.51	\$209,862.13	
	Billing February Dental	\$68,964.10	\$88,867.00	\$ 2,381.25	\$160,212.35	
	Billing February Mental Health	\$6,191.00	\$13,992.70	\$0.00	\$20,183.70	
	Billed Grand Total	\$133,256.92	\$233,421.50	\$23,579.76	\$390,258.18	
	BILLING DEPARTMENT BUDGET FEBRUARY 2013					
						AVAILABLE %
PROGRAM	YEAR END ANNUAL	EXPENSES TO				Could be spent
YEAR	BUDGET	DATE	BALANCE	% USED		at this date
FY 2013	\$460,955.78	\$119,067.11	\$317,288.26	31.17%		41.70%

**KARUK TRIBE HEALTH AND HUMAN SERVICES
BUSINESS OFFICE HEALTH BOARD REPORT
MEETING DATE April 11, 2013**

At this time all medical data is caught up to date. Yreka dental is completed through February, Happy Camp dental is up to date. Behavioral Health is about 2 weeks behind which is closer than they usually are. So all is going well at this point.

The new Medi-cal managed care contracting has begun with Partnership Healthcare of California and that is our county representative carrier. We are getting all our medical providers credentialed with "Partnership", I have been very busy getting all these forms typed and will be submitting them shortly. Do to my need to attend to all this the daily department business has been handled by Eileen and all is going smoothly. Our patients will need some morale support through this process, as it is a few changes and can be confusing at times. We will be as available and supportive as we can be. I will be working closely with the front office staff also.

This transition to Managed Care and the upcoming change to ICD-10 and the insurance exchanges is creating a need for much education and travel. As there is no where local to get this particular state information.

Attached are the monthly financial reports.

Respectfully submitted

Suzanna Hardenburger, CCS-P

RPMS
Karuk Tribal Health and Human Services Program
Health Board Meeting
April 11, 2013
Patricia White, RPMS Site Manager

RPMS Requests

- **March 2013**
 - 23 requests for user assistance/support (passwords, access, etc.)
 - 7 requests for report data (patient numbers, visit numbers etc.) 4 completed, 3 in process.

Workload reports

Attached is the Operation Summary along with Tribal Statistics for February 2013. This month we had 1,777 visits at all locations. 961 of these visits were for Native American Patients. Graphs are also included the summary.

Meeting and Conference Calls - March 2013

03/07/2013	RPMS/EHR Office Hours-Weekly Call-Lab Interface (1 ½ hours)
03/12/2013	Dentrix Conference Call (Eric, Dr. Ash, Dr. Shearer) (½ hour)
03/13/2013	GPRA Webinar- IHS (1 hour)
03/14/2013	Health Board Meeting
03/18/2013	Meaningful Use Stage 2 Webinar (1 hour)
03/20/2013	Risk Analysis Conference Call- IHS and Infogard Consultants (½ hour)
03/21/2013	RPMS/EHR Office Hours-Weekly Call (1 hour)
03/26/2013	ED Advisory Meeting (2 ¾ hours)
3/29/2013	IHS Conference Call: Bi-Directional Interface status (½ hour)

RPMS

- **Scheduling GUI**-We have been installing an updated scheduling program for users. The only difference from previous version is that it prompts you pick your location. The previous version defaulted to the Happy Camp location and often times there were issues with making appointment in the incorrect location.
- Dale and I have been working on a web server for the *Practice Management Application* known as BMW. This program, when operational will replace the Patient Registration in RPMS and the Scheduling GUI program we currently use. All data will be linked back to RPMS as the end repository for health information.

UDS Report

Last month I sent a copy of the Final UDS Report CY 2012 to all of you. Some highlights of the report are:

- In 2012 we saw 4,193 patients in our clinics and offices. (Unduplicated count) These are patients and clients with a face to face encounter.
 - Medical saw 2,927 of these patients with 11,917 visits
 - Dental saw 2078 of these patients with 6,052 visits
 - Mental Health saw 87 of these patients with 749 visits
 - Substance Abuse Services saw 129 of these patient with 1399 visits

- Race
 - 45% of patients were Native American
 - 31% of patients were White/Caucasian
 - 21% of patients were unreported/refused to reports
 - 3% of patients were of Asian, Hawaiian, or other Pacific Islander races
- Ethnicity
 - 6% were Hispanic/Latino
 - 87% were Non-Hispanic/Latino
 - 7% unreported ethnicity

We also were credited with 193 patients and visits for Vision Services that we referred out to other providers.

Later this year we will receive reports that compare the 2012 data to previous years and to other HRSA Grantees.

Budget: Period ending March 31, 2013:

Program	RPMS
Budget Code	3000-75
Program Year	2012-2013
Appropriation	\$235,220.84
Expenses to Date	\$80,854.34
Balance	\$154,290.91
Percent used	34.41%

Respectfully Submitted,

Patricia C White, RPMS Site Manager

OPERATIONS SUMMARY FOR KARUK TRB HP Service Unit
FOR FEB 2013
Prepared for April 11, 2013 Health Board Meeting

(Note: In parentheses following each statistic is the percent increase or decrease from the same time period in the previous year. '**' indicates no data is present for one of the two time periods.)

PATIENT REGISTRATION

There are 17,456 (+4.5) living patients registered at this SU. This number does not represent the 'Active User Population' which is found elsewhere in PCC Reports. There were 82 (-17.2) new patients, 0 (**) births, and 3 (+50.0) death(s) during this period. Data is based on the Patient Registration File.

THIRD PARTY ELIGIBILITY

There were 2,645 (+0.2) patients enrolled in Medicare Part A and 2,530 (+0.3) patients enrolled in Part B at the end of this time period.

There were 78 (+13.0) patients enrolled in Medicare Part D.

There were also 5,835 (+1.1) patients enrolled in Medicaid and 4,307 (+2.3) patients with an active private insurance policy as of that date.

CONTRACT HEALTH SERVICES

Total CHS expenditures (obligations adjusted by payments) for this period were 84,462.26 (+18.4). The number and dollar amount of authorizations by type were:

57 - DENTAL	11	5341.1
64 - NON-HOSPITAL SERVICE	1045	79121.16

DIRECT INPATIENT

[NO DIRECT INPATIENT DATA TO REPORT]

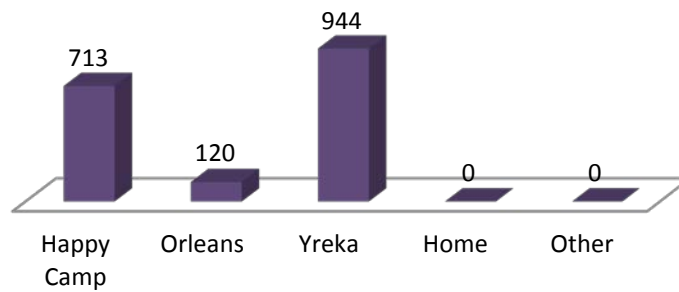
AMBULATORY CARE VISITS

There were a total of 1,777 ambulatory visits (-17.8) during the period for all visit types except CHS.

They are broken down below by Type, Location, Service Category, Clinic, Provider Discipline and leading Diagnoses. These do not equate to official' APC Visits which are identified in other PCC Reports.

By Type:		
TRIBE-638 PROGRAM	1,777	(-17.8)
By Location:		
YREKA	944	(-22.3)
KARUK COMM HEALTH CLINIC	713	(-6.3)
ORLEANS	120	(-35.8)

Visits by Location February 2013



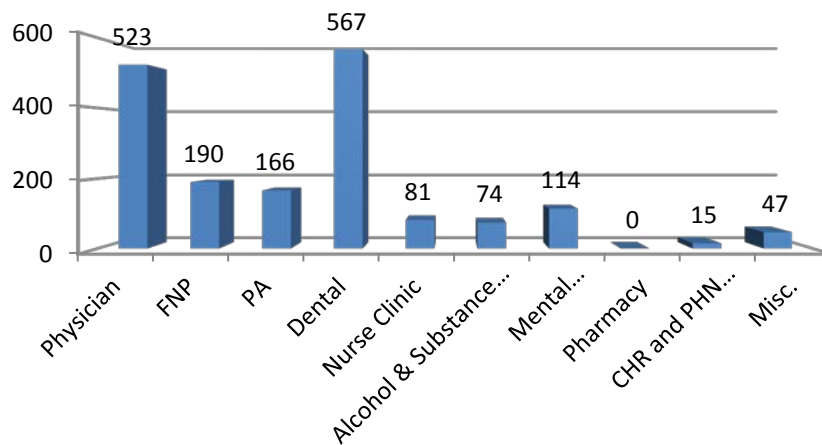
By Service Category:

AMBULATORY	1,760	(-17.7)
TELECOMMUNICATIONS	17	(-29.2)

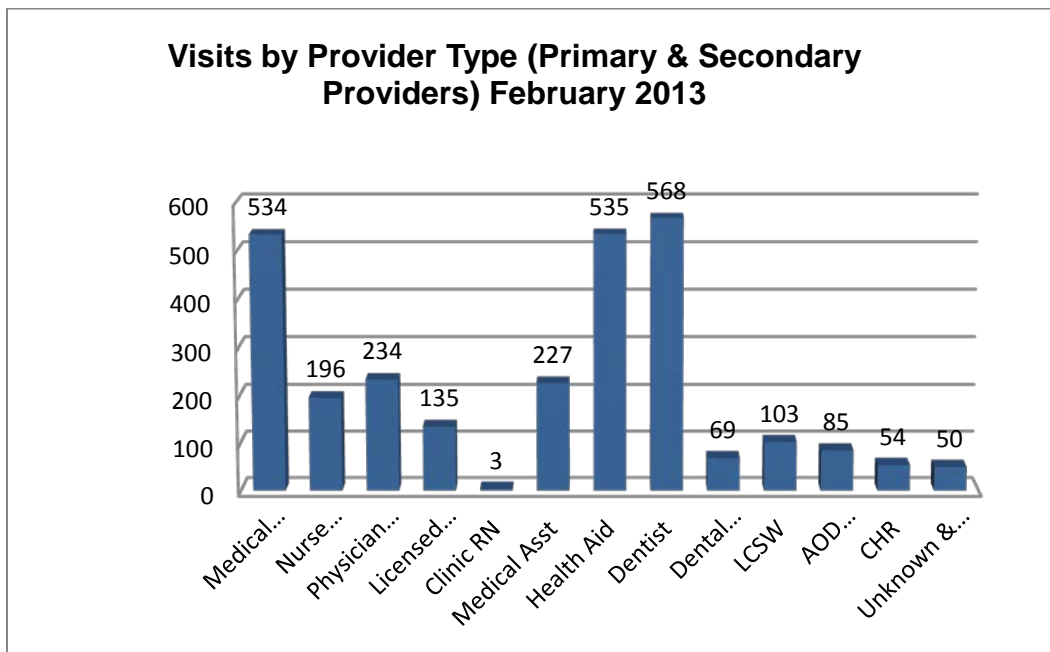
By Clinic Type:

DENTAL	567	(-5.8)
PHYSICIAN	523	(-7.3)
FAMILY NURSE PRACTITIONER	190	(-51.5)
PHYSICIAN ASSISTANT	166	(+9.2)
MENTAL HEALTH	103	(+87.3)
NURSE CLINIC	81	(+14.1)
ALCOHOL AND SUBSTANCE	74	(-56.0)
TRANSPORT	42	(+55.6)
CHR	12	(-45.5)
BEHAVIORAL HEALTH	11	(+1,000.0)
TELEPHONE CALL	3	(-85.0)
CHART REV/REC MOD	2	(-92.6)
PHN CLINIC VISIT	2	(**)
HOME VISIT	1	(**)

Visits by Clinic Type February 2013



By Provider Type (Primary and Secondary Providers):		
DENTIST	568	(-7.3)
HEALTH AIDE	535	(+40.1)
MD	534	(+2.9)
PHYSICIAN ASSISTANT	234	(+30.0)
MEDICAL ASSISTANT	227	(+90.8)
NURSE PRACTITIONER	196	(-49.9)
LICENSED PRACTICAL NURSE	135	(-64.8)
LICENSED CLINICAL SOCIAL WORK	103	(+98.1)
ALCOHOLISM/SUB ABUSE COUNSELOR	85	(-50.3)
DENTAL HYGIENIST	69	(-52.1)
COMMUNITY HEALTH REP	54	(+10.2)
HEALTH RECORDS	48	(**)
CLINIC RN	3	(-25.0)
DENTAL ASSISTANT	1	(+0.0)
PUBLIC HEALTH NURSE	1	(-75.0)



The ten leading purposes of ambulatory visits by individual ICD Code are listed below. Both primary and secondary diagnoses are included in the counts.

By ICD Diagnosis		
1). DENTAL EXAMINATION	566	(-6.1)
2). HYPERTENSION NOS	82	(-35.9)
3). DMII WO CMP NT ST UNCNR	68	(+15.3)
4). VACCIN FOR INFLUENZA	63	(+23.5)
5). HYPERLIPIDEMIA NEC/NOS	58	(-18.3)
6). ACUTE URI NOS	57	(+103.6)
7). ALCOHOL ABUSE-UNSPEC	55	(-51.8)
8). THERAPEUTIC DRUG MONITOR	51	(+45.7)
9). LONG-TERM USE ANTICOAGUL	48	(+65.5)
10). BRONCHITIS NOS	44	(+4.8)

CHART REVIEWS

There were 1,174 (+2.4) chart reviews performed during this time period.

INJURIES

There were 95 visits for injuries (+72.7) reported during this period. Of these, 17 were new injuries (+142.9). The five leading causes were:

1). ACC-CUTTING INSTRUM NEC	4	(+100.0)
2). CAUGHT BETWEEN OBJECTS	2	(+100.0)
3). INDUS VEH ACC ON PREMISE	1	(**)
4). ACCID-OTHER HAND TOOLS	1	(**)
5). FALL NOS	1	(**)

EMERGENCY ROOM

[NO EMERGENCY ROOM VISITS TO REPORT]

DENTAL

There were 431 patients (-7.9) seen for Dental Care. They accounted for 567 visits (-5.8). The seven leading service categories were:

1). PATIENT REVISIT	439	(+21.3)
2). HYPERTENSION SCREENING	203	(+0.0)
3). LOCAL ANESTHESIA IN CONJUNCTION WIT	146	(+58.7)
4). FIRST VISIT OF FISCAL YEAR	131	(-45.6)
5). INTRAORAL - PERIAPICAL FIRST RADIOG	115	(-53.6)
6). PREVENTIVE PLAN AND INSTRUCTION	103	(-25.9)
7). SEALANT - PER TOOTH	101	(-43.9)

IN-HOSPITAL VISITS

[NO IN HOSPITAL VISITS TO REPORT]

PHARMACY

There were 1,807 new prescriptions (+34.8) and 0 refills (**) during this period.

KTHHSP Tribal statistics for February 2013

	Registered Indian patients	Indian Patients Receiving Services Jan. 2013	APC Visits by Indian Patients Jan 2013
Karuk	2039	424	549
Descendants residing in CA	1854	234	273
All other tribes	2110	117	139
total	6003	775	961