

**KARUK TRIBE**  
**HEALTH BOARD MEETING AGENDA**  
Thursday, December 4, 2014 **3 PM**, Orleans, 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** (*November 6, 2014*)

**F) GUESTS** (*Ten Minutes Each*)

1. Abigail Yeager, Contractor
2. Patricia Hobbs, LCSW
3. Laura Olivas, Bookkeeper

**H) OLD BUSINESS** (*Five Minutes Each*)

- 1.

**I) DIRECTOR REPORTS** (*Ten Minutes Each*)

1. Annie Smith, Director of Community Outreach (written report)
2. Rondi Johnson, Deputy Director (written report)
3. Patricia White, RPMS Site Manager (written report)
4. Eric Cutright, IT Director (written report)
5. April Attebury, Interim Director of Children and Family Services
6. Lessie Aubrey, Executive Director of Health & Human Services

**II) REQUESTS** (*Five Minutes Each*)

- 1.

**K) INFORMATIONAL** (*Five Minutes Each*)

- 1.

**M) CLOSED SESSION** (*Five Minutes Each*)

1. CHS (dinner break)
2. Laura Olivas
3. Suzanna Hardenburger
4. Barbara Snider

5. Tribal Council Members

**N) SET DATE FOR NEXT MEETING (Thursday, January 8, 2015 at 3 PM in Yreka CA.**

**OO) ADJOURN**

**Karuk Tribe – Health Board Meeting  
November 6, 2014 – Meeting Minutes**

**Meeting called to order at 3:02pm, by Secretary/Treasurer, Joseph “Jody” Waddell**

**Present:**

Joseph “Jody” Waddell, Secretary/Treasurer  
Alvis “Bud” Johnson, Member at Large  
Charron “Sonny” Davis, Member at Large  
Josh Saxon, Member at Large  
Arch Super, Member at Large

**Absent:**

Elsa Goodwin, Member at Large (travel/excused)  
Russell “Buster” Attebery, Chairman (travel/excused)  
Michael Thom, Vice-Chairman (excused)

**The Mission Statement was read aloud by Arch Super and a prayer was done by Sonny Davis.**

**Agenda:**

Josh Saxon moved and Bud Johnson seconded to approve the agenda with changes, 4 haa, 0 puuhara, 0 pupitihara.

**Minutes of October 9, 2014:**

Arch Super moved and Josh Saxon seconded to approve the meeting minutes of October 9, 2014, 3 haa, 0 puuhara, 1 pupitihara (Arch Super).

**Guests:**

**1.) Abigail Yeager, Contractor:**

Abby is present to provide a presentation. She was hired as a contractor to provide the Indian Health Services Business and Marketing Plan for the Karuk Medical Clinics. She has been working on this for two months. She has a BS and received her MBA. She is a local youth and is personally invested in the healthcare services from the actual clinics, so she would really like to see them do better.

She took information on marketing research, internal analysis, identify competitive advantage, identify target market, set goals, determine budget and reviewed an implementation plan. She reviewed FMC and Yreka Immediate Care clinics as the competition. She took into consideration the hours of operation. Other facilities use social media but they also cap their medical patients. When Josh inquired about FMC capping based on the overall population, then the Karuk Tribe could take that patient population and capture patients.

Yreka Immediate Care is open through lunch, primary care, and has basic marketing. They do not participate in social media for advertising and do not take Medi-Cal patients.

She did provide a plan for internal changes that should occur before any marketing expenditures are spent. The lacking of business model approach, improper staffing levels, low productivity, lost revenue, limited capacity, benchmarking/metrics for performance, marketing not visible within communities, training (clinic staff/with patients) are all items to be identified and then plan for marketing.

She believes that understaffing may be an issue. There should be 2.6 FTE support staff needed per provider.

She noted that there should be 11 (low number) patients per day, 18 (medium), 25 (high). Yreka is currently seeing 7.5 patients per day. Happy Camp is seeing patients and is productive and Orleans patients are seeing their population. Arch inquired about the low range for the Yreka Clinic. Abby commented that there are reasons, such as low issues vs complex health issues. Abby's recommendation is that providers need to see 18 patients per day, eventually. Yreka is backlogged and the demand is there. She believes they can't increase the number unless they expand the capacity.

She has identified an issue in Yreka. She would like to add an exam room (which is planned currently), patient care teams and more support staff.

She believes that effective scheduling is paramount to its success. She noted that there is a high loss of patients coming to the clinic. She provided a difference in Happy Camp and Yreka scheduling. She would like another receptionist for Yreka and increased training for them and initiate an automatic appointment reminder system. She would even like to provide monetary incentives for that increased productivity.

She provided a financial breakdown on the revenue impact of proposed changes. Her suggestion is to test pilot this in Yreka. She would like to get provider "buy-in" and invite them to the interview process. She would like to add an exam room, receptionist. She noted that they need to have three full time providers and not to have staff that isn't working full time. She noted that setting clearly defined goals and a realistic timeline.

She overviewed the strengths of the clinics, which has medical and assisting in insurance coverage, she would like to note that the facilities aren't functioning because they are so close, she would recommend separating the medical clinics and dental clinics. She provides an overview of the target market.

She noted that there are no x-ray care and the competitors do. She noted that expanding hours to capture that care, prenatal care, which she would recommend this type of activity for the Happy Camp Clinic, because the patients are referred out.

She would recommend that there be no marketing, improve customer service and increase provider productivity and then in the 6-12 goal, increase market, target low income market, increase clinic productivity and then the 12-36 month goal would be to expand capacity to meet demand and then expand what is factual, i.e. pediatric provider.

Abby noted that someone has to meet the plan and to also hire someone to complete these long term goals of expansion. She noted that she would be interested in this type of position. She would like 4 MA's and 1 receptionist in Yreka.

She outlined the concepts for the expansion and advertising for the clinics. She included relatively low cost items and a plan for immediate needs. She provided an overall report for each Council Member and provided it to the Health Directors.

The group applauded her presentation.

**2.) Dr. Vasquez, MD, Medical Director:**

Dr. Vasquez is present to provide an Ebola presentation to the health Board and the audience. He provided this presentation to the Health Staff at their bi-annual meeting.

He included the virus and how it is being treated in Africa. He commented that this is not the first time Ebola has been in the US, there was a near miss in 1989 and all monkeys were killed due to infection with Ebola.

There are an estimated 10,000 patients with Ebola. The interim guidance on Ebola and the CDC keeps changing their recommendations. They believe that Ebola is being transmitted in body fluids and the theory to be transferred by mosquitos is possible but undocumented.

There have been CDC triage recommendations issued over a month ago, and they are now outdated. The previous fever review is found to be untrue. Now it is known that the patient doesn't have to have a fever. Josh asked if the 21 day recommendation is going to be removed. Dr. Vasquez believes that the CDC does not know what they are doing and their recommendations are outdated or seem to be that they aren't sure exactly on how to respond.

The personal protective equipment is not on site and the clinics are not prepared for Ebola exposure. However they have some minimal equipment and they are reviewing options of purchasing more in the event of exposure.

Dr. Vasquez continued to overview the precautions that need to be taken to prepare for possible exposure and the protections that the CDC is recommending. Even with the recommendation that Ebola is not airborne, Dr. Vasquez is unsure of that statement.

The Ebola projections conclude that there could be 1.4 million cases by January. There are other Countries that are experiencing this issue as well and possibly sending troops to Africa as well as the United States President.

Dr. Vasquez noted that there are issues with air travel. Jody commented that there is a person in Jackson County that is currently under quarantine. Dr. Vasquez noted that there are no mass produced vaccines, but the FDA may waive policy on testing and studies to get a trial vaccine out. He will not take it. Rondi noted that there are some plasma from a survivor and the antibodies of that plasma can be provided to contaminated patients and that may be a possibility of the vaccine. However, he himself will take the experimental vaccine.

He went on to review his slides of recommendations on equipment, other countries that are preparing or what options that are using to prepare.

Eric then advised that as a supervisor he would like a Council Directive regarding employees staying home if they are sick. Also, Annie noted that supervisors should be monitoring their sick leave and also communication with employees regarding being sent home. Eric's request will be tabled.

**3.) Tom Waddell, Grant Writer/ Resource Developer:**

Tom is present to seek approval of resolution 14-R-114 for a youth 2-day sports clinic.

Tom went on to note that it's the opportunity to put in for this \$1,000 grant is because he participated in the community activity participation meetings.

Bud Johnson moved and Arch Super seconded to approve resolution 14-R-114, 3 haa, 0 puuhara, 1 pupitihara (Josh Saxon).

**4.) Suzanna Hardenburger, Business Office Manager:**

Suzanna is present to seek approval of billing agreements for the providers. The agreement is to bill for Medicare. The agreements are between the provider and the Tribe stipulating that the funding received from CMS, Medicare then that billing revenue comes to the Tribe.

Arch Super moved and Bud Johnson seconded to approve agreements 15-A-002, 15-A-004, 15-A-005, 15-A-006, 4 haa, 0 puuhara, 0 pupitihara.

**Director Reports:**

**1.) Annie Smith, Director of Community Outreach:**

Annie is present to review her report. She provided an update to the Health Board on the Notice of Award for the Diabetic Grant. There was a large delay because Congress took their time. For the FY16, it is unknown what this funding will be. Next year, they believe that the diabetic grant will be competitive based on need and percentage of diabetics.

She was previously going to have knee surgery but that has now been postponed and has re-scheduled for December 11, 2014.

For emergency operations, she will be attending a County training on Ebola preparedness. This will be for the medical providers, hospital and public health and it is on November 20<sup>th</sup>.

Arch Super moved and Sonny Davis seconded to approve Annie's report, 4 haa, 0 puuhara, 0 pupitihara.

**2.) Rondi Johnson, Deputy Director:**

Rondi is present to review her report. She has two action items. She would first like to request a credit card for Lou Tiraterra at the Senior Nutrition Site.

Laura commented that if the purchase is in town then it a purchase order, but out of town he may need a VISA. This will be moved to closed session. Laura also noted that the person prior had a VISA.

Rondi noted that she will be in Arizona and then she would like to tail that travel January 7-8, 2015 for Indian Health Service FY15 appropriation conference.

Arch asked about Lessie and her travel. Arch asked if Lessie would be present. Rondi noted that in her absence then Vickie Simmons will be taking that role.

Josh asked Rondi for an update on the 114<sup>th</sup> Congress that the conference is going to provide, once she returns.

Arch Super moved and Bud Johnson seconded to approve out of state travel for Rondi Johnson to Tempe AZ, January 7-8, 2015, 4 haa, 0 puuhara 0 pupitihara.

She then provided an overview of the performance improvement reporting that is done by the ACQI Committee. The minutes for the October ACQI Meeting haven't been done and she will send them when they are done.

Josh asked if the BMI's are done and if the patients like them. Rondi noted that most patients don't like them. Josh asked about encouraging patients to try it out to increase the performance of the report and provide patient education.

Arch Super moved and Josh Saxon seconded to approve Rondi's report, 4 haa, 0 puuhara, 0 pupitihara.

Rondi noted that there will be a change in the HRSA funding to hire two MA's and a receptionist rather than a provider, which coincides with the consultants earlier report.

**3.) Patricia White, Database Administrator:**

Patty is present to seek approval of procurement and purchase 9 more scanners for EHR.

Arch Super moved and Bud Johnson seconded to approve procurement and allow the purchase of scanners from Government Connect, 4 haa, 0 puuhara, 0 pupitihara.

She went on to explain her attached reports, including user reports, patient workload reports, provider visit reports, and operation summary.

The BMW program she has been working on with IHS, will go live December 1<sup>st</sup>. The staff will need to be trained but it is progressing and moving forward.

VISTA imaging is having monthly meetings and this will allow the staff to bring issues forward and discuss fixes.

Josh asked what the difference between an EO and a provider. Dr. Vasquez noted that they are equivalent but they do more alternative therapy. They are more open to alternative therapy. Dr. Vasquez did note that the legal point of view is that they are very similar.

Arch Super moved and Bud Johnson seconded to approve Patti's report, 4 haa, 0 puuhara, 0 pupitihara.

**4.) Eric Cutright, IT Director:**

Eric is present to seek approval of amendment (2) to 14-A-001 between the Karuk Tribe and United States Department of Agriculture Forest Service. This addendum will allow the Tribe to operate broadband and operate under the permit for 20 years.

Josh Saxon moved and Bud Johnson seconded to approve amendment (2) to agreement 14-A-001, 4 haa, 0 puuhara, 0 pupitihara.

Eric then went on to discuss internet service in Orleans. Eric noted that Orleans DNR had satellite internet installed. The monthly service is out and he has ordered them some more bandwidth. Josh Hillman discovered that the cell phone booster is causing issues at DNR, so that is going to be kept off to determine if that bandwidth use is improved and if so, it will stay off.

The second reimbursement is being prepared for the USDA and those invoices are being double-checked to ensure a smooth reimbursement. He will be bringing more action items in the coming weeks for the broadband project.

He advised the Council of a pending issue on the larger broadband project. The State would like to complete a \$700,000 invoice from the project for the Environmental Review. It is required by

the State to comply with the CEQA laws and the project must comply with NEPA, however the State is invoicing the grant for their portion of CEQA. Eric has appealed this charge and the budget but Eric wanted to advise this appeal.

Bud Johnson moved and Arch Super seconded to approve Eric's report, 4 haa, 0 puuhara, 0 pupitihara.

Eric then advised that he will provide the report on full minute use on the cell phones.

**5.) April Attebury, Children and Family Services:**

April is not present. She emailed her report to the Council while the meeting was convened.

Laura Olivas then presented resolution 14-R-116 in reference to CalWORKS funding that was drafted by April Attebury. The internal requirement was to have a resolution. Laura noted that Angela and she have been working on the MOU regarding the indirect shortfall. They are hoping to appeal some fees to include direct costs into the MOU so there is less of a hit in the shortfall moving forward.

Arch Super moved and Bud Johnson seconded to approve resolution 14-R-116, 4 haa, 0 puuhara, 0 pupitihara.

Josh Saxon moved and Arch Super seconded to table April's report to Thursday's Planning Meeting, 4 haa, 0 puuhara, 0 pupitihara.

**6.) Lessie Aubrey, EDHHS:**

Lessie is out on leave. No report provided.

**Closed Session:**

Laura Olivas – Josh asked about the Third Party revenue. Josh asked about the projected third party with the marketing report they received earlier in the evening. It was confirmed that the projections in the fiscal report are in line with the current staffing and the additional staff from the HRSA expansion grant, should increase revenue, in conjunction with the marketing plan, then the third party revenue would increase.

Consensus: for the revised Senior Center Nutrition supervisor position description to be presented to the Tribal Council once finalized.

Arch Super moved and Josh Saxon seconded to approve the Health Financials report, 4 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Josh Saxon seconded to approve a credit card for Lou Tiraterra in the amount of \$2,500, 4 haa, 0 puuhara, 0 pupitihara.

Consensus: to seek the HR attorney recommendation regarding personnel matters.

Consensus: table travel for Nikkita Harrison, Jaclyn Goodwin, and Buster Attebery to Washington DC.

Josh Saxon moved and Bud Johnson seconded to approve up to \$100 to provide Michael Thom with an appreciation plaque for his service, 4 haa, 0 puuhara, 0 pupitihara.



Arch Super moved and Sonny Davis seconded to approve the purchase of two coats, two smart phones, and two tablets for the incoming Council Members, 4 haa, 0 puuhara, 0 pupitihara.

Josh Saxon moved and Bud Johnson seconded to approve travel for Sandi Tripp to Albuquerque, NM, December 9-10, 2014, 4 haa, 0 puuhara, 0 pupitihara.

**Next Meeting Date: December 4, 2014 at 3pm in Orleans, CA.**

Josh Saxon moved and Arch Super seconded to adjourn at 7:43pm, 4 haa, 0 puuhara, 0 pupitihara.

**Respectfully Submitted,**

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**Joseph “Jody” Waddell, Secretary/Treasurer**

**Record Secretary, Barbara Snider**

# REQUEST FOR TRIBAL COUNCIL AUTHORIZATION TO SUBMIT PROPOSAL TO FUNDING SOURCE

REQUESTOR: Laura Olivas DATE: 11/24/2014

DEPARTMENT: Senior Nutrition

DEADLINE DATES  
E: ASAP AMOUNT: \$ 2,735.00 FROM: 10/01/2014 TO: 06/30/2015

**BRIEFLY DESCRIBE PURPOSE OF PROPOSAL:**

Accept Amendment to Contract # 4005-1415 (A9) \$2,735.00 from PSA 2 Area Agency on Aging (Senior Nutrition Happy Camp) to provide hot lunches on-site and home delivery - Additional funding will be used for food purchases and indirect.

REVIEW:	COMPLIANCE	CFO	OTHER:
NARRATIVE:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BUDGET:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
INDIRECT COST:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MATCH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DOCUMENTATION:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TRIBAL RESOLUTION:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

COMMENTS:

COMPLIANCE:

CFO:

OTHER:

REQUIRED SIGNATURES\*

REQUESTOR*	<u><i>Laura Olivas</i></u>	DATE	<u>11/24/2014</u>
CFO*	<u><i>Laura Mayston</i></u>	DATE	<u>11-25-14</u>
COMPLIANCE*	<u><i>Sammi Ahlsted</i></u>	DATE	<u>11-25-14</u>
CHAIRMAN		DATE	
OTHER	<u><i>John ...</i></u>	DATE	<u>11/25/14</u>

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



**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

**REQUEST FOR RESOLUTION**

Check One:  Resolution

Karuk Tribe Number Assigned: 14-R-121

Prior Amendment:

Requestor: Laura Olivas

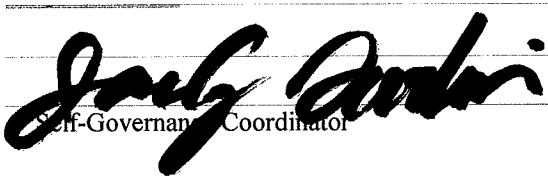
Date: November 24, 2014

Department/Program: Senior Nutrition

Brief Description of Purpose:

Authorizing the acceptance of amendment to contract 4005-1415-A3 with Planning and Service Area 2 Area Agency on Aging. (amount of this amendment is \$2,735.00 - not included in resolution so that additional resolutions will not be needed if PSA 2 awards additional funds or reduces award during the contract period)

**\*\* REQUIRED SIGNATURES \*\***

  
Self-Governance Coordinator

11/25/14  
Date

Other

Date

**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  
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## Administrative Office

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

## RESOLUTION OF THE KARUK TRIBE

**Resolution No: 14-R-121**  
**Date Approved: December 4, 2014**

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF ADDITIONAL FUNDING AMENDMENTS TO CONTRACT NUMBER 4005-1415-A9 WITH THE PLANNING AND SERVICE AREA 2 AREA AGENCY ON AGING (PSA 2 AAA) NOT INCLUDING ADDITIONAL ACTIVITIES, ONLY INCREASING THE NUMBER OF MEALS WE ARE ABLE TO BE REIMBURSED.**

**WHEREAS;** the Karuk Tribe is a Sovereign Aboriginal People, that have lived on their own land since long before the European influx of white men came to this continent; and

**WHEREAS;** the members of the Karuk Tribe have approved Article VI of the Constitution delegating to the Tribal Council the authority and responsibility to exercise by resolution or enactment of Tribal laws all the inherent sovereign powers vested in the Tribe as a Sovereign Aboriginal People, including negotiating and contracting with federal, state, Tribal and local governments, private agencies and consultants; and

**WHEREAS;** the members of the Karuk Tribe have approved Article VIII of the Constitution assigning duties to the Chair, Vice Chair, and Secretary/Treasurer including signing and executing all contracts and official documents pertaining to the Karuk Tribe; and

**WHEREAS;** the Karuk Tribe is a federally recognized Tribe and its Tribal Council is eligible to and is designated as an organization authorized to Contract pursuant to P.L. 93-638, as amended, on behalf of the Karuk Tribe; and

**WHEREAS;** the Karuk Tribal Council continues to support providing quality health care for Native Americans and to provide quality health care to other people living in the communities we serve as resources allow; and

**WHEREAS;** there is a need for senior nutritional services for all community elders and a need to increase the awareness of the public regarding services provided by the Tribe; now

**THEREFORE BE IT RESOLVED;** that the Karuk Tribe supports the Senior Nutrition Program in providing healthy, nutritious meals to Elders; now

**THEREFORE BE IT FINALLY RESOLVED;** that the Karuk Tribal Council acceptance of additional funding amendments to contract number 4005-1415-A9 with the Planning and Service

Area 2 Area Agency on Aging (PSA 2 AAA) not including additional activities, only increasing the number of meals we are able to be reimbursed.

**CERTIFICATION**

I, the Chairman, hereby certify the foregoing resolution 14-R-121 which was approved at a Health Board meeting on December 4, 2014, was duly adopted by a vote of \_\_\_\_\_ AYES, \_\_\_\_\_ NOES, \_\_\_\_\_ ABSTAIN, and said resolution has not been rescinded or amended in any way. The Tribal Council is comprised of 9 members of which \_\_\_\_\_ voted.

\_\_\_\_\_  
Russell Attebery, Chairman


\_\_\_\_\_  
Date



# PSA 2 AREA AGENCY ON AGING

RECEIVED SEP 24 2014

## MEMORANDUM

Date: September 23, 2014  
To: PSA 2 Providers  
From: Teri Gabriel, Executive Director   
Re: FY 2014/15 A9 Contract Amendment 1

Serving

Seniors

In

Lassen,

Modoc,

Shasta,

Siskiyou,

&

Trinity

Counties

Kay White  
Chairman,  
PSA 2 Executive Board

Debbie Weiland  
Chairman,  
PSA 2 Advisory Council

Teri Gabriel  
Executive Director,  
PSA 2 AAA

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Enclosed you will find the FY 2014/15 A9 Contract Amendment 1. Please note that **revised program budgets are due to the PSA 2 office no later than Wednesday, October 8, 2014.**

Should you wish to adjust service units, please write in your changes and initial on the second page of the contract. You may also request budget transfers at this time.

Please complete all changes in the "Trans 1 Budget" column on the detail page of your reporting spreadsheets. Please remember to print the "Budget Rev 1 – 9 mo" signature pages and mail the originals with signatures to our office.

Should you have any questions, please feel free to contact our office.

Thank you.

THIS NOTICE OF GRANT AWARD is issued this first day of October 2014, in the State of California by and between the Agency and Contractor for a term of 9 months terminating June 30, 2015.

<b>Contract #</b>	<b>Am. No.</b>
4005-1415-A9	1

**AGENCY:**

**PLANNING AND SERVICE AREA 2 AREA AGENCY ON AGING (PSA 2 AAA)**

208 W. Center Street  
P.O. Box 1400  
Yreka, CA 96097  
phone: (530) 842-1687  
fax: (530) 842-4804  
www.psa2.org

**CONTRACTOR:**

**KARUK TRIBE OF CALIFORNIA**

P.O. Box 1016  
Happy Camp, CA 96039-1016  
phone: (530) 627-3056  
fax: (530) 627-3058

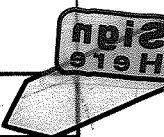
**Taxpayer I.D. #** \_\_\_\_\_

Subject categories, their federal catalog numbers and federal funding agency are as follows:

Title III-B Grants for supportive Services and Senior Centers, FCN# 93.044  
Title III-C Nutrition Programs, FCN# 93.045  
Title III-D Preventive Health & Medication Management Programs, FCN# 93.043  
Title III-E Family Caregivers Support Program, FCN# 93.052  
Title VII-A, Long Term Care Ombudsman Services for Older Individuals, FCN# 93.042  
NSIP Nutrition Services Incentive Program, FCN# 93.053  
**These categories are funded through the Department of Health & Human Services, Administration on Aging.**

The amounts listed in this Notice of Grant Award are contingent upon the availability of Federal, State and local funding and may be subject to change or renegotiation at any time. Additionally, all amounts listed herein must be fully expended by June 30, 2015.

<b>PSA 2 AREA AGENCY ON AGING</b>		<b>CONTRACTOR - KARUK TRIBE OF CA</b>	
BY (AUTHORIZED SIGNATURE) / DATE		BY (AUTHORIZED SIGNATURE) / DATE	
PRINTED NAME OF PERSON SIGNING		PRINTED NAME OF PERSON SIGNING / TITLE	
Teri Gabriel - Executive Director		ROBERT SUPER VICE-CHAIRMAN	
AMOUNT ENCUMBERED BY THIS DOCUMENT - ORIGINAL	ADDITIONAL AMOUNT ENCUMBERED FOR THIS CONTRACT	TOTAL AMOUNT ENCUMBERED TO DATE	
\$ 20,862	\$ 2,735	\$ 23,597	
PROGRAM (see attached)	FUND TITLE		
	Older American's Act	See attached allocation sheet.	



TITLE III/VII NOTICE OF GRANT AWARD &  
SUMMARY OF GRANT REVENUE ACTIVITIES

Fiscal Year October 1, 2014 - June 30, 2015

Contractor Executive Director's Signature \_\_\_\_\_

Date \_\_\_\_\_

KARUK TRIBE OF CALIFORNIA

PSA 2 Executive Director's Signature \_\_\_\_\_

Date \_\_\_\_\_

Provider #4005-1415-A9

Revised 9/22/14 th

TITLE III PROGRAMS	TOTAL	Title III B	Title C-1	Title C-2	Title IIID	Title IIIE	Title VIIA	Title VIIB	Title FED CIT
Federal Catalog Numbers		93.044	93.045	93.045	93.043	93.052	93.042		
Federal Funds	\$ 13,187		\$ 9,459	\$ 3,728					
State Funds	\$ 4,049		\$ 1,711	\$ 2,338					
Transfers - Orig Budget	\$ -								
<b>TOTAL ORIGINAL FUNDS</b>	<b>\$ 17,236</b>	<b>\$ -</b>	<b>\$ 11,170</b>	<b>\$ 6,066</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Amend 1 - Federal Funds	\$ 1,093		\$ 708	\$ 385					
Amend 1 - State Special Nutrition	\$ 1,528		\$ 1,037	\$ 491					
	\$ -								
	\$ -								
	\$ -								
<b>FINAL 14/15 FUNDS</b>	<b>\$ 19,857</b>	<b>\$ -</b>	<b>\$ 12,915</b>	<b>\$ 6,942</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Federal Catalog Numbers			10.570	10.570					
NSIP ORIGINAL	\$ 3,626		\$ 1,770	\$ 1,856					
NSIP BACKFILL	\$ -								
NSIP OTO	\$ 114		\$ 55	\$ 59					
<b>TOTAL FUNDS</b>	<b>\$ 23,597</b>	<b>\$ -</b>	<b>\$ 14,740</b>	<b>\$ 8,857</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
14/15 Minimum Service Units	Funding	IIIB Units	C-1 Units	C-2 Units	IIID Units	IIIE Units	VIA Units	VIIB Units	Cost/Unit
IIIB - Personal Care									
IIIB - Homemaker									
IIIB - Chore									
IIIB - Case Management									
IIIB - Transportation									
IIIB - Legal									
IIIB - I&A									
IIIB - Outreach									
IIIB - Other									
C1 - Meals	\$ 14,740		2,873						5.13
C2 - Meals	\$ 8,857			1,968					4.50
IIID - Fall Prevention									
IIID - Information									
IIID - Outreach									
IIID - Physical Fitness									
IIID - Medication Management									
IIIE - Information Services									
IIIE - Access									
IIIE - Supportive Services									
IIIE - Respite									
IIIE - Supplemental Services									
VIA - Ombudsman									
Federal Penalty Citation									
<b>Total Funding</b>	<b>\$ 23,597</b>								



THIS NOTICE OF GRANT AWARD is issued this first day of October 2014, in the State of California by and between the Agency and Contractor for a term of 9 months terminating June 30, 2015.

<b>Contract #</b>	<b>Am. No.</b>
4005-1415-A9	1

**AGENCY:**

**PLANNING AND SERVICE AREA 2 AREA AGENCY ON AGING (PSA 2 AAA)**

208 W. Center Street  
P.O. Box 1400  
Yreka, CA 96097  
phone: (530) 842-1687  
fax: (530) 842-4804  
www.psa2.org

**CONTRACTOR:**

**KARUK TRIBE OF CALIFORNIA**

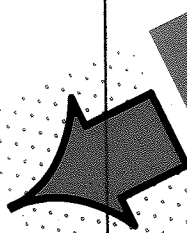
P.O. Box 1016  
Happy Camp, CA 96039-1016  
phone: (530) 627-3056  
fax: (530) 627-3058

**Taxpayer I.D. #** \_\_\_\_\_

Subject categories, their federal catalog numbers and federal funding agency are as follows:

**Title III-B** Grants for supportive Services and Senior Centers, FCN# 93.044  
**Title III-C** Nutrition Programs, FCN# 93.045  
**Title III-D** Preventive Health & Medication Management Programs, FCN# 93.043  
**Title III-E** Family Caregivers Support Program, FCN# 93.052  
**Title VII-A**, Long Term Care Ombudsman Services for Older Individuals, FCN# 93.042  
**NSIP** Nutrition Services Incentive Program, FCN# 93.053  
**These categories are funded through the Department of Health & Human Services, Administration on Aging.**

The amounts listed in this Notice of Grant Award are contingent upon the availability of Federal, State and local funding and may be subject to change or renegotiation at any time. Additionally, all amounts listed herein must be fully expended by June 30, 2015.



<b>PSA 2 AREA AGENCY ON AGING</b>		<b>CONTRACTOR - KARUK TRIBE OF CA</b>	
BY (AUTHORIZED SIGNATURE) / DATE		BY (AUTHORIZED SIGNATURE) / DATE	
⇒		⇒	
PRINTED NAME OF PERSON SIGNING		PRINTED NAME OF PERSON SIGNING / TITLE	
Teri Gabriel - Executive Director		ROBERT SUPER VICE-CHAIRMAN	
AMOUNT ENCUMBERED BY THIS DOCUMENT - ORIGINAL	ADDITIONAL AMOUNT ENCUMBERED FOR THIS CONTRACT	TOTAL AMOUNT ENCUMBERED TO DATE	
\$ 20,862	\$ 2,735	\$ 23,597	
PROGRAM (see attached)	FUND TITLE		
	Older American's Act	See attached allocation sheet.	

TITLE III/VII NOTICE OF GRANT AWARD &  
SUMMARY OF GRANT REVENUE ACTIVITIES

Fiscal Year October 1, 2014 - June 30, 2015

Contractor Executive Director's Signature \_\_\_\_\_

Date \_\_\_\_\_

KARUK TRIBE OF CALIFORNIA

PSA 2 Executive Director's Signature \_\_\_\_\_

Date \_\_\_\_\_

Provider #4005-1415-A9

Revised 9/22/14 th

TITLE III PROGRAMS	TOTAL	Title III B	Title C-1	Title C-2	Title III D	Title III E	Title VII A	Title VII B	Title FED CIT
Federal Catalog Numbers		93.044	93.045	93.045	93.043	93.052	93.042		
Federal Funds	\$ 13,187		\$ 9,459	\$ 3,728					
State Funds	\$ 4,049		\$ 1,711	\$ 2,338					
Transfers - Orig Budget	\$ -								
<b>TOTAL ORIGINAL FUNDS</b>	<b>\$ 17,236</b>	<b>\$ -</b>	<b>\$ 11,170</b>	<b>\$ 6,066</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Amend 1 - Federal Funds	\$ 1,093		\$ 708	\$ 385					
Amend 1 - State Special Nutrition	\$ 1,528		\$ 1,037	\$ 491					
	\$ -								
	\$ -								
	\$ -								
<b>FINAL 14/15 FUNDS</b>	<b>\$ 19,857</b>	<b>\$ -</b>	<b>\$ 12,915</b>	<b>\$ 6,942</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Federal Catalog Numbers			10.570	10.570					
NSIP ORIGINAL	\$ 3,626		\$ 1,770	\$ 1,856					
NSIP BACKFILL	\$ -								
NSIP OTO	\$ 114		\$ 55	\$ 59					
<b>TOTAL FUNDS</b>	<b>\$ 23,597</b>	<b>\$ -</b>	<b>\$ 14,740</b>	<b>\$ 8,857</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
14/15 Minimum Service Units	Funding	III B Units	C-1 Units	C-2 Units	III D Units	III E Units	VII A Units	VII B Units	Cost/Unit
III B - Personal Care									
III B - Homemaker									
III B - Chore									
III B - Case Management									
III B - Transportation									
III B - Legal									
III B - I&A									
III B - Outreach									
III B - Other									
C1 - Meals	\$ 14,740		2,873						5.13
C2 - Meals	\$ 8,857			1,968					4.50
III D - Fall Prevention									
III D - Information									
III D - Outreach									
III D - Physical Fitness									
III D - Medication Management									
III E - Information Services									
III E - Access									
III E - Supportive Services									
III E - Respite									
III E - Supplemental Services									
VII A - Ombudsman									
Federal Penalty Citation									
<b>Total Funding</b>	<b>\$ 23,597</b>								



**Karuk Tribe**

**Karuk Tribal Health and Human Services**

**Community Health Outreach**

**December 4, 2014**

**Annie Smith RN, BSN, PHN**

---

**ACTION ITEMS:**

None this month.

**NOVEMBER ACTIVITIES:**

*Diabetes Grant:*

The end of the audit year is ending on December 31, 2014. This is not the end of the fiscal year, but the final audit for FY 2014. Vickie Simmons will be running this audit and Our Team is working diligently to finalize the needed diabetes reminders before that date. We are calling and visiting all of our diabetes patients and checking their status of all reminders for care and screenings.

The award has been released for the Diabetes SDPI grant at \$157,554.00 for the FY 2015.

*CHR Activity:*

Both Carol and Clarence have returned from two weeks in San Bernardino, as both attended the CHR training. Carol for the first time and Clarence for a refresher. They both have returned with a renewed fervor to serve the Tribe. Our Team is looking forward to the teaching they have brought back and will be presenting at our monthly Team meetings. Flo, Dolores and Carol are all going to Redding on December 1 to attend a "Communication Skills" class. This is a one day class in strategies to improve confidence, credibility and composure in the workplace through good communication.

Both the CHR's and myself are continuing to call Elders and those on the SDPI grant to check in and urge improved health and screenings. We are all making sure that each of our Elders are ready for the depths of winter.

We have restructured the CHR schedules. We meet in the morning in each community with the partner CHR and discuss the cases we are working on. This is called a Hub. Then both CHR's clearly know who is being seen, who needs assistance and where each other is, etc.. I believe this will assist in covering any needs that arise.

*Emergency Operations:*

The required drills are up to date. I attended an online tabletop exercise for an Ebola drill with the Siskiyou County Public health and the Office of Emergency Services. The Yreka Clinic had many supplies that were here but not together and staff did not know where they were. The Clinic staff and I put together the needed supplies for any potential contamination and we were only short the appropriate gowns. They were ordered and are on the way. All staff know where the supplies are and we will train to don the outfits.

*Public Health:*

I attended the National Native American Healthcare Conference in Palm Springs with Rondi. I learned a lot about chronic care, diabetes, case management and wound care. I brought back information and am meeting with Chris Rotin PA, in Yreka, as she has many wound care certifications. I would like to pursue us having the ability to care for wounds of our patients here instead of sending them to FMC. Additionally I learned that many of the services I render in Public Health are now billable and we are working to capture those.

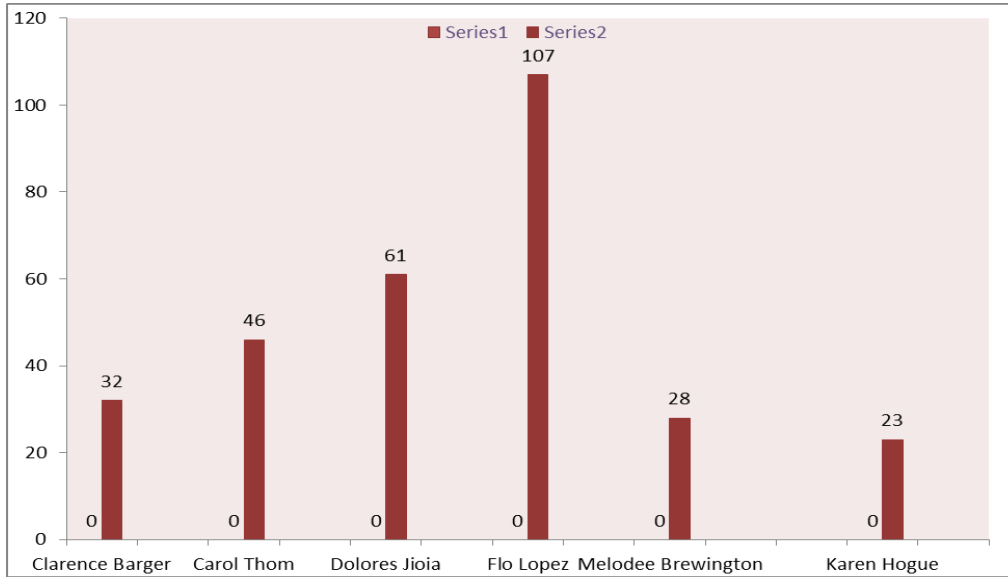
One of the classes I took was "A Native Nation, Community Approach to Healthcare," incorporating old ways with new and using lay persons, such as CHR's to case manage chronic care in our patients with RN's at the lead. This allows for billable services. I look forward to the future of Tribal Health as it embraces these principals.

*Classes this month:*

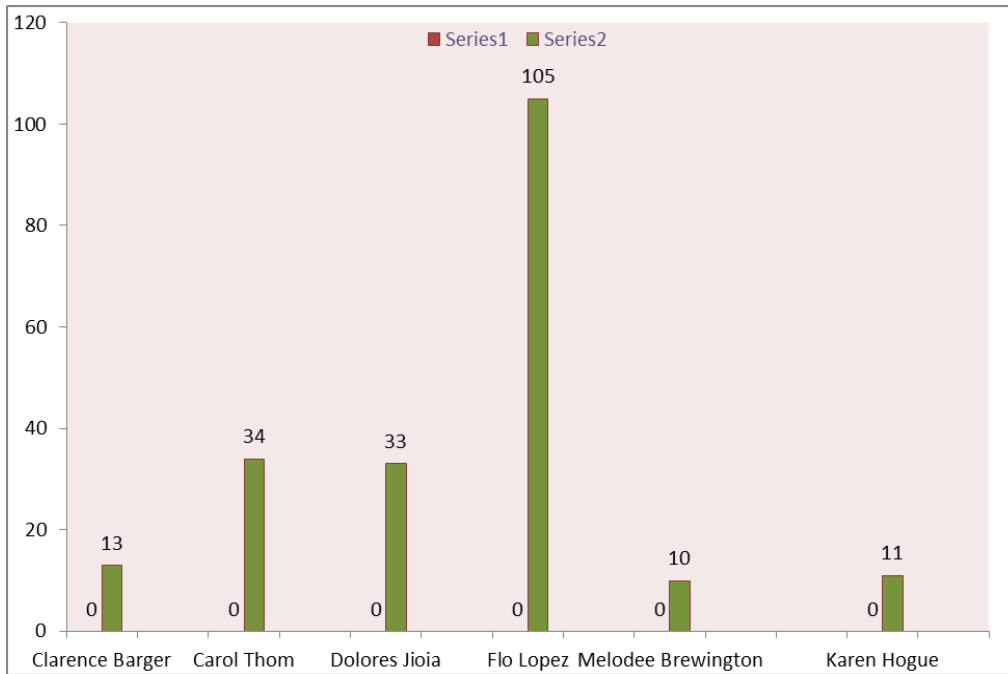
"Family Spirit Intervention, Promoting Families. Online from IHS

Case management, Utilization of resources and motivation. Online from IHS, SDPI.

**CHR Direct Care Report:**



**Amount of patients contacted:**



**Financial Report:**

	<i>Unencumbered Balance</i>	<i>Percent used</i>
<b>Public Health Nurse:</b>	\$ 86,367.20	9.14%
<b>CHR:</b>	\$315,754.07	8.39%
<b>IHS Diabetes Grant:</b>	unavailable	unavailable

## **DEPARTMENT OF QUALITY MANAGEMENT**

Karuk Tribal Health Board Meeting

December 4, 2014

Rondi Johnson

November Report



**\*\*\*I'M ON TRAVEL @ AAAHC CONFERENCE\*\*\***

**ACTION ITEMS: NONE**

### **NOVEMBER ACTIVITIES:**

AAAHC Workgroup Meeting Nov 5<sup>th</sup>, Sr. Nutrition meeting w/Laura O. & Louie Nov 5<sup>th</sup>, HC Clinic Ofc Meeting Nov 6<sup>th</sup>, HRSA O/E Budget Meeting Nov 6<sup>th</sup>, Health Board Nov 6<sup>th</sup>, Meet with Pat Hobbs/Behavioral Health Nov 19<sup>th</sup>, Grant Budget Meeting with Laura O. Nov 19<sup>th</sup>, Meeting with Vickie S.- FY2017 IHS Budget Formulation Nov 19<sup>th</sup>, Dental & Custodian staff Nov 20<sup>th</sup>, RN/Business Ofc Mgr Interviews Nov 21<sup>st</sup>, Yreka Medical Receptionist Interviews Nov 21<sup>st</sup>, Meeting Laura, Buster & Robert FY2017 IHS Budget Formulation Nov 24<sup>th</sup>, Dentist Skype Interviews Nov 24<sup>th</sup>, ED Meeting Nov 25<sup>th</sup>, Management Team Meeting Nov 25<sup>th</sup>, Meeting with KCDC, Behavioral Health and TANF Nov 25<sup>th</sup>, Medical Records Meeting Nov 26<sup>th</sup>, RN/Business Office Mgr Interviews Nov 26<sup>th</sup>,

### **NOVEMBER TRAININGS/CONFERENCES & WEBINARS:**

5<sup>th</sup> Annual Native American Healthcare Conf Nov 10<sup>th</sup> – 15<sup>th</sup>, DHCS Webinar Nov 17<sup>th</sup>, CMS Project Officer & Karuk Tribe Grantee Conf Call Nov 20<sup>th</sup>,

### **ACQI COMMITTEE MEETING:**

The November 12, 2014, ACQI meeting agenda, performance improvement projects, reports are attached.

**ED MEETINGS:**

The October 28, 2014 and November 25, 2014 ED meeting agenda and minutes are attached.

**BUSINESS OFFICE REPORT:** The Business Office Report and budget attached.

**BUDGETS:**

See below. Budget through 10/30/14. At this time I'm under budget.

<b>Program</b>	<b>CQI</b>
<b>Budget Code</b>	300002
<b>Program Year</b>	2014-2015
<b>Expenses to Date</b>	\$16,160.12
<b>Balance</b>	\$226,867.92
<b>Percent Used</b>	6.80%
<b>Period Usage</b>	2 month

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





**Karuk Tribal Health & Human Services  
Program  
ACQI Committee Meeting/Conference  
Call  
KCHC Teleconference Room  
November 12, 2014  
9:00 am-10:00 am**



1. Call Meeting to Order – Vickie Simmons
2. Roll Call/Sign In – Debbie Bickford
3. Approve Agenda – Vickie Simmons
4. Approve Minutes of October 8, 2014 – Vickie Simmons
5. Performance Improvement Reports Due
  - 5.1 KCHC Medical Records Audit- Carrie Davis
  - 5.2 Orleans Medical Records Audit – Babbie Peterson
  - 5.3 Yreka Medical Records Audit – Charlene Deala -at a seminar, Mike Lynch will give report
  - 5.4 EHR Reminders – Mike Lynch
6. GPRA Reports
  - 6.1 Increase PAP Smears Project – Vickie Simmons
7. New Business
  - 7.1 Complaints/Incidents/Suggestions –Rondi Johnson - tabled
8. Old Business
  - 8.1 HIV/Aids – Chris Rotin/Mike Lynch
9. Next Meeting December 10, 2014 at 9:00 am
10. Adjourn

# Karuk Tribe



**Karuk Tribal Health & Human Services Program  
ACQI Committee Meeting/Conference Call  
KCHC Teleconference Room  
November 12, 2014**

## Minutes

1. The meeting was called to order by Vickie Simmons at 9:00 am.

### **2. Attendance:**

Happy Camp: Vickie Simmons, Dr. Brassea, Debbie Bickford, Dr. Vasquez, Patti White, Chelsea Chambers, Suzanna Hardenburger, and Mina Tanaka

Yreka: Michael Lynch

Orleans: Babbie Peterson and Chuck Colas

3. Motion was made by Patti White and seconded by Chelsea Chambers to approve the agenda, with exception to table report by Carrie Davis.

4. Motion made by Patti White and seconded by Chelsea Chambers to approve the Minutes of October 8, 2014.

### **5. Performance improvement Reports Due:**

5.1. KCHC Medical Records Audit (Carrie Davis) – TABLED

5.2. Orleans Medical Records Audit (Babbie Peterson) – see written report

5.3. Yreka Medical Records Audit (Char Deala – report given by Mike Lynch)

- Injections NA because no injections given that day.
- Volume – input not entered correctly
- Sometimes the computer doesn't allow entry if there has been an error.
- Sometimes order is late in the day and the provider forgets to verify. Patti to correct? Sheila usually catches, but is out on leave right now.
- Chelsea commented that cannot do a standing order.

5.4 EHR Reminders (Mike Lynch)

- Do we need new baselines for future performance? Currently 21-29 and 30-64
- Page 2 graph is the same data in two different views. Vickie asked how data is measured? All patients with a reminder – 5% of those patients
- Must be on schedule in order to document

6. GPRA Reports (Vickie Simmons – see attached report)

6.1. Pap Smear, looks like won't reach the 2% increase by year end.

- Measured every three years (age 30 to 64); every five years if accompanied by an HPV test.

- Patti will check to see if hysterectomies can be eliminated. Vickie told not to make changes ?? Chelsea commented that MA's could move from notes. We need all hands on deck!

**7. New Business**

7.1. TABLED

**8. Old Business**

8.1. HIV / Aids (Chris Rotin/Mike Lynch)

- Don was told by Council that MUST see all walk-ins. Busy seeing patients.

**9. Next meeting is Wed, Dec 10, 2014 at 9:00 am.**

**10. Motion to adjourn the meeting by Mike Lynch, seconded by Patti White.**

KARUK TRIBE

ORLEANS MEDICAL CLINIC

325 ASIP RD. P.O. BOX 249

ORLEANS CA, 95556(P) 530-627-3452 (F) 530-627-3445

DATE 10/31/2014

NUMBER OF PAGES INCLUDING COVER 4

TO:

AUTHORIZED RECEIVERS NAME: Randi JOHNSON

AUTHORIZED RECEIVERS: (PHONE) \_\_\_\_\_ (Fax): \_\_\_\_\_

PROVIDERS NAME: \_\_\_\_\_

FROM:

SENDERS NAME: medical records/referrals clerk

REMARKS OR SPECIAL INSTRUCTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONFIDENTIALITY STATEMENT:

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KARUK TRIBAL HEALTH CLINIC  
**Orleans Clinic**-Medical Records Report  
(CHARTS PULLED- July, August, September 2014 )

**PURPOSE:**

Identify areas for improvement in the Electronic Health Records Management and documentation processes.

**GOALS:**

Identify problems and find ways make changes to improve them.

**DATA:**

A collection of 5 females and 5 males, and 5 pediatric patient chosen randomly to review data from Dr. Chuck Colas, D.O.

**PROBLEMS:** We are getting better about getting all the information to tie into the note.

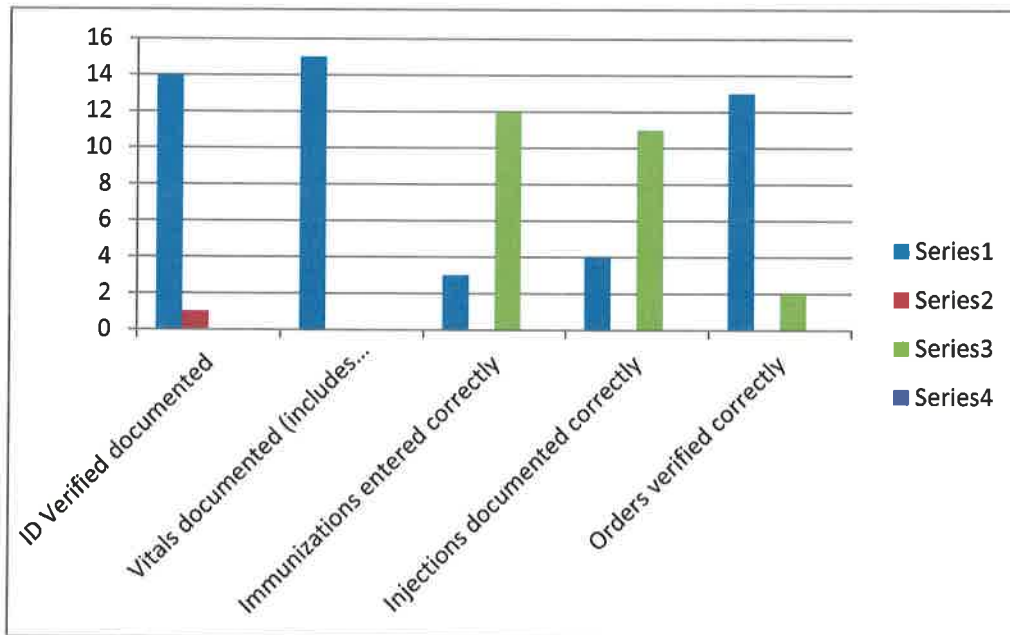
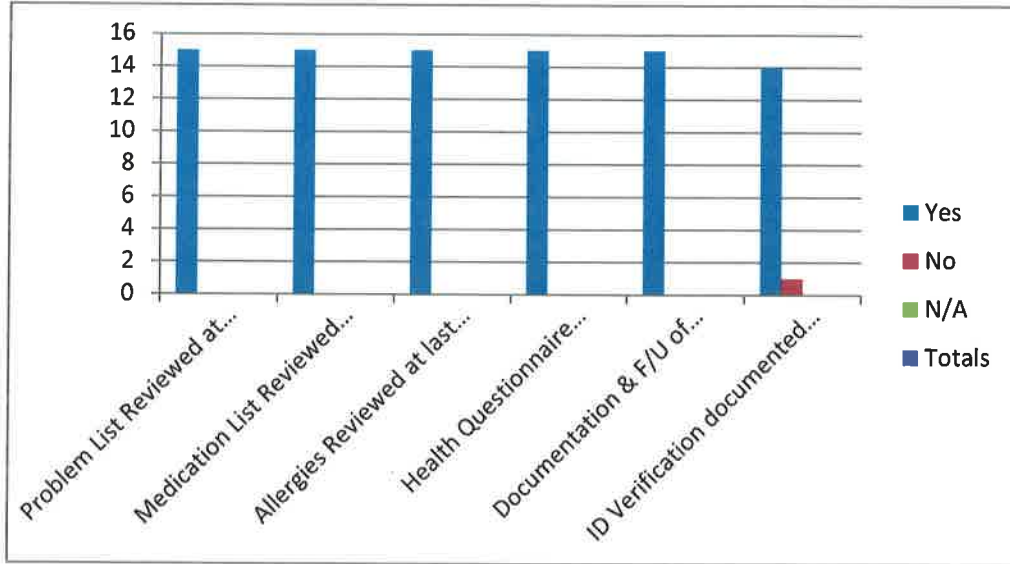
Babbie Peterson  
Clinic Manager  
October 31, 2014

**Dr. Chuck Colas, D.O.**  
**Record**

	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Totals</b>
Problem List Reviewed at last visit	15			
Medication List Reviewed at last visit	15			
Allergies Reviewed at last visit	15			
Health Questionnaire Reviewed	15			
Documentation & F/U of missed appts	15			
ID Verification documented by provider	14	1		

**Nurses/Medical Assistants**

	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Totals</b>
ID Verified documented	14	1		
Vitals documented (includes pain scale)	15			
Immunizations entered correctly	3		12	
Injections documented correctly	4		11	
Orders verified correctly	13		2	



## **Audit for July Aug Sept 2014**

### **PURPOSE:**

**Identify areas for improvement in electronic health records management and documentation process**

### **Data:**

**A collection of 5 females and 5 males 5 pediatric patients were chosen randomly to review data in electronic health records**

### **Goal:**

**To improve electronic medical records**

**Summary: The report for July, August ,Sept 2014 was completed and the findings for the providers were good. Nurses/Medical Assistances I found the volume in an injection was not put in immunization. One order was not completed. My understanding is that sometimes the computer won't let that happen if there is an error.**

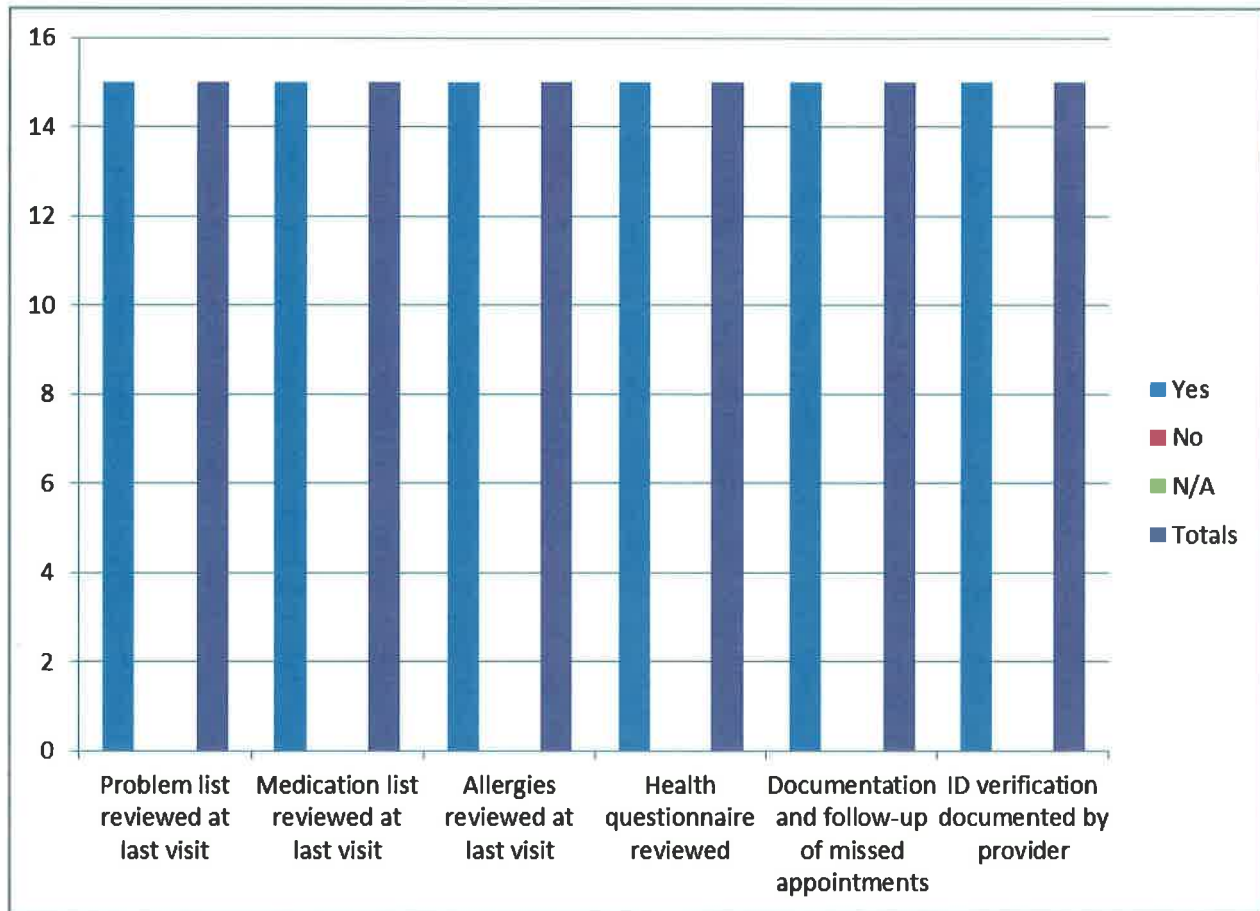
**Charleen M. Deala**

**Medical Records**



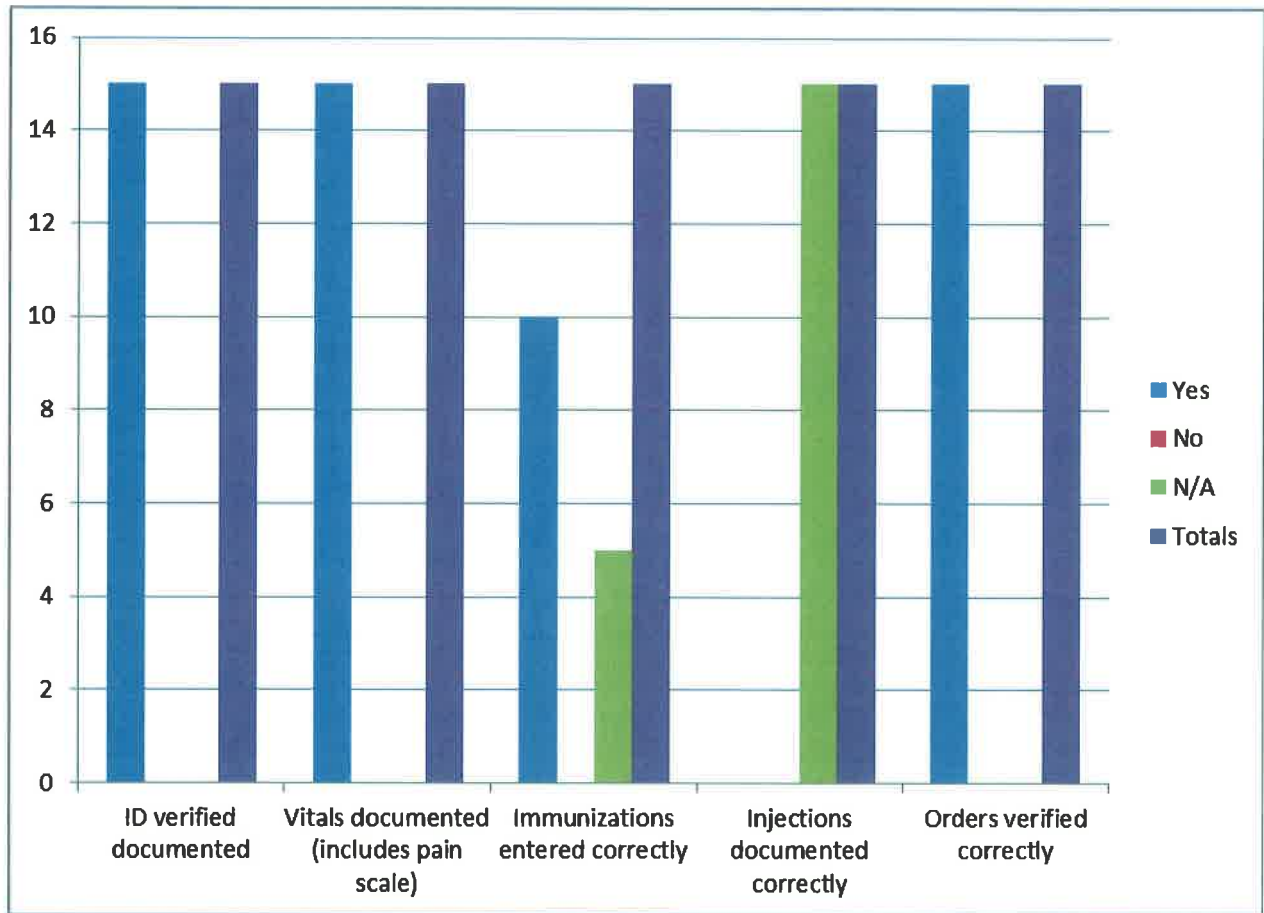
## Dr. Milton

	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Totals</b>
Problem list reviewed at last visit	15	0	0	15
Medication list reviewed at last visit	15	0	0	15
Allergies reviewed at last visit	15	0	0	15
Health questionnaire reviewed	15	0	0	15
Documentation and follow-up of missed appointments	15	0	0	15
ID verification documented by provider	15	0	0	15



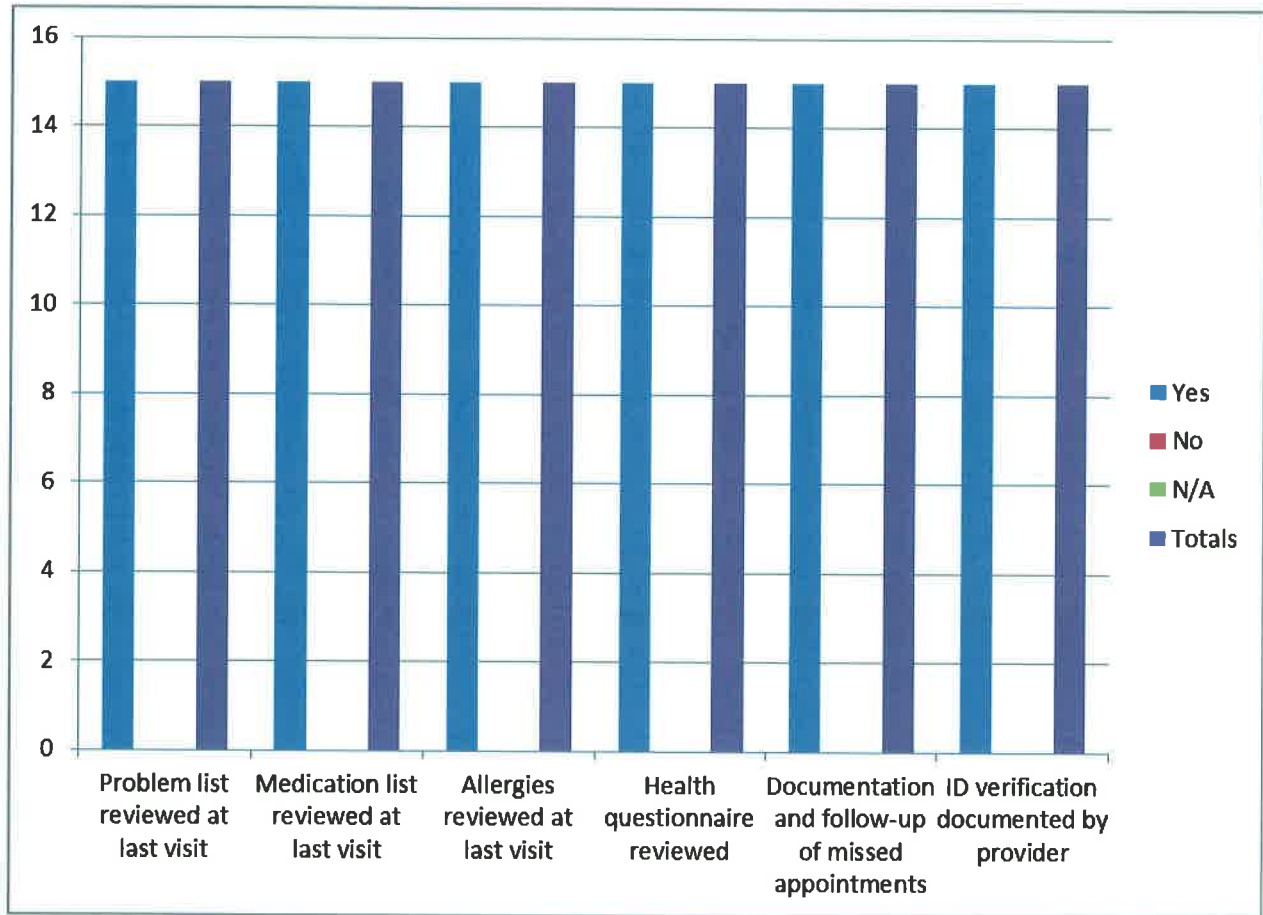
### Dr. Milton's LVN/MAs

	Yes	No	N/A	Totals
ID verified documented	15	0	0	15
Vitals documented (includes pain scale)	15	0	0	15
Immunizations entered correctly	10	0	5	15
Injections documented correctly	0	0	15	15
Orders verified correctly	15	0	0	15



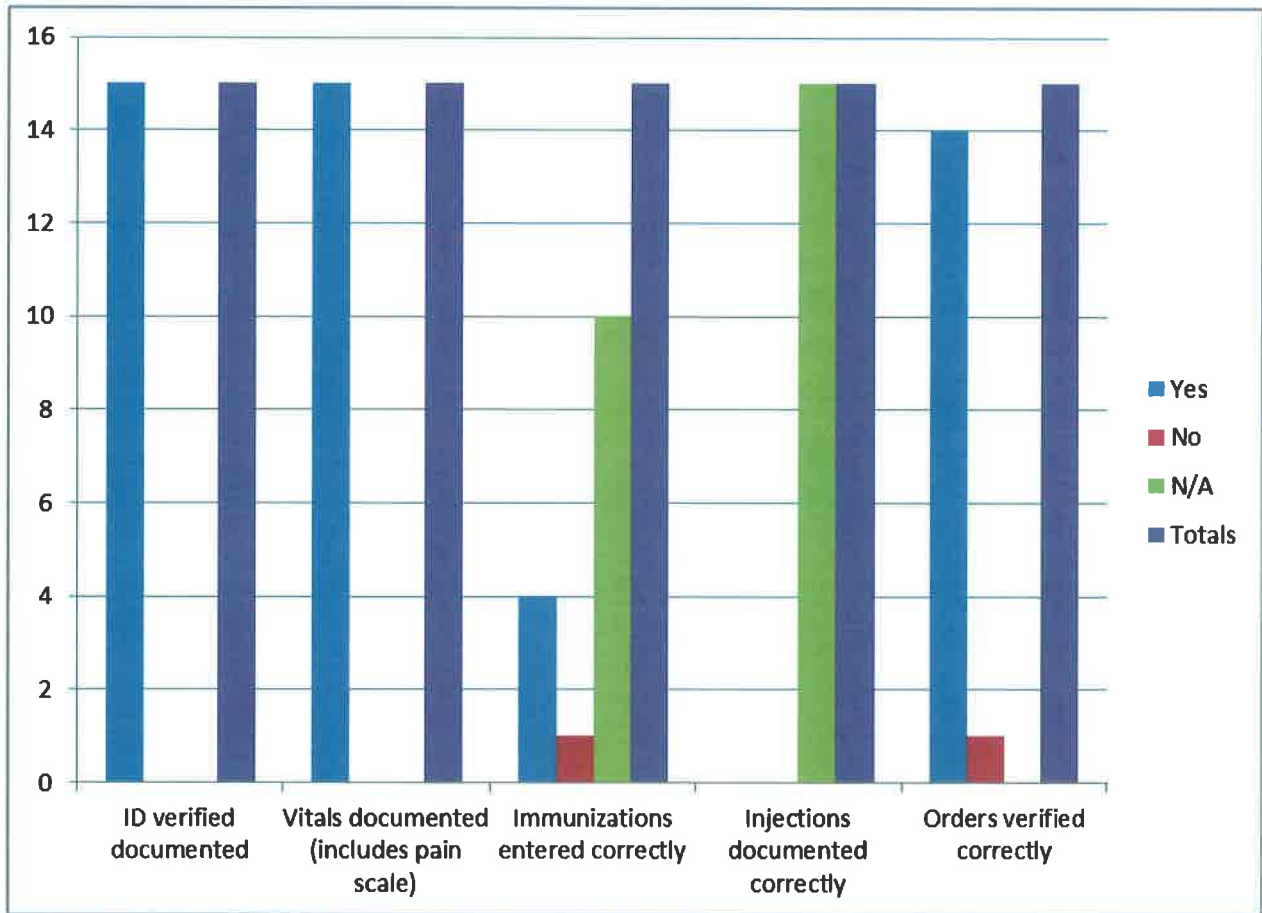
## Dr. North

	Yes	No	N/A	Totals
Problem list reviewed at last visit	15	0	0	15
Medication list reviewed at last visit	15	0	0	15
Allergies reviewed at last visit	15	0	0	15
Health questionnaire reviewed	15	0	0	15
Documentation and follow-up of missed appointments	15	0	0	15
ID verification documented by provider	15	0	0	15



### Dr. North's LVN/MAs

	Yes	No	N/A	Totals
ID verified documented	15	0	0	15
Vitals documented (includes pain scale)	15	0	0	15
Immunizations entered correctly	4	1	10	15
Injections documented correctly	0	0	15	15
Orders verified correctly	14	1	0	15



## EHR Reminder Performance Improvement Project 3<sup>rd</sup> Quarter CY2013/4<sup>th</sup> Quarter FY 2014

Project Purpose: The project was implemented in 2<sup>nd</sup> Quarter FY 2013 to help improve performance regarding provider completion of reminders as they appear on patient EHRs.

### Rationale:

- Reminders are designed to assure that the key health issues, specific to each patient, are addressed during the course of the current examination. Unresolved reminders can pose a medical risk to our patients.
- Reminders are also directly tied to our performance on federal grants. Certain unresolved reminders reduce our grant-related performance rates, potentially placing future funding in jeopardy.

### Measures Selected:

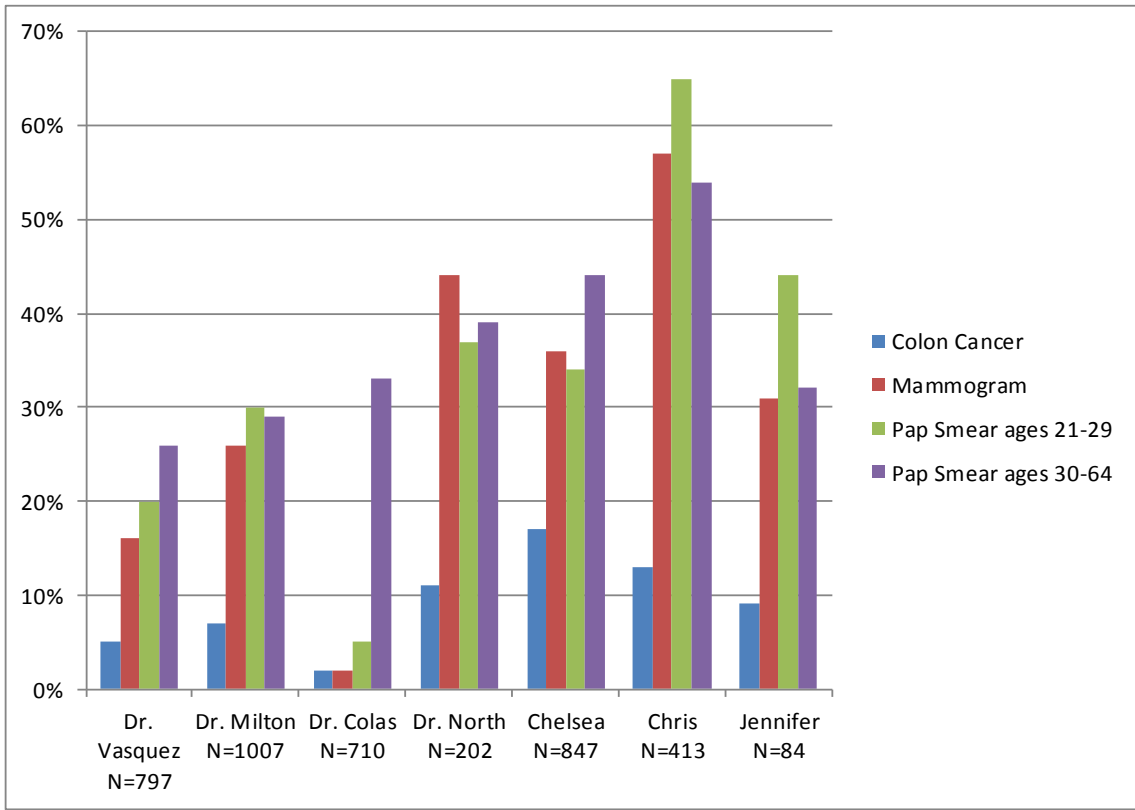
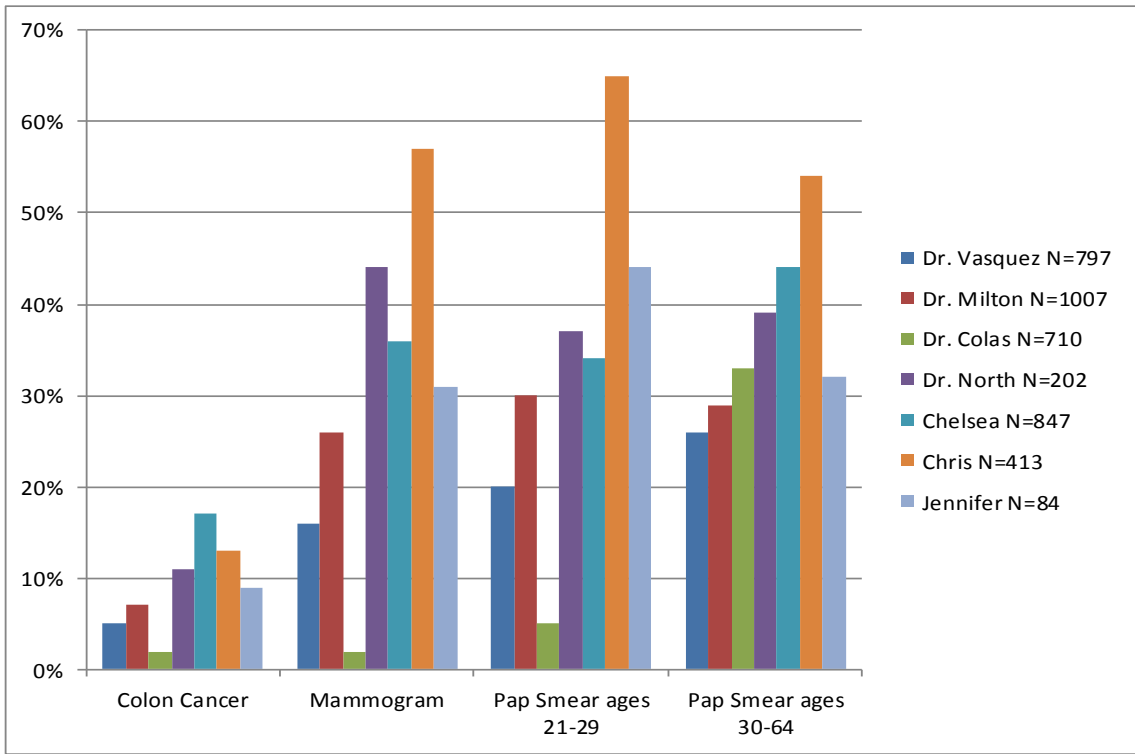
- Originally 9 measures were selected.
- At a recent meeting of the ACQI Committee, the Executive Director of KTHHS determined the measures tracked for improvement should be limited to those demonstrating the poorest performance to date. The measures she selected for future tracking and improvement were the following:
  - Colon Cancer Screening
  - Mammograms
  - Pap smears for women aged 21-29 years
  - Pap smears for women aged 30-64 years

The data for the project has been compiled by Amy Coapman, FNP.

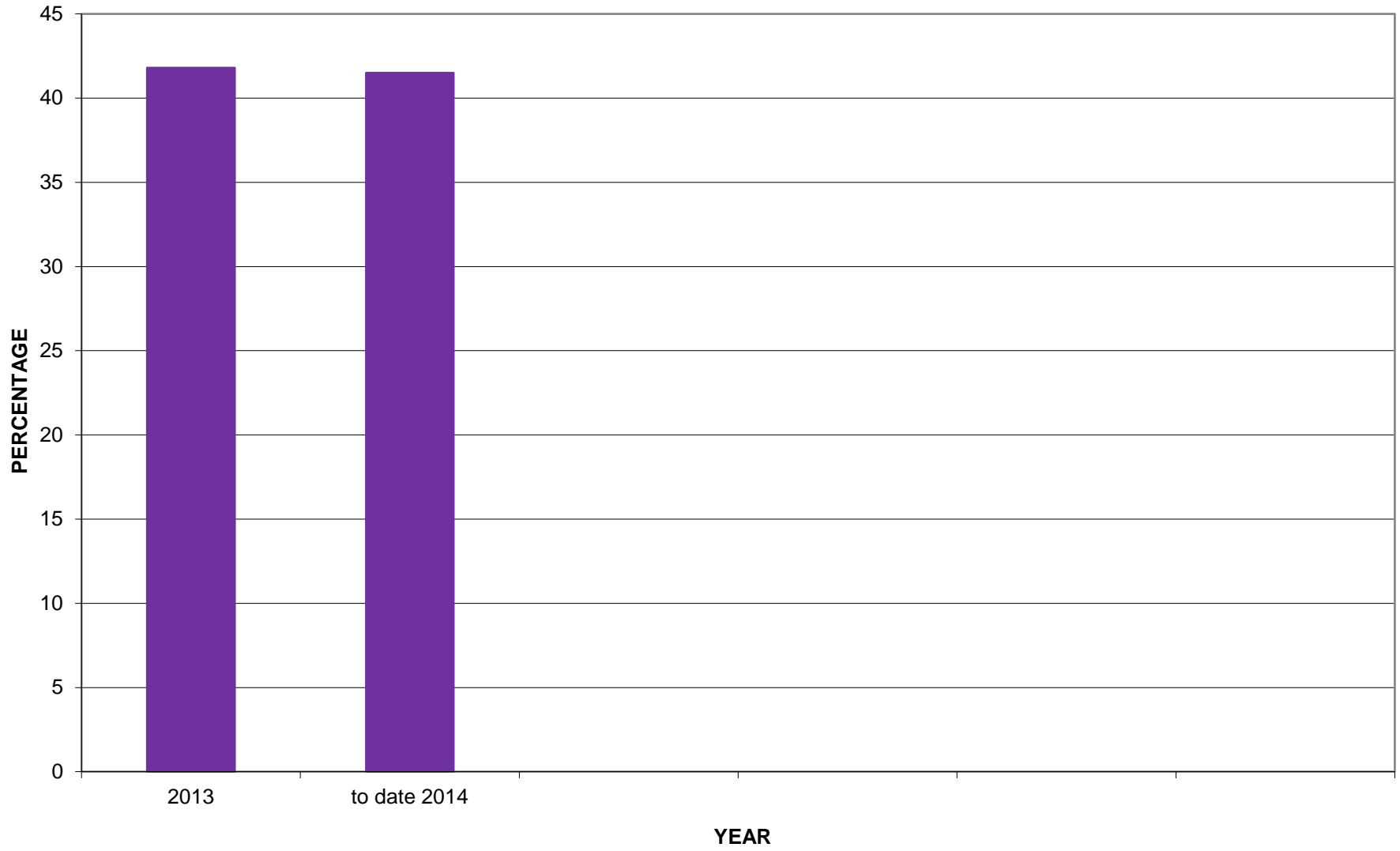
Given the change in reminders tracked and parameter changes on pap smears, quarterly performance on measures tracked before this quarter have been deleted. The first graph on the following page depicts provider performance by reminder type. The second graph depicts reminder type by provider. Both graphs are based upon the same data, but each graph provides a different view of that data.

“N” is the total number of patients seen in the quarter for each provider. Among full-time providers, Dr. Milton examined the greatest total number of patients during the quarter, seeing over 15% more patients than the next closest provider. However, some providers were not employed by KTHHS for the full quarter, one provider is part-time. Additionally, variances due to time out of the clinic during the quarter, the site of the clinic in which the provider practices, and the relative life-time primary care experience, especially with female medicine, were not taken into consideration.

The percentage performance is based upon the number of patients for which a screening was completed for whom a screening was indicated as a reminder on the patient’s EHR on the day of an examination. Performance by female providers was generally better than that of male providers. Chris Rotin’s performance was exceptionally better than any other provider on all female-related screenings. Among male providers, Dr. Milton’s performance was better than his male colleagues, with the exception of Dr. Colas’ performance on pap smears for women aged 30-54 years. Among all providers, the greatest deficiency was colon cancer screenings. The best performance overall was pap smear reminders for women aged 30-54 years.



UDS: KARUK PAP SMEAR RATES



# KARUK TRIBAL HEALTH AND HUMAN SERVICES PROGRAM

November 6, 2014

Major Change to CQI Project in 2013

**Pap Smear Rates: Will increase by 2% per year for women 24 to 64 years of age**

## I. Purpose of Study

The purpose of this performance improvement project is to increase by 2% per year the number of women who receive a Pap smear once every three years or in the case of women age 30 to 64 years every five years if accompanied by an HPV test. This is a HRSA goal (for all women **ages 24 to 64**). See attached.

## II. Identification of the Performance Goal

The goal is to increase our UDS Cervical Cancer Screening results by 2% each year. Past data indicates that this may be possible. However, the 2013 Cervical Cancer Screening Measure has changed and so 2013 will be our baseline year.

Past Data: The UDS report for 2008 indicated that 36% (**41.5% in 2009, 45.2% in 2010, 53.2% in 2011, 48.6% in 2012, 41.8% in 2013 and 41.5% to date**) of our female population received a pap smear. The Karuk Tribal Health and Human Services (KTHHSP) program serviced 935 (**853 in 2009, 757 in 2010, 767 in 2011, 771 in 2013**) female patients between the ages of 24 and 64 in 2008. A Pap test can save a woman's life. Pap tests can find the earliest signs of cervical cancer. If caught early, the chance of curing cervical cancer is very high. Pap tests also can find infections and abnormal cervical cells that can turn into cancer cells. Treatment can prevent most cases of cervical cancer from developing.

Getting regular Pap tests is one service KTHHSP providers can do for our female patients to prevent cervical cancer. In fact, regular Pap tests have led to a major decline in the number of cervical cancer cases and deaths.

## III. Description of the Data

The baseline data for this performance improvement project will be taken from the 2013 final UDS Report.

## IV. Evidence of Data Collection

We will use 2013 data as our baseline for future reports. The KTHHSP computer system has the capability of monitoring Pap test data. The program will use the UDS report data to track our Pap smear rates.

## V. Data Analysis

We will use the 2013 result of 41.8% as our baseline for future reports.

## VI. Comparison of Current Performance Against Performance Goal

Patti White pulled a 2014 'to date' UDS report. Our Pap rate was **41.5%**. This is close to our 2013 baseline rate of 41.8%. We need to be at 43.8% or above to meet our goal.



## VII. Implementation of Corrective Actions to Resolve Identified Problem

The following key steps will be instituted with the intended result that our Pap smear rates will increase by 2% per year

- Define when pap smears are due (i.e. every three years or every 5) and define parameters for providers.
  1. Parameters to be given to the Karuk providers and their assistants by 2/12/14. See attached. Completed.
  2. Find out what is involved in HPV testing of 30 to 64 year old women. Should we have an EHR reminder for this?
- Identify women needing Paps. (EHR reminders, lists, WH package)
  1. Vickie Simmons will interoffice mail the entire list to the providers in confidential folders. However, until we are empanelled properly the list will not be by provider.
- Contact patients in need of Paps by phone/letter to schedule appointment during Pap clinics.
  1. Decide how this will be done and by whom.
- Update the list of women who have had hysterectomies.
  1. Vickie will work on this and ask for help as needed.
- Send out letters explaining the importance of cancer screens and offering incentives to women who are compliant each year; small non-coercive incentives. Begin as soon as possible.
  1. Ideas needed.
  2. Account number needed.

## VIII. Re-Measurement

At the designated re-measurement time, repeat steps IV and V. Compare the results of the second round of data collection and analysis to the performance goal identified in step II, and determine whether the corrective actions have achieved the desired performance goal.

## IX. Implementation of Additional Corrective Actions if Performance Goals Not Met

If the initial corrective actions did not achieve and/or sustain the desired improvement in performance, implementation of additional corrective actions and continued re-measurement will be instituted until the problem is resolved.

## X. Communication to Governing Body

All performance improvement projects are reported monthly to our ACQI Committee and to the Tribal Council.

Respectfully Submitted by Vickie Simmons



***ED Advisory Committee Meeting  
Conference Call***

***Tuesday Oct 28, 2014 at 8:15 AM***

***Call 493-1695 Pin 4321***

1. Call meeting to order – Rondi Johnson
2. Roll call – Vickie Walden
3. Approve Agenda
4. Approve minutes of September 23, 2014
5. Council Representative
6. IT Report – Eric Cutright
7. Orleans Clinic – Babbie Peterson
8. Dental Update - Vickie Walden
9. Billing Update – Suzanna Hardenburger
10. Covered CA – Debbie Bickford
11. PHN/OUTREACH – Annie Smith
12. CAC, Meaningful Use and etc. – Amy Coapman
13. RPMS Report – Patti White
14. Yreka Clinic – Mike Lynch
15. Senior Nutrition – Louie Tiraterra
16. CHS / Dental Funds– Anna Myers
17. Safety Report – Flo Lopez
18. IPC5 /GPRA – Vickie Simmons
19. Rondi
20. Adjourn, next ED meeting November 25, 2014 @ 8:15am

# Karuk Tribe



**Karuk Tribal Health & Human Services Program  
ED Committee Meeting/Conference Call  
Teleconference Room  
September 23, 2014**

**Minutes**

1. The meeting was called to order by Lessie Aubrey at 8:16 am.
2. Attendance:  
  
*Happy Camp:* Lessie Aubrey, Patti White, Debbie Bickford, Suzanna Hardenburger, Vickie Simmons, Rondi Johnson, Eric Cutright, Vickie Walden, Elsa Goodwin, Flo Lopez, Anna Meyers, and Louis Tiraterra  
  
*Yreka:* Mike Lynch, Amy Coapman, and Annie Smith  
  
*Orleans:* Babbie Peterson
3. Motion was made by Rondi and seconded by Suzanna H. to approve the agenda.
4. Motion made by Patti and seconded by Suzanna H. to approve the Minutes of August 26, 2014. Elsa, Lessie, and Flo abstained.
5. Council Representative (Elsa Goodwin)
  - a. Annie announced in health Board Meeting that there are transporters and gas vouchers available, but receiving complaints that member's not receiving gas vouchers. Anna clarified that there are no gas vouchers, but some bus vouchers are available. Requires a referral for medical and/or Medi-Cal. (M,W,F only to Yreka) The bus voucher saves money, and the cost of a car and transporter.
  - b. Elsa's son needs help with Medi-Cal application but needs appointment on Sunday because he is a firefighter. Nadine and Sharon not available. Debbie offered to meet with him.
6. IT (Eric Cutright) The broadband projects start in October. Waiting for the 3<sup>rd</sup> round of approvals. TANF is moving locations in both HC and Yreka. RFP's for both phone and computer, can be linked to Health Center. TANF to remain on server.
  - a. Complaints regarding phones in Orleans with static, dropped calls, very few about internet. Hopefully, all will be resolved.
  - b. Elsa – social workers fax machines not working; Eric had not received that info.

7. Orleans Clinic (see written report by Babbie) construction in process, ready to pave. Rainstorm but hopefully finish next week.
  - a. Med Student will be working on elders survey
  - b. Kiosk for Covered Ca in lobby
  - c. Patty helping with imaging (scanning)
  - d. Babbie would like to arrange a regularly scheduled Women's Day; will talk to Chelsea about arrangements.
  - e. Machines calibrated / CHDP Report, Fire extinguishers up to date; had a 24 hour power outage and generator worked.
  - f. New worker has not yet started.
  - g. Rondi sent scrubs for Travis King.
  - h. New Medical Student sees patients, Dr. Colas oversees. She writes reports and Dr. reviews before signing.
8. Dental Update (Vickie Walden)
  - a. Equipment to be moved before winter (hopefully)
  - b. Lessie email for Prop 46 – suggest vote NO, will raise overhead cost of provider. Check out ADA website
  - c. Blue Shield – state law mandated pre-authorization form.
  - d. Dental Clinic will close when equipment is installed. What will we do with old dental chairs?
9. Billing Update (Suzanna Hardenberger)
  - a. Sheila may need to go back on medical leave. Someone will need to pick up her duties.
  - b. April now has a scanner. Needs to get together with Patti.
  - c. Sliding Fee - No longer keeping copy of income papers. Don't scan pay stubs because of identity theft.
  - d. HRSA and Auditor - match policies, need to be aware of policy changes; proof of income be part of charts. Make pull patient records that have proof of income and match with what office told them would be their percentage. If change policy, need to know.
  - e. Amy: No one overseeing Medical Records. Marilyn taught a lot, things shouldn't go into records. IHS Consultant fees? Vickie W. - Separate billing files for patients and health charts. Miscellaneous section keeps billing info. Never gets copied. Suzanna – please let me know if change policy. Suzanna to revise to match policy. Person who does verification, marked at bottom of sheet. Person initial and immediately put in amount. Should suffice with a witness. Scanning changes policy due to chance of identity theft issues. Amy – change is scan verification that person at front desk saw pay stub that qualifies for sliding fee amount. Need to change policy to reflect this.
  - f. What to do with all the insurance requests? Review each contract, or not accept any new ones? PPO only for Blue Shield, not Guardian. Pay lesser rate as PPO. Non-participating opt, take that option. Otherwise, too many controlling factors, unable to assist current clients when stretching limits to assist new clients with new insurance programs. If can't meet criteria, no sense in signing up.
10. Covered California (Debbie Bickford)
  - a. Still assisting folks with Medi-Cal or (Native) Covered Ca applications
  - b. Waiting to hear about Coverage for Kids Grants (supposed to announce Sept. 2, but have called twice and asked more questions. Said would be a few more weeks) Junction, Orleans, Seiad Valley, HC, all included, waiting to finish talking to Yreka schools. Grant to make sure that Native Children are covered by Medicaid, non-exclusive grant, so all children included. Hopefully, HRSA grant be renewed soon. Will have town hall meetings, etc... to assist general public.
  - c. Open Enrollment November 15, 2014 to February 15, 2015.

11. PHN/Outreach (Annie Smith/Patti)
  - a. Air filters – Storage unit key is in Annie’s drawer. Need to be recorded when returned. Units returned to HC need to be transferred to Yreka. Rondi reminded Annie that Tom has storage available in his office.
  - b. Keep them until fire is really out. Go through CHR for return: Flo, Dolores, or Annie.
  - c. Staff continues to call all diabetes patients – case management questions. (ie insulin changes) so it is best for her to call personally
  - d. Flu immunizations – will walk around office to give; per Vickie S. Siskiyou County mandates that if you work in the Health Department, you must get flu shot or wear a mask.
12. Senior Nutrition (Louie Tiraterra)
  - a. Need to return cos and bedding – call Tom for return.
  - b. Need plan for Kitchen – cook is not showing up. Energy Bill was \$600 – need to know how to pay for it.
13. CAC/ Meaningful Use/RPMS (Patti / Amy Coapman)
  - a. Patch B is almost here. Many changes for Meaningful Use. 6-7 hours, probably December.
  - b. Providers need to clean up problem lists, must watch training one hour video.
  - c. Lessie assigned Patti and Amy to make sure providers are trained in closed room, scheduled, provide lunch and watch video. Bi-Annual on Oct. 15. Providers in Modular Conference Room for one hour session.
  - d. Download for Patch is 6-7 hours, probably December
    - BMW, also Meaningful Use requirement. IHS Scheduling/Programming; per Patti, server is built, will resolve soon.
    - New providers as well as new medical student picked up on EHR great; Behavioral Health still not up to speed.
    - Vickie W – patch 13 changes ICD-10. New Dental Codes every year, linking diagnostic codes.
    - Patti stated Patch 8 of immunizations is working in EHR. Forecasting complete; Vista Scanners in Dental and Mental health, at least in registration. Still more money available to purchase more. Need numbers from Yreka and Happy Camp. All admin, not clerical, registration, etc...
    - Vickie W. requested a list of items that should be scanned.
14. Yreka Clinic (Michael Lynch)
  - Jennifer - Sept. 8 gradually move to full schedule
  - Sharon West – Medical leave, unknown return
  - Sheila Super – may go back on medical leave
15. CHS / Dental Funds (Anna Meyers)
  - a. Line # 4 Pharmacy – 340 B saved a lot of money.
  - b. Extra 5K in Dental for next year
16. Safety Report (Flo Lopez)
  - a. Fire Drills in Orleans in morning, Happy Camp in afternoon; Yreka on Thursday
  - b. Monday electrical testing from 11:30-noon in Yreka in Medical and Dental.
  - c. Car #150 out of service – ride with transporter tomorrow.
17. IPC/GPRA (Vickie Simmons)
  - a. Chelsea and Susanna working with IPC-5; all clinical.
  - b. Amy to upload monthly data from I-Care for IPC-5.
  - c. GPRA working on children ages 3-17 immunizations, updating what can pull from state registries. Clinics not staying up to date, so trying to clean up. Need to remind them to do so.
18. Bi-Annual (Rondi Johnson) to be held in Happy Camp on Oct. 15.

- a. Vickie S. lined up the Guest Speaker
  - b. Flu Shots to be emphasized
  - c. Lessie ordered books for accreditation, meetings to resume
19. Updates (Lessie Aubrey)
- a. Expanded Access grant added \$9,000 for Yreka PA (30 hr/week), walk-ins and new patients
  - b. Hired Abby Yeager for Marketing, will do presentation for the Health Board. Rondi commented that Abby is inspirational
  - c. Thank you to Margo Carrigan for Business Plan (HRSA), need to market Health Center
  - d. Veterans – Small contract, includes Yreka, HC, and Orleans; only native at this time.

Motion made to adjourn meeting by Rondi, second by Elsa; adjourned at 9:45 am. Next meeting will be held Oct. 28.



***ED Advisory Committee Meeting  
Conference Call***

***Tuesday Nov 25, 2014 at 8:15 AM***

***Call 493-1695 Pin 4321***

1. Call meeting to order – Rondi Johnson
2. Roll call – Debbie Bickford
3. Approve Agenda
4. Approve minutes of October 28, 2014
5. Council Representative
6. IT Report – Eric Cutright
7. Orleans Clinic – Babbie Peterson
8. Dental Update - Vickie Walden
9. Billing Update – Suzanna Hardenburger
10. Covered CA – Debbie Bickford
11. PHN/OUTREACH – Annie Smith
12. CAC, Meaningful Use and etc. – Amy Coapman
13. RPMS Report – Patti White - vacation
14. Yreka Clinic – Rondi Johnson
15. Senior Nutrition – Louie Tiraterra
16. CHS / Dental Funds– Anna Myers –appointment (talk about phone vote-Rondi)
17. Safety Report – Flo Lopez
18. GPRA – Vickie Simmons - vacation
19. Rondi Johnson
20. Adjourn, next ED meeting December 23, 2014 @ 8:15am

# Karuk Tribe



**Karuk Tribal Health & Human Services Program  
ED Committee Meeting/Conference Call  
Teleconference Room  
October 28, 2014**

## Minutes

1. The meeting was called to order by Rondi Johnson at 8:16 am.
2. Attendance:  
  
*Happy Camp:* Rondi Johnson, Patti White, Flo Lopez, Vickie Simmons, Suzanna Hardenburger, Anna Myers, Vickie Walden, and Eric Cutright  
  
*Yreka:* Mike Lynch, Amy Coapman, and Annie Smith  
  
*Orleans:* Babbie Peterson
3. Motion was made by Patti and seconded by Suzanna H. to approve the agenda.
4. Motion made by Patti and seconded by Flo Lopez to approve the Minutes from September 23, 2014 with the following changes: Flo rode with courier, not transporter.
5. Council Representative (none present)
6. Orleans (Babbie Peterson)
  - Travis is doing a stellar job! Needs scanning training
  - Women's Clinic is the 3<sup>rd</sup> Thursday of each month, run by Chelsea, though she does not do Women's health / Birth Control.
  - The parking lot is open.
  - Interviews for the "on-call" janitor are scheduled for 10/20/14. Meanwhile, employees are cleaning their own areas for now. (Anna suggested Margaret Lawson)
7. Dental Clinic (Vickie Walden)
  - There are housekeeping issues. Floors are not clean. Cans in storage. Needs to be reorganized. Susanna Greeno (Supervisor) no back up for Medical and Dental Clinics. Need someone.
  - Annie commented that those things need to be done daily due to Infection Control. Vickie W. is working on task list. Annie stated it needs to be addressed now. Sometimes an issue with housekeeper not showing up for work. Rondi will look into an "on call" position.



- Dental chairs and equipment scheduled for first week in December. Clinic will need to be closed. ½ day before installation, full day during installation, and ½ day after. Vickie W. will inform everyone of the date.
  - Vacuum system died. (the suction system) It is approximately \$1500 – 2000 to replace with new. Debbie Whitman has the details.
  - Joint Staff Meeting to be held on Oct. 23. Patients were scheduled so had to break for two hours. \$50,000 for cost of machines (x-ray). Getting more estimates. AAAHC wants verification of accuracy of machine readings. This has been going on since first accreditation. Once a year check needed. Vickie Simmons said to contact HIS – Dr. Riggio by Rondi.
  - Dr. Brassea will be gone the week before Thanksgiving (11/17-11/21), Nikki will be gone 11/13 – 11/28. Vickie W. and Debbie W. will both be gone on 11/10. Dr. Durney (Yreka) is interested in part time.
8. IT (Eric Cutright)
- Broadband Project received money – starting construction, to be completed by October 2015. Five months of construction, crew next week to prepare poles for wiring. Dali (?) working outages in IT – Equipment needs to be replaced (Battery Systems). All servers will be turned off during process. Trying to get weekend SVC. This will impact clinics. \$40-50K to replace battery back up.
  - Dentrix – [opnt person for Dental Maintenance. Meeting with Eric, Patti, Amy and Vickie W.
9. Billing Department (Suzanna H.)
- Sheila is out until March or April, so a month behind. Eileen and Suzanna working on PHC report reconciliation. 60 days to do (mid December).
  - Insurance Co PPO requests – do we go with them for one for 1-2 patients?
  - Guardian – School
  - Dental insurance impossible to meet PPO requirement Out of Network. Rondi said leave as is for now and re-address later.
  - There Vista issues.
  - Holli Jackson’s last day is 10/29.
10. CAC/Meaningful Use (Amy Coapman)
- EHR-Patch 13 upgrade – waiting on HIS Training with providers at bi-annual. Meanwhile, working on getting all processes in place with providers and coders training.
  - Data for PHC – real burden on us – quarterly requirements for reporting similar to GPRa – Auditing us for compliance. Need to let them know of things we do in order to get money. Care360 for example.
  - MU Attest – Milton and North – stage 1, year 2
  - AIU for Vasquez and Brassea
  - Gaven Scott is gone.
  - Babbie asking about Robert Super.
11. RPMS Report (Patti White)
- BMW – links to training
12. PHN/Outreach (Annie Smith)
- Returned from vacation yesterday.
  - Knee Replacement in November.
  - Public health – Ebola – sensationalizing on television. Tom F. went to training. Siskiyou County is very prepared. Looking into AAAHC Standards.
  - DM end of year report.
  - Air filters not giving out now. Have not been taking in until end of season.
  - Carol and Clarence – CHR school will rtn to work on Wed.
  - Team meeting needs to be rescheduled.

- Flu Webinar today.
  - Audiometer for Head Start, vision screening light box.
  - Trying to get HC for flu – get sticker.
  - November 1 – masks for those not getting flu shots.
13. Yreka Clinic (Mike Lynch)
- Sharon West was released to come back to work today.
  - Alana – CHDP PM 160
  - Mike leaving Nov. 28<sup>th</sup>
  - Zoster – imm only 2
  - Jennifer and Christ not on call list – were told they need to complete probation first. Rondi will talk to Mike later.
14. CHS/Dental Funds (Anna Myers)
- Patti : RCIS- CHS referral / Meaningful Use
  - Vickie W.: Denatl?? Nothing being tracked as they are not being entered in RPMS. All in Dentrix.
15. GPRA (Vickie Simmons)
- 67% employees have their flu shots. Must wear a mask on Nov. 1 if they choose not to get the shot.
  - Decline – contraindication. ACIP (proven)
  - Do not scan flu immunizations. Enter and shred.
16. Rondi –
- Lessie is doing well. Started physical therapy, not sure of return date.
  - Christmas Party will be held at Blue Lake Casino on Dec. 5, 2014.

Motion made to adjourn meeting by Annie and seconded by Suzanna H.

The next meeting will be held on Nov. 25, 2014 at 8:15 am.

KARUK TRIBAL HEALTH PROGRAM  
BUSINESS OFFICE HEALTH BOARD REPORT  
DECEMBER 4, 2014

Beacon/Chipa (managed medi-cal ) for the Behavioral Health visits and practitioners coding continues to remain a challenge. After Beacon's agreement to allow us to back bill to January 1, 2014 we have begun receiving small payments . But the providers are still finding it difficult to code their claims for us to bill. This is an RPMS issue that IHS is aware of and will work on it in the future. Meanwhile Darcy Doak has been a great help in getting us the correct codes to give us the ability to bill.

The Data Analyst has returned to the Yreka clinic and is spending most of her time catching up on the data entry. We are grateful she is doing well health wise and most certainly appreciate her assuming her daily workload.

I am still enrolling our new providers with the different third party payers. This has been the most challenging year for enrollment issues I have ever experienced. The problems are not on our side, but each time it either delays payment to the health program or takes much labor to be able to collect the payments.

Eileen has almost completed the Medi-cal reconciliation. It is due by mid-December and taken many hours and days of work to complete. She hopes to make this data mining more organized this coming year since we now know what they required of us. One nice thing came about; the woman from Department of Health Care Services said Eileen had completed the first section of our reconciliation with the least amount of errors/ problems than any other clinics. We were almost a perfect match to the visit history as they had recorded also. That's a job well done Eileen!!

In January we will begin to push towards learning more of the new coding techniques of ICD-10. We had a couple of trainings last year and we will definitely need to refresh ourselves. Hopefully the medical Providers will be able to join us somewhat in this endeavor. We will also be completing testing throughout the year with each of our payer companies. This will be in the effort to make the transition more complete on October 1, 2015. It sounds like that is a far off date, but when you are intermingling it with our daily workload it is not as distant as it seems.

Next year to keep my coding certification I will have to pass an ICD-10 certification test in 2015 to retain my Certified Coder title. This will be interesting. Luckily it will be later during the year.

The attached financial report is actually from OCTOBER 2014 because of how early the last Health Board meeting occurred we had not compiled month-end reports. So I have included it at this time. And again now the month of November has not come, so we cannot close the month at the time of the writing.

Respectfully submitted,  
Suzanna Hardenburger, CCS-P

Since this report is being written earlier than usual the month end has not been completed at the time so there is no financial report.

Respectfully Submitted  
Suzanna Hardenburger, CCS-P

	<b>MONTHLY REVENUE REPORT</b>			<b>BUSINESS OFFICE</b>	
	<b>OCTOBER 2014</b>	<b>Happy Camp</b>	<b>Yreka</b>	<b>Orleans</b>	<b>KTHP</b>
	Revenue Medical	\$89,732.75	\$52,216.61	\$53,165.83	\$195,115.19
	PHC Capitation	\$7,299.47	\$10,888.55	\$2,303.53	\$20,491.55
	HPSA Quarterly Incentive	\$1,001.69	\$1,622.54	\$155.48	\$2,779.71
	Revenue Dental	\$37,755.67	\$45,107.20	\$0.00	\$82,862.87
	Revenue Mental Health	\$5,220.08	\$7,031.95	\$1,043.59	\$13,295.62
	REVENUE TELEMED		\$912.37		\$912.37
	Revenue Total	<b>\$141,009.66</b>	<b>\$117,779.22</b>	<b>\$56,668.43</b>	<b>\$315,457.31</b>
		<b>Happy Camp</b>	<b>Yreka</b>	<b>Orleans</b>	<b>KTHP</b>
	Billing OCTOBER Medical	\$131,091.74	\$ 137,238.19	\$52,093.24	\$320,423.17
	Billing OCTOBER Dental	\$62,931.42	\$ 124,758.29	0	\$187,689.71
	Billing OCTOBER Mental Health	\$18,195.60	\$ 27,410.66	\$5,983.18	\$51,589.44
	Billed Grand Total	<b>\$212,218.76</b>	<b>\$ 289,407.14</b>	<b>\$58,076.42</b>	<b>\$559,702.32</b>
	<b>BILLING DEPARTMENT BUDGET 2014</b>				
					AVAILABLE %
PROGRAM	YEAR END ANNUAL	EXPENSES TO			Could be spent
YEAR	BUDGET	DATE	BALANCE	% USED	at this date
<b>FY 2014</b>	<b>\$491,898.13</b>	<b>\$483,833.15</b>	<b>\$8,064.98</b>	<b>98.36%</b>	<b>100.00%</b>

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		<b>Happy Camp</b>	<b>Yreka</b>	<b>Orleans</b>	<b>KTHP</b>
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	<b>BILLING DEPARTMENT BUDGET 2014</b>				
					AVAILABLE %
<b>PROGRAM</b>	<b>YEAR END ANNUAL</b>	<b>EXPENSES TO</b>			<b>Could be spent</b>
<b>YEAR</b>	<b>BUDGET</b>	<b>DATE</b>	<b>BALANCE</b>	<b>% USED</b>	<b>at this date</b>
<b>FY 2014</b>	<b>\$491,898.13</b>	<b>\$483,833.15</b>	<b>\$8,064.98</b>	<b>98.36%</b>	<b>100.00%</b>



**RPMS**  
**Karuk Tribal Health and Human Services**  
**Program**  
**Health Board Meeting-Orleans**  
**November 6, 2014**  
**Patricia White, RPMS Site Manager**



**Action Items:**

No Action items this month.

**Workload reports**

Attached is the October 2014 "Operations Summaries" including Tribal Statistics. During October there were 2,041 visits at all locations. This is an increase of 149 visits over September numbers. 1,107 of these visits were for Native American Patients (55%). See chart at the end of the operations summary.

**Meeting / Conference Calls and other Activities November 2014**

- 11/05 – AAAHC workgroup
- 11/05 – BMW/Practice Management Training Module 1
- 11/06 – BMW/Practice Management Training Modules 1-3
- 11/06 - RPMS/EHR Office Hours weekly web call
- 11/12 – ACQI Monthly Meeting
- 11/13 – BMW Configurations Training with Steve Thibodeau IHS
- 11/20 – VistA Imaging User group
- 11/21 to 11-28-Vacation

**Projects in process**

- **BMW/Practice Management Application (PMAS)**- We are scheduled to go live on December 1st. Amy and I have been busy configuring the BMW program by setting up provider schedules, loading the application on user machines, and pushing out overview train of the program.
- **VistA Imaging**- We received the 9 new scanners to use in the health program. Amy set up two in the Yreka Medical Clinic. After BMW we plan to install in Dental and Mental Health to begin their scanning process for administrative documents. It is unclear how scanning will work with Dentrax.
- **EHR Patch 13 Upgrade**-As stated last month Amy has taken the lead on this project. This upgrade is the 2014 certified version of EHR required for Meaningful Use. Eric configured an additional hard drive on the RPMS server to be used as a security tracking program. With this and BMW/PMAS put in to use we have moved forward in preparation for this upgrade. We have not yet received a date for the install from IHS. This is a huge project and undertaking for us. The install will be done on weekend and take 6-8 hours to complete.

**Budget:**

At the time of this writing I am under budget for the current fiscal year.

<b>Program</b>	<b>RPMS</b>
<b>Budget Code</b>	<b>3000-75</b>
<b>Program Year</b>	<b>2014-2015</b>
<b>Appropriation</b>	<b>\$235,336.60</b>
<b>Expenses to Date</b>	<b>13,412.27</b>
<b>Balance</b>	<b>221,815.34</b>
<b>Percent used</b>	<b>5.75%</b>

Respectfully Submitted,

Patricia C White, RPMS Site Manager

OPERATIONS SUMMARY FOR KARUK TRB HP Service Unit  
FOR OCT 2014  
Prepared for December 4, 2014 Health Board Meeting  
Orleans, CA

(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 18,701 (+3.8) living patients registered at this SU. This number does not represent the 'Active User Population' which is found elsewhere in PCC Reports. There were 50 (-23.1) new patients, 1 (-66.7) births, and 2 (+0.0) death(s) during this period. Data is based on the Patient Registration File.

**THIRD PARTY ELIGIBILITY**

There were 2,816 (+0.2) patients enrolled in Medicare Part A and 2,700 (+0.5) patients enrolled in Part B at the end of this time period.

There were 101 (+7.4) patients enrolled in Medicare Part D.

There were also 6,828 (+6.7) patients enrolled in Medicaid and 5,908 (+6.5) 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 72,025.68 (+4.0). The number and dollar amount of authorizations by type were:

57 - DENTAL	17	19493.75
64 - NON-HOSPITAL SERVICE	1189	52531.93

**DIRECT INPATIENT**

[ NO DIRECT INPATIENT DATA TO REPORT ]

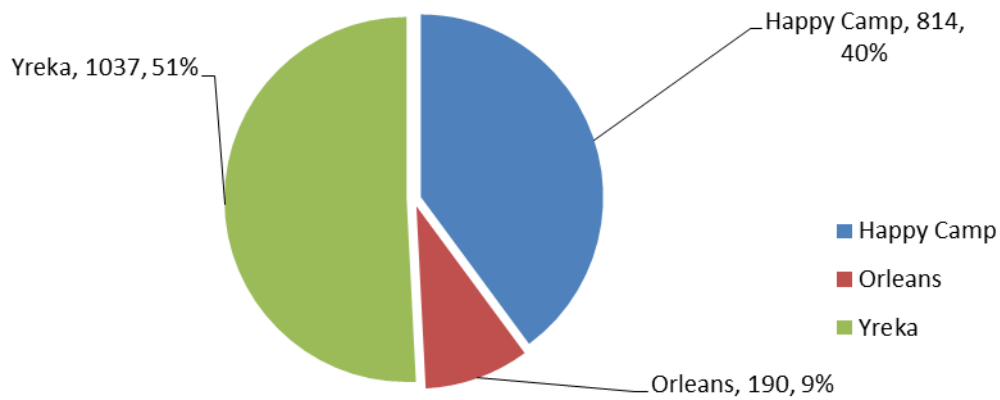
**AMBULATORY CARE VISITS**

There were a total of 2,041 ambulatory visits (-4.8) 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	2,041		(-4.8)
By Location:			
YREKA	1,037		(-11.9)
KARUK COMMUNITY HEALTH CLINIC	814		(-11.4)
ORLEANS	190		(+304.3)

## Visits by Location October 2014



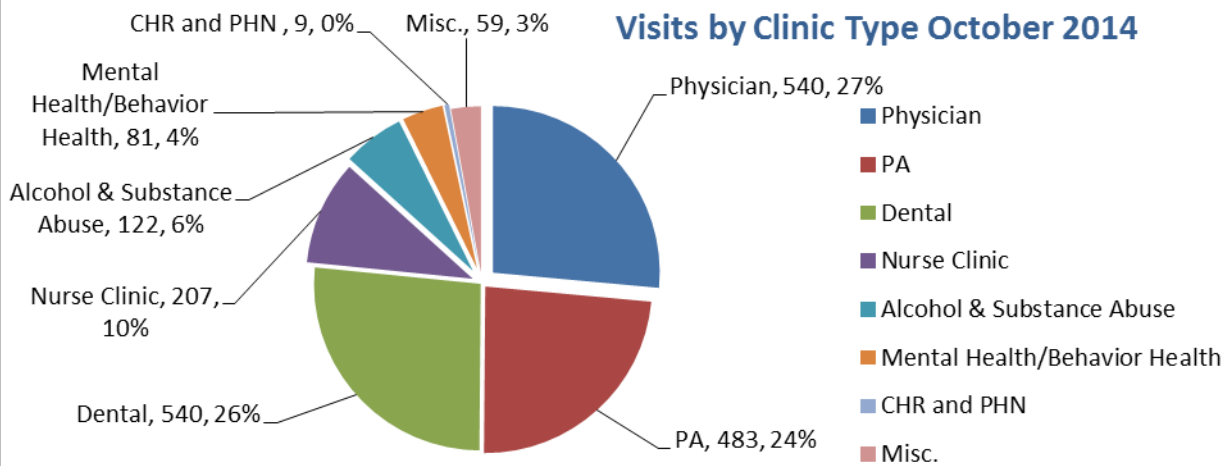
**By Service Category:**

AMBULATORY	2,020	(-2.5)
TELECOMMUNICATIONS	18	(-75.0)
TELEMEDICINE	3	(**)

**By Clinic Type:**

DENTAL	540	(-22.3)
PHYSICIAN	540	(-8.0)
PHYSICIAN ASSITANT	483	(+161.1)
NURSE CLINIC	207	(+45.8)
ALCOHOL AND SUBSTANCE	122	(+9.9)
MENTAL HEALTH	75	(+82.9)
TRANSPORT	52	(-64.4)
CHR	7	(-75.9)
TELEMEDICINE	6	(+200.0)
TELEPHONE CALL	3	(-78.6)
LABORATORY SERVICES	2	(**)
PHN CLINIC VISIT	2	(-95.6)
CHART REV/REC MOD	1	(-83.3)
EMERGENCY MEDICINE	1	(**)

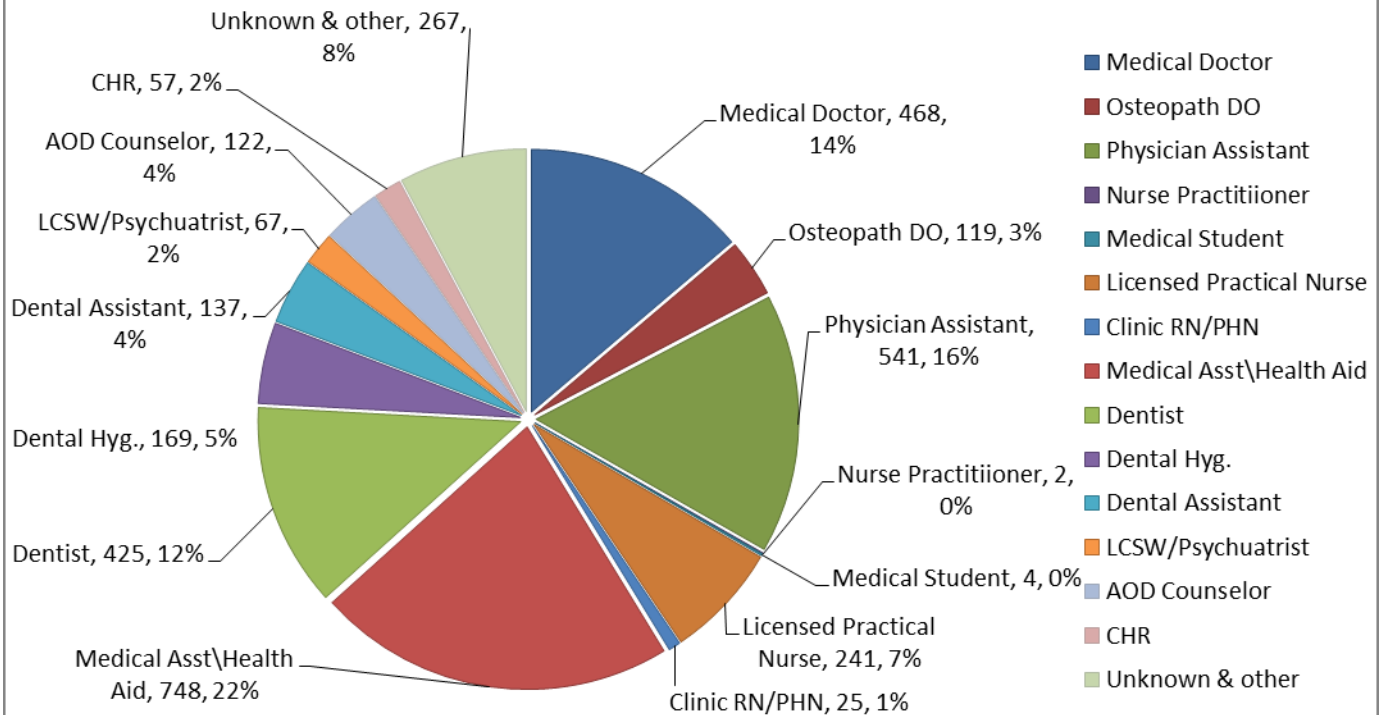
## Visits by Clinic Type October 2014



By Provider Type (Primary and Secondary Providers):

HEALTH AIDE	608	(-16.8)
PHYSICIAN ASSISTANT	541	(+49.4)
MD	468	(-25.1)
DENTIST	425	(-40.4)
LICENSED PRACTICAL NURSE	241	(+153.7)
DENTAL HYGIENIST	169	(+8.3)
UNKNOWN	141	(+2,720.0)
MEDICAL ASSISTANT	140	(-38.6)
DENTAL ASSISTANT	137	(**)
HEALTH RECORDS	125	(**)
ALCOHOLISM/SUB ABUSE COUNSELOR	122	(+9.9)
OSTEOPATHIC MEDICINE	119	(**)
LICENSED CLINICAL SOCIAL WORK	61	(+69.4)
COMMUNITY HEALTH REP	57	(-67.4)
CLINIC RN	23	(+76.9)
PSYCHIATRIST	6	(**)
MEDICAL STUDENT	4	(**)
NURSE PRACTITIONER	2	(-98.7)
PUBLIC HEALTH NURSE	2	(-97.8)
ADMINISTRATIVE	1	(**)

Visits by Provider Type (primary and secondary) October 2014



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	525	(-23.5)
2). VACCIN FOR INFLUENZA	397	(+8.8)
3). HYPERTENSION NOS	125	(+17.9)
4). UNCODED DIAGNOSIS	92	(**)
5). LUMBAGO	69	(-10.4)
6). OTHER SPECIFD COUNSELING	69	(-65.7)
7). ALCOH DEP NEC/NOS-UNSPEC	66	(+312.5)
8). DMII WO CMP NT ST UNCNR	61	(-6.2)
9). HYPERLIPIDEMIA NEC/NOS	57	(+32.6)
10). THERAPEUTIC DRUG MONITOR	56	(+19.1)

#### CHART REVIEWS

There were 963 (-30.3) chart reviews performed during this time period.

#### INJURIES

There were 122 visits for injuries (+79.4) reported during this period. Of these, 6 were new injuries (-40.0). The five leading causes were:

1). STAT OB W/O SUB FALL NEC	2	(+100.0)
2). DOG BITE	1	(**)
3). ADV EFF ANTINFCT NEC/NOS	1	(**)
4). OVERXRT-SUDN STREN MVMT	1	(**)

#### EMERGENCY ROOM

There were 1 visits (\*\*) to the ER (Clinic Code=30). Of these 0 had an injury diagnosis (\*\*) and 0 had an alcohol-related diagnosis (\*\*).

#### DENTAL

There were 421 patients (-18.1) seen for Dental Care. They accounted for 540 visits (-22.3). The seven leading service categories were:

1). FIRST VISIT OF FISCAL YEAR	386	(-23.9)
2). HYPERTENSION SCREENING	196	(-28.5)
3). PREVENTIVE PLAN AND INSTRUCTION	163	(+19.0)
4). INTRAORAL - PERIAPICAL FIRST RADIOG	125	(-6.7)
5). LOCAL ANESTHESIA IN CONJUNCTION WIT	116	(-43.1)
6). TOPICAL APPLICATION OF FLUORIDE VAR	112	(-6.7)
7). PATIENT REVISIT	109	(-39.4)

#### IN-HOSPITAL VISITS

[NO IN-HOSPITAL VISITS TO REPORT]

#### PHARMACY

There were 1,648 new prescriptions (-0.7) and 0 refills (\*\*) during this period.

\*\*\*\*\*

KTHHSP Tribal Statistics for October 2014

	Registered Indian Patients Oct 2014	Indian Patients Receiving Services Oct 2014	APC Visits by Indian Patients Oct 2014
Karuk	2089	418	620
Descendants residing in CA	1888	227	306
All other Tribes	2181	137	181
Total	6158	779	1107

**Eric Cutright Health Board Report**  
November 25, 2014

**Expenditure/ Progress Chart – IT Dept Indirect Budget For the 2014 Fiscal Year**

Program	Code	Total Budget	Expensed to date	Balance	% Expended
IT Systems	1020-15	\$313,183.26	\$318,064.78	-\$4,881.52	101.56%
Term Dates	Total Months	Month # for report period	# Months Remaining	% Completed.	Extension Option Y/N
10/1/2013 to 9/30/2014	12	12	0	100%	N
<b>Comments:</b>					
This is the final budget for the IT indirect costs for the 2014 Fiscal Year					

**Expenditure/ Progress Chart – IT Dept Indirect Budget November 25, 2014**

Program	Code	Total Budget	Expensed to date	Balance	% Expended
IT Systems	1020-15	\$336,073.60	\$35,599.94	\$300,473.66	10.59%
Term Dates	Total Months	Month # for report period	# Months Remaining	% Completed.	Extension Option Y/N
10/1/2014 to 9/30/2015	12	2	10	16.67%	N
<b>Comments:</b>					
This is the budget to maintain the IT Department and the IT resources spread throughout tribal offices. The majority of the budget goes to salaries for the IT personnel paid out of the indirect.					

**Other IT Department Activities:**

- I have worked closely with TANF in Yreka to prepare and post an RFP to wire a new building that TANF intends to lease as an office. The RFP has closed, and 5 proposals were received. The proposals are under TANF federal review. The deadline for accepting a proposal is December 12.
- Acme Computer has been hired to install IT wiring in the modular building that will become the new Happy Camp TANF office. Acme intends to begin work on Tuesday, December 2<sup>nd</sup>.
- Dale Josephson Attended the conference TribalNet 15. His travel report is attached.
- I met with representatives of the Yurok Tribe on Wednesday, November 19 to discuss alternative engineering routes for the KRRBI Broadband Project.



**Project Title:** Happy Camp Server Room Equipment Failure and Repair

Deliverables:

Task One – Replace Redundant Battery Backup Systems

1. Both existing battery backup systems have partially failed.
2. New equipment has been identified that will meet the power standards
3. Because all IT services in Happy Camp will be shut down when the new equipment is installed, proposals are being solicited to install the equipment on a weekend.
4. Five potential vendors have been identified, and proposals for purchase, installation and maintenance have been requested from all five. Some vendors may require the tribe to hire a local electrician, which is being calculated during the procurement review. This review is almost complete and the procurement should be presented to the council later in December.

Task Two – Replace Data Storage System in Happy Camp IT Room

1. The data storage system in the IT server room in Happy Camp is getting close to its natural end of life. The system is still partly under warranty, and over the last several months an average of 2 parts per months have been swapped out via warranty. This indicates that a larger failure may occur soon.
2. Parts and systems have been identified to allow the IT department to build a new data storage system. This system will cost roughly 1/3 the price of commercial systems of the same caliber. Quotes have been received and are currently under review before being presented to the council.

**Project Title:** Orleans Broadband Project

**Expenditure/ Progress Chart – USDA Community Connect Grant**

Program	Code	Total Budget	Expensed to date	Balance	% Expended
USDA RUS Orleans Broadband	2061-00	\$1,141,870.00	\$381,708.43	\$760,161.57	33.43%
Term Dates	Total Months	Month # for report period	# Months Remaining	% Completed.	Extension Option Y/N
10/24/2011-10/24/2017	72	37	35	51.38%	N
Progress Report Due Date	Completed?	Date Completed.	Fiscal Report Due Date	Completed?	Date Completed.
03/31/2015	No		10/17/2017	No	
<b>Comments:</b>					
This grant is to fund the construction broadband infrastructure to the community of Orleans.					

#### Construction Progress:

- The “make-ready” work to prepare the Verizon utility poles near Orleans has been completed by HP Communications. The work is currently under review by Verizon engineers.
- The foundation for the communications tower has been subcontracted out to a local contractor, and work may begin on the excavation as early as December 1<sup>st</sup>. IT is working with DNR to assure that a cultural monitor is present for any digging.
- All construction must be complete and the network fully functional by October 24, 2015 or else the Karuk Tribe cannot meet the requirements of the USDA RUS grant agreement.

#### Pending Action Items for this project:

- Fiber Optic Installation contract – This contract is attached to this report for approval. Work on the fiber optic installation must complete by February 6, 2015, or else Verizon California may cancel the pole attachment agreement.
- Orleans Tower Construction Contract 13-C-074 – This contract expired during the period in which the tribe was waiting for the scope change approval from RUS. A change order is attached.
- Procurement for materials for the fiber optic installation – This item is presented separately from the contract because the funder prefers that for auditing purposes. The procurement is attached to this report.
- Wireless Installation contract – This contract scope of work is under development

#### Reimbursement Requests:

- On October 6 the Karuk Tribe received the first reimbursement from RUS for this grant for an amount of roughly \$113,000.00
- The second reimbursement request for about \$170,000.00 will be mailed off the first week of December.

#### Permitting Services:

- All government permits in hand as of December, 2013.
- An extension was requested and approved for the Humboldt County tower building permit, now requiring construction to be mostly complete by April 27, 2015.

#### Continued federal oversight by USDA Rural Utilities Service (RUS):

- RUS continues to review reimbursement requests for this project.
- A site visit expected from an RUS general field representative on Tuesday, December 2nd.
- A progress report is due to RUS on this project by March 31, 2015.

## **Project Title:** Klamath River Rural Broadband Initiative (KRRBI)

### Deliverables:

#### Project Management Services:

- 3<sup>rd</sup> quarter report was filed by October 10, 2014. 4<sup>th</sup> quarter report due January 10, 2015.

#### Engineering Services:

- Fiber engineering contract approved and executed December, 2013
- Wireless engineering contract approved and executed December, 2013

#### Environmental Review:

- National Environmental Protection Act (NEPA):
  - Because both state and federal environmental compliance is required on this project, to save costs, a joint environmental document will be prepared that meets the standards of both NEPA and CEQA.
- California Environmental Quality Act (CEQA):
  - The funding agency, the California Public Utilities Commission (CPUC) is responsible for CEQA compliance on this project. The CPUC has requested that \$675,173 be diverted from the project funds and allocated for CEQA purposes. This amount was not budgeted in the project, and the CPUC will not specify what services will come out of this money. Because this is completely unacceptable, I have appealed this request to Commissioner Sandoval, one of the 5 commissioners of the CPUC. A revised environmental and permitting budget has been submitted to the CPUC for review.

#### Permitting Services:

- Required Federal permits:
  - USDA Forest Service Special Use Permit – Application submitted
  - National Park Service Special Use Permit – Application submitted
  - US Army Core of Engineers Klamath River Crossing Consultation – May not be necessary
  - BIA is acting as the federal lead agency for NEPA compliance
- Required State Permits:
  - CalTrans Encroachment Permit – Application waiting on fiber engineering
  - CEQA State of California Environmental Report – Waiting on environmental assessment
  - California State Parks Special Use Permit – waiting on fiber engineering
  - California State Lands Commission Easement – waiting on fiber engineering
  - California Dept Fish and Wildlife Endangered Species Impact Report – Waiting on fiber and wireless engineering
- Cultural Resources Reports:
  - SHPO Cultural Resources Approval – Waiting on cultural survey
  - Yurok THPO Cultural Resources Approval - Waiting on cultural survey
  - Karuk THPO Cultural Resources Approval - Waiting on cultural survey

- Required County Permits:
  - Humboldt County Special permit for tower construction – Waiting on wireless engineering
  - Humboldt County Building permit for tower construction – Waiting on wireless engineering
  - Humboldt County MOA for Right-of-Way Amendment – Waiting on fiber engineering
  - Humboldt County Encroachment Permit for County Roads – Waiting on fiber engineering
- Required Tribal Permits:
  - Karuk Resource Advisory Board Approval – Waiting on fiber and wireless engineering
  - Yurok Tribe Transportation Encroachment Permit – Waiting on fiber engineering
- Other Required Permits:
  - Right-of-Way Easements with Independent Landowners – Waiting on fiber engineering

**Expenditure/ Progress Chart – KRRBI – California Advanced Services Fund (CASF)**

<b>Program</b>	<b>Code</b>	<b>Total Budget</b>	<b>Expensed to date</b>	<b>Balance</b>	<b>% Expended</b>
KRRBI - CASF	6661-00	\$6,602,422.00	\$70,307.00	\$6,532,115.00	0.01%
<b>Term Dates</b>	<b>Total Months</b>	<b>Month # for report period</b>	<b># Months Remaining</b>	<b>% Completed.</b>	<b>Extension Option Y/N</b>
10/17/2013-10/17/2015	24	13	11	54.16%	Y
<b>Progress Report Due Date</b>	<b>Completed?</b>	<b>Date Completed.</b>	<b>Fiscal Report Due</b>	<b>Completed?</b>	<b>Date Completed.</b>
10/10/2014	Yes		At 25% Expended	No	
<b>Comments:</b>					
This grant expands on the Orleans Broadband Project and partners with the Yurok Tribe to provide internet service to several unserved and under-served communities in Northern Humboldt County.					

Report Attachments:

- Cell phone usage report and grand total report for September-October 2014 billing period
- Dale Josephson’s travel report for TribalNet 15.
- Contract 13-C-074 Amendment 1 for changes to the tower construction in Orleans
- Contract 15-C-018 for installation of the fiber optic cable along Ishi Pishi road and highway 96 for the Orleans Broadband Project
- A sole source procurement for \$60,972.00 for fiber optic installation materials for the Orleans Broadband Project

Dale Josephson Travel Report  
TribalNet 15  
Las Vegas, Nevada, November 10-13, 2014

Classes, roundtables and two keynote opening sessions were some of the best I have ever been to. There were two great opening sessions on Tuesday and Wednesday and both talked about getting the job done correctly but not killing yourself to get it done.

All throughout the conference I asked my counterparts if they had experience with FreeNAS and about half had heard of it and 20% had used it on relatively small storage devices. I asked Paul Romero & Jim if they had used FreeNAS and Jim deferred me to Paul who thought we were doomed to failure. Paul tried using FreeNAS for backup drives and the boot drives kept going out on him. Paul said he had used both hard drives and a thumb-drive to install the FreeNAS OS and all failed within 6 months or less. Since I know FreeNAS does not play well with RAID cards I asked Paul if the hard drives he was booting on had been on a RAID card and he did not answer, so maybe he didn't know. I still absolutely want to build the Tribe a FreeNAS SAN to replace our ailing SAN. I will start by installing FreeNAS 9.2.1.8 on my IBM 3650 in the Data Center. After the 4 hour class on Thursday I was talking to one of the presenters and he said version 8 of FreeNAS was full of iSCSI bugs but version 9 solved most all problems and his company has a 12 drive SAN running just great on FreeNAS. FreeNAS 9.2.1.8 is the current version, so I believe we are good to go.

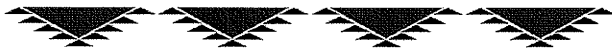
The things I have learned about network intrusion, PC vulnerabilities; Linux/UNIX vulnerabilities and mobile device vulnerabilities make me want to pull the network cables out of outbound routers. I sure hope we are not as bad off as our instructors tell us most networks of our size are. At today's 4 hour class I sat next to Jim from the Yurok Tribe and he voiced the same concerns I am writing about.

Thanks for sending me. I wish I had taken a video camera and had sat it up for some of the classes as everything went so fast it was hard to write good notes let alone try things out. I did feel pretty good as I was able to get a lot of items finished and much of our class just gave up.

This year I stayed 100% in IT classes and did not venture into any healthcare/IT classes and I think that was the best way to do it as the classes all seemed to share a common thread and each class built on the previous classes. I do believe the Karuk IT Team could thrive in any of the environments at any Tribe in attendance. I say this because I kept hearing Eric's Sage advice in the back of my head when questions were thrown out and at more than one class I was commended for correctly answering hard questions. Thanks Eric.

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

## REQUEST FOR CONTRACT/ MOU/ AGREEMENT

Check One:  Contract Karuk Tribe Number Assigned: 13-C-074 Amendment 1  
 MOU  
 Agreement Funder/Agency Assigned: USDA RUS & CASF  
 Amendment Prior Amendment: N/A

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

Requestor: Eric Cutright Date: November 12, 2014

Department/Program: Orleans Broadband Project

Name of Contractor or Parties: Native Link Construction LLC

Effective Dates (From/To): September 12, 2013 August 31, 2015

Amount of Original: \$143,250.23  
Amount of Modification: \$11,936.17  
Total Amount: \$155,186.40

Funding Source: 2061-00-7600 & 2061-00-7610. Some funds also to come from the CASF Broadband Grant

Special Conditions/Terms: fed \$1,879,40 state \$93,307

Brief Description of Purpose:  
This amendment is to change some of the materials specified in the original contract, and to extend the term of the contract. The materials change includes a larger hut and increased shipping costs. The term extension extends the contract until August 31, 2015.

### \*\* REQUIRED SIGNATURES \*\*

Eric Cutright  
Requestor Date: 11/12/14

Laura Mayton  
\*\*Chief Financial Officer Date: 11-21-14

Summi O'Neil  
\*\*Director, Administrative Programs & Compliance Date: 11-21-14

Leon Wood  
\*\*Director of Self Governance (MOU/MOA) or TERO (Contracts) Date: 11-24-14

Other \_\_\_\_\_ Date \_\_\_\_\_

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**Modification Number 1**  
**Contract Number 13-C-074**  
**Karuk Tribe**  
**Native Link Construction LLC**

**Description of Modification:**

This amendment is to change some of the materials specified in the original contract, and to extend the term of the contract. The materials change includes a larger hut and increased shipping costs. The term extension extends the contract until August 31, 2015.

<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Prefabricated Hut	\$ 5,000.00
Additional Freight	\$ 6,936.17
	<b>Increase \$ 11,936.17</b>

**All other terms and conditions remain unchanged.**

<b>Total Contract Modification</b>	<b>Net Increase \$ 11,936.17</b>
<b>Original Contract</b>	<b>\$ 143,250.23</b>
<b>Total Modified Contract</b>	<b>\$ 155,186.40</b>

**This modification is entered into between the Karuk Tribe and Native Link Construction LLC**

**Dated this \_\_\_\_\_<sup>th</sup> day, \_\_\_\_\_, 2014.**

**By \_\_\_\_\_**  
**Russell Attebery, Karuk Tribe**

**By: \_\_\_\_\_**  
**Paul Walk, Native Link Construction LLC**

**Contract 13-C-074  
Amendment One  
Karuk Tribe  
Native Link LLC**

This amendment is to change some of the materials specified in the original contract, and to extend the term of the contract. Below is a summary of the changes.

In the original contract, the prefabricated hut that was specified was too small. A larger hut has been chosen that will meet the needs of the Tribe's broadband efforts. The original hut was priced at \$31,155.00. The new hut is priced at \$36,155.00.

The shipping costs estimated in the original contract were unfortunately low estimates. The actual shipping costs are now known, which includes the additional cost to ship the larger hut. The original shipping cost was \$6,755.00. The correct shipping cost is \$16,500.00.

All of the above costs were approved by the grant funder, USDA Rural Utility Services, in the most recent budget approval on September 3, 2014.

The contract term for this contract has expired while approval for the costs was pending from USDA. The expiration date of the contract needs to change to August 31, 2015, which is more than ample time to complete the construction, even if the weather this winter prohibits construction.





<b>Attention:</b>	Eric Cutright	<b>Product Title</b>	Community Connect Tower Site
<b>Title:</b>	IT Director	<b>Project Description:</b>	Materials
<b>Company Name:</b>	Karuk Tribe	<b>Quote Number</b>	
<b>Address:</b>	64236 2nd Ave.	<b>Invoice Number:</b>	19100
<b>City, State Zip Code:</b>	Happy Camp, CA 96039	<b>Designation Account</b>	
<b>Date:</b>	12/16/13		

Description	Units	Cost	Total
90ft LDA Ser 7SS Tower	1	\$20,814.50	\$20,814.50
LDA Anchor Bolts, Sec 15	1	\$1,683.40	\$1,683.40
TIA Grounding Kit	1	\$1,472.50	\$1,472.50
Safety Climb System	1	\$1,178.00	\$1,178.00
Thermal Fort Prefab Hut	1	\$36,155.00	\$36,155.00
Tower Foundation-Anchor Bolts	1	\$15,687.00	\$15,687.00
4" Concrete Pad for Comm Site per sq. ft.	45	\$18,000.00	\$18,000.00
Generac 10KW genset	1	\$5,510.00	\$5,510.00
8' Chain Link Fence BW top per ft.	80	\$28.50	\$2,280.00
4' Gate assembly for 8' Chain Link Fence	1	\$456.00	\$456.00
Installation Labor	400	\$60.00	\$24,000.00
Misc. Labor	1	\$11,450.00	\$11,450.00
Shipping for Tower, Hut, Generator & Materials		\$16,500.00	\$16,500.00
		Subtotal	\$155,186.40
		TERO	<del>\$3,103,736.00</del>
		Balance Due	<del>\$155,186.40</del>
		<b>Total</b>	<b>\$155,186.40</b>

152,082.67

PAYMENT TERMS: Due on receipt  
 0-30 days: 0% | 31-45: 3% Late Fee | 46-60: 6% Late Fee

**Please remit Payment to:**  
**Native Link LLC.**  
 16905 Hummingbird Ln.  
 Nine Mile Falls, WA 99026



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

## REQUEST FOR CONTRACT/ MOU/ AGREEMENT

Check One:  Contract Karuk Tribe Number Assigned: 15-C-018  
 MOU  
 Agreement Funder/Agency Assigned: USDA RUS Community Connect  
 Amendment Prior Amendment: \_\_\_\_\_

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

Requestor: Eric Cutright Date: November 12, 2014

Department/Program: Orleans Broadband Project

Name of Contractor or Parties: Native Link Communications, Inc.

Effective Dates (From/To): November 20, 2014 August 31, 2015

Amount of Original: \$140,000.00

Amount of Modification: \_\_\_\_\_

Total Amount: \$140,000.00

Funding Source: 2061-00-7610

Special Conditions/Terms: Native link written into grant  
Native Link requests a down payment for this contract to cover transportation and lodging costs. The down payment amount is \$18,704.

Brief Description of Purpose: \_\_\_\_\_

This contract is to install fiber optic cable along Ishi Pishi Road and Hwy 96 to connect the community of Orleans to Siskiyou Telephone. This contract is one of the three construction contracts for the Orleans Broadband Project.

### \*\* REQUIRED SIGNATURES \*\*

Eric Cutright  
Requestor

11/21/14  
Date

Laura Mayton  
\*\*Chief Financial Officer

11-21-14  
Date

Summi Ohtila  
\*\*Director, Administrative Programs & Compliance

11-21-14  
Date

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

11-24-14  
Date

Other \_\_\_\_\_

Date \_\_\_\_\_

**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
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## Administrative Office

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

### AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES

Contract Number: **15-C-018**

This Agreement, dated as of December 4, 2014, is between the Karuk Tribe (hereinafter “the TRIBE”) and Native Link Communications, Inc. (hereinafter “INDEPENDENT CONTRACTOR”), who agree 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*.
2. **Duration:** The term of this Agreement shall be from December 4, 2014 to August 31, 2015.
3. **Compensation:** Independent Contractor will be compensated as provided in the attached *Description of Independent Contractor Services and Activities*, One Hundred Forty Thousand Dollars, (\$140,000.00). 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. **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 by virtue of its relationship with the Tribe without the prior written approval of the Tribe. It is 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 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.
  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**

Native Link Communications, Inc.  
 Paul Walk, COO  
 16905 Hummingbird Lane  
 Nine Mile Falls, Wa 99026  
 TIN: 46-5706212

**KARUK TRIBE**

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

---

Signature and Date

---

Signature and Date

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

The payment terms for this contract are 50% down payment, 50% payment upon completion of all work, including all necessary inspections. The labor for this contract is based on hourly wages. If the work is complete without needing to use the additional hours provided for in the contingency, then the total amount of the contract will be less than the maximum amount of \$140,000.

See attached documents:

Fiber Optic Construction Costs

Karuk Fiber Scope of Work

Karuk Community Connect route 1-17



# Native Link

Communications

*IP Based Fiber-Optic Solutions for Residential, Business and Enterprise Customers*  
*Specialized Wireline and Wireless Communications Consultants*

Native Link Communications, Inc.  
7220 N. Market St.  
Spokane, WA 99217

(509) 468-3266 Phone  
(877) 456-4155 Toll Free

[www.nativelink.net](http://www.nativelink.net)

## **Karuk Fiber Scope of Work**

Native Link Communications, Inc. herein after referred to as (“NLC”), will construct a 72-strand fiber optic communications circuit from the Siskiyou Telephone Vault located on Ishi Pishi road to Orleans CA. (see attached map).

NLC has completed the engineering and the Pole Attachment Agreement (PAR), application has been approved by Verizon to attach to their poles.

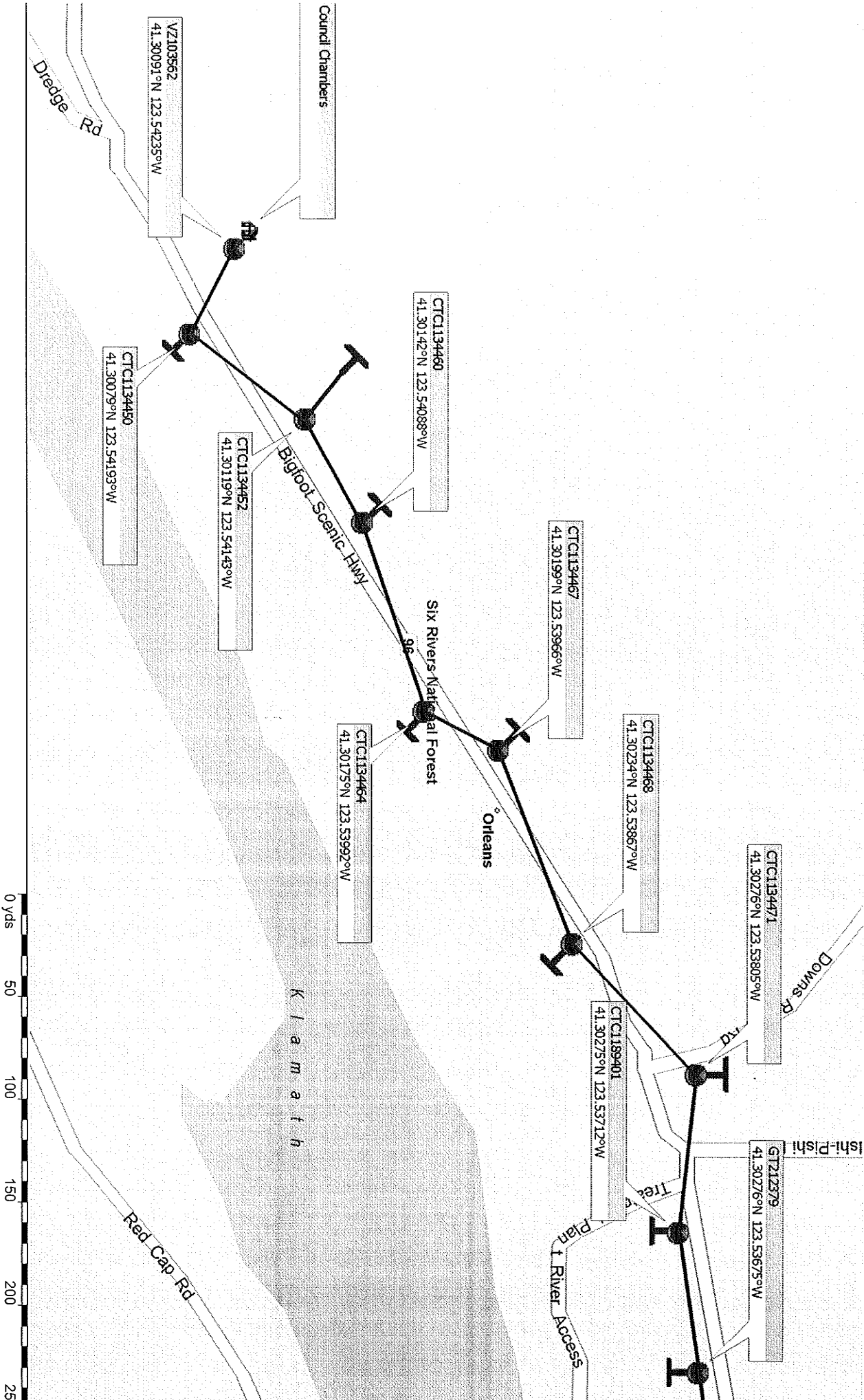
NLC will construct all pole hardware, aerial strand and down guys as well as the fiber optic cable in accordance with the engineered details.

NLC will supply all vehicles, tools and personnel to complete project.

Construction will take approximately 2 weeks once all framing materials are delivered to site and NLC is on-site with the construction crew.

Construction is contingent upon all permits being current with all local, state and tribal entities as well as all easements and ROW permits with private citizens along the route.

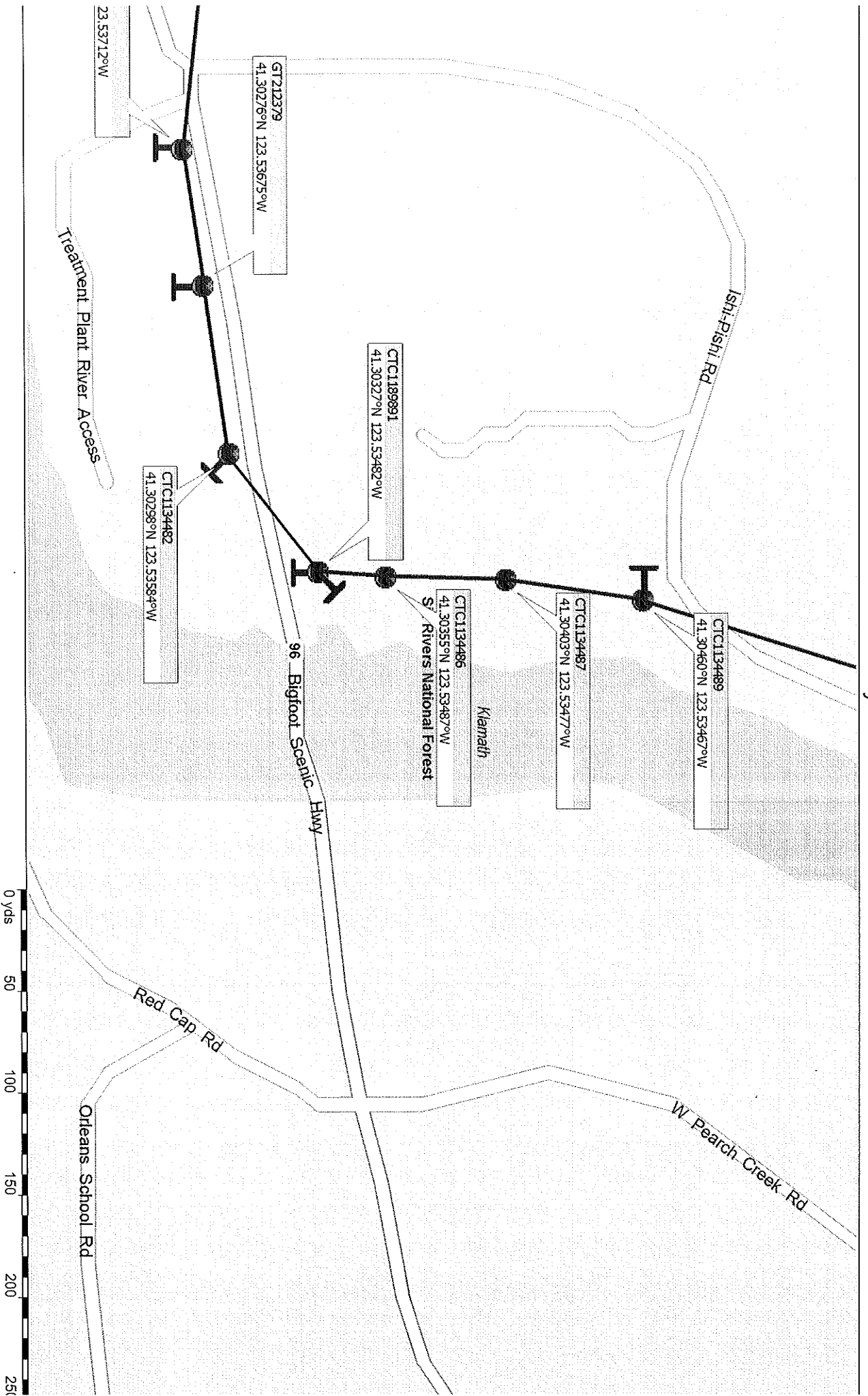
# Karak Community Connect route-1



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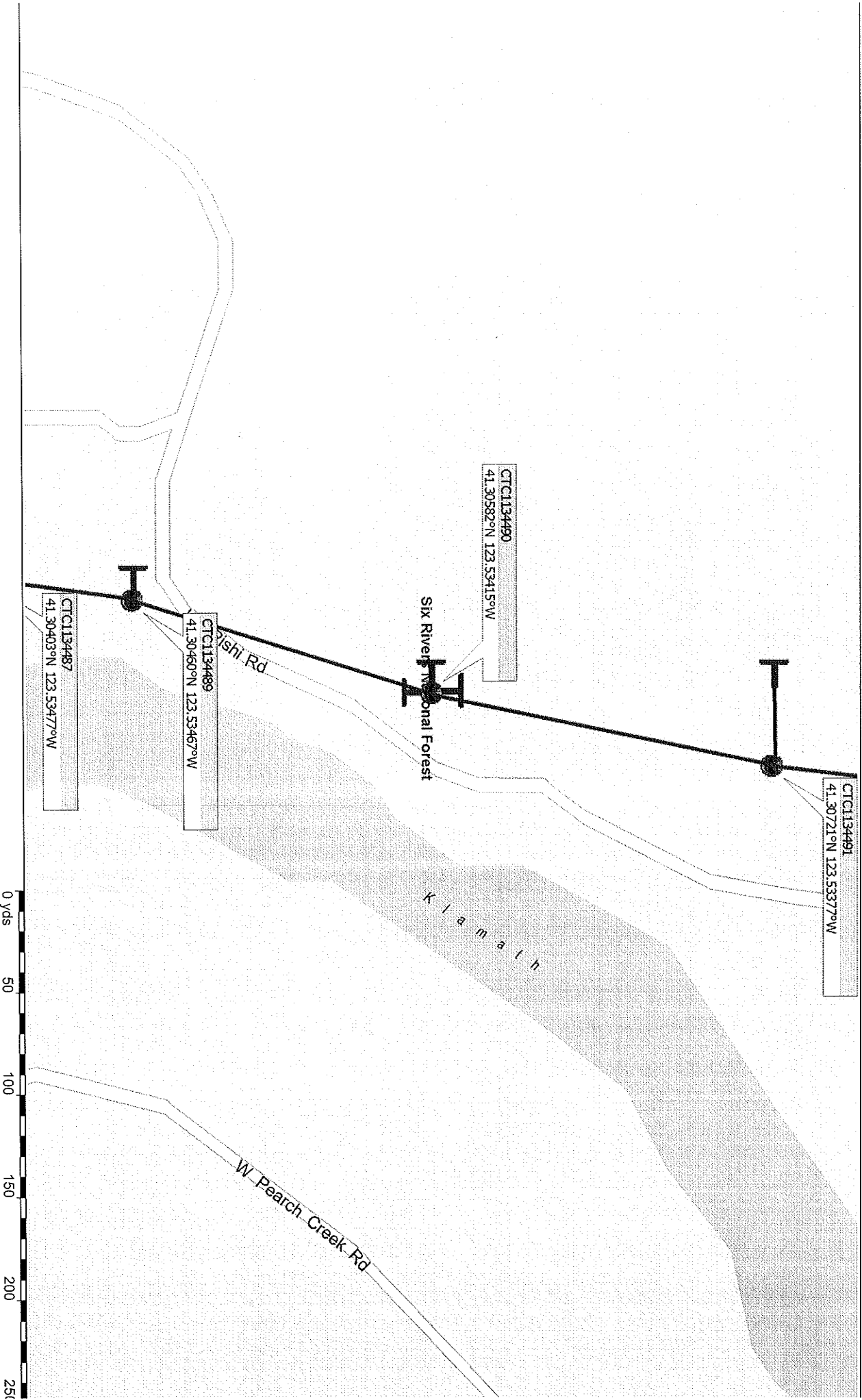


# Karuk Community Connect route-2



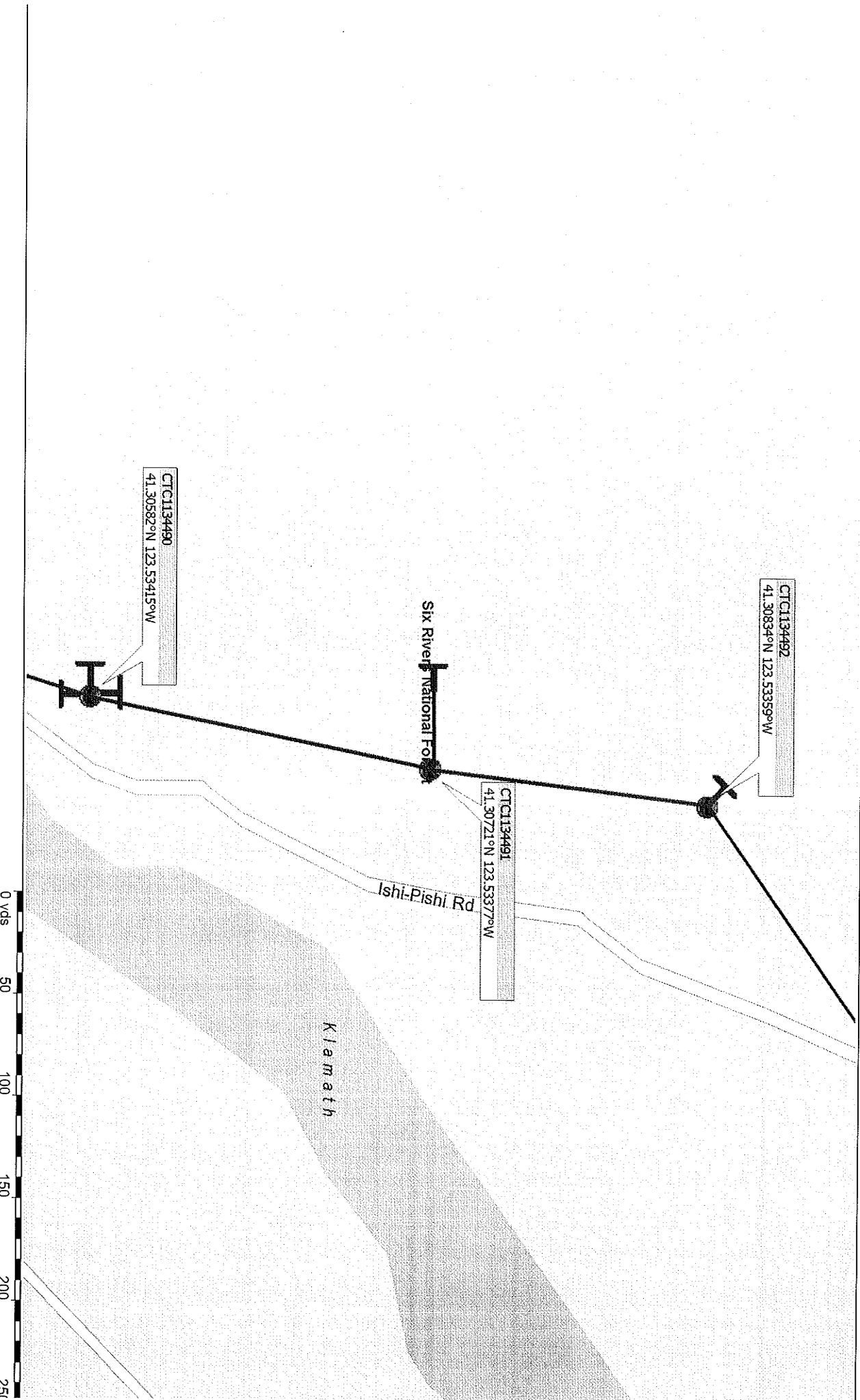
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# Karuk Community Connect route-3



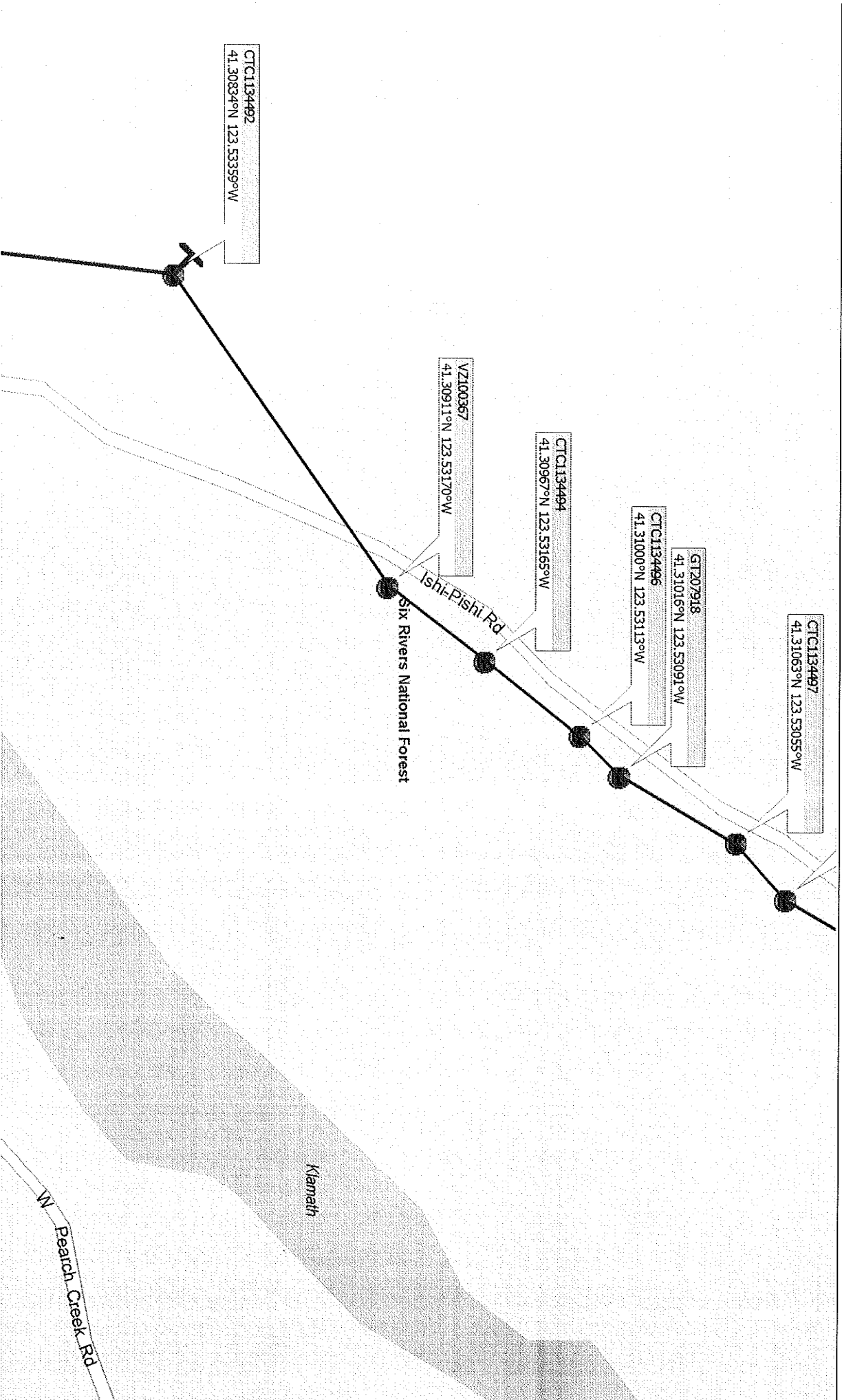
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# Karuk Community Connect route-4



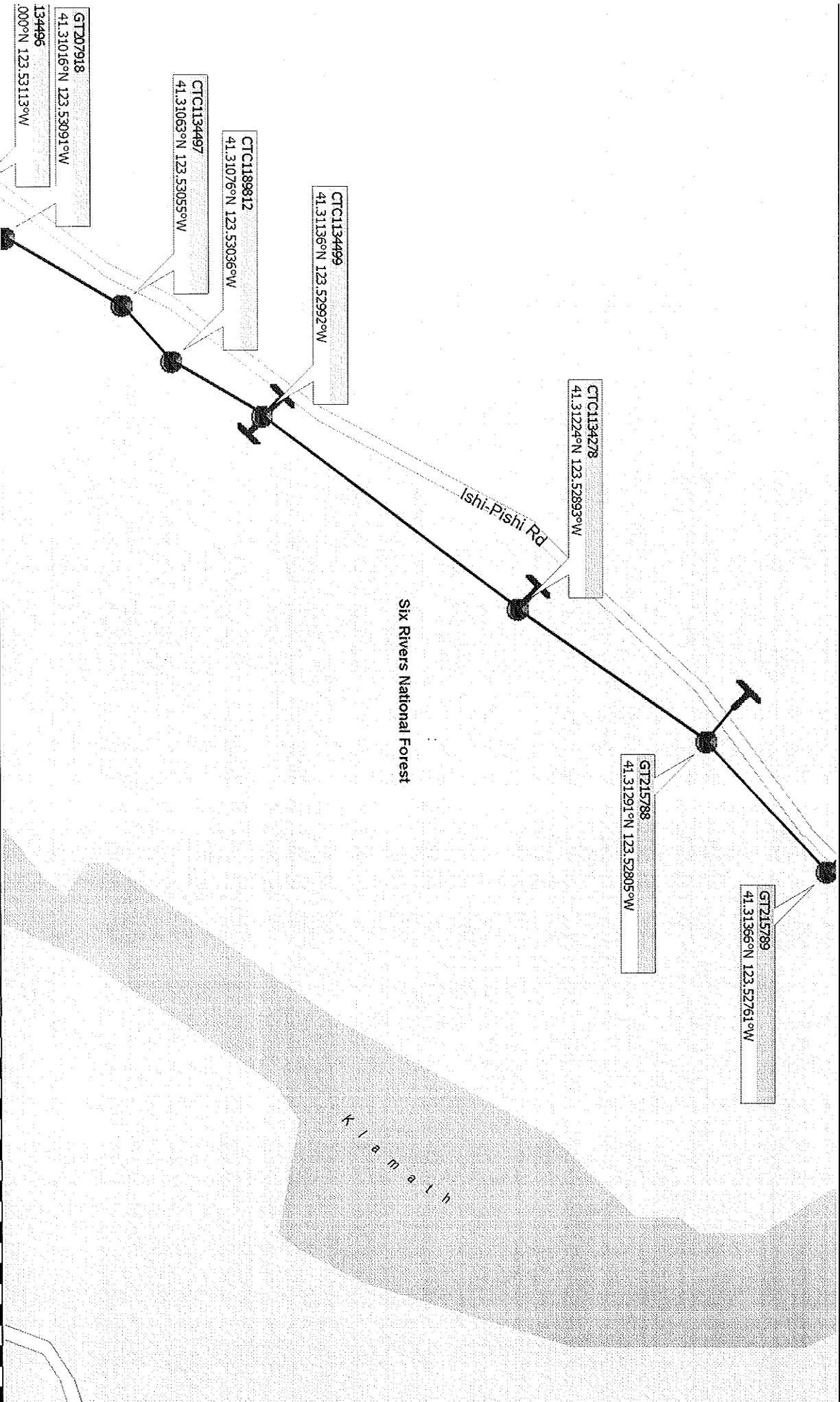
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# Karuk Community Connect route-5



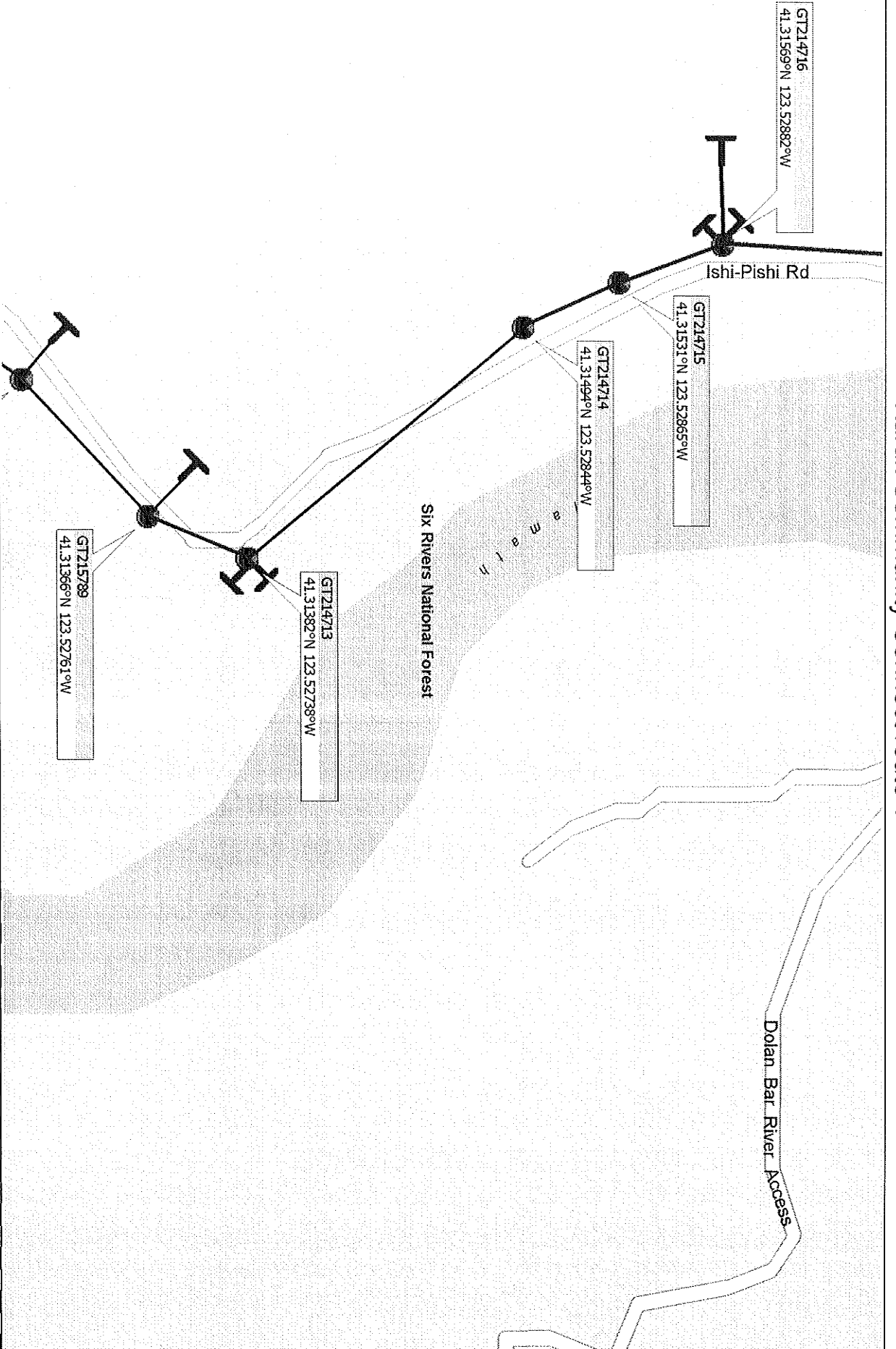
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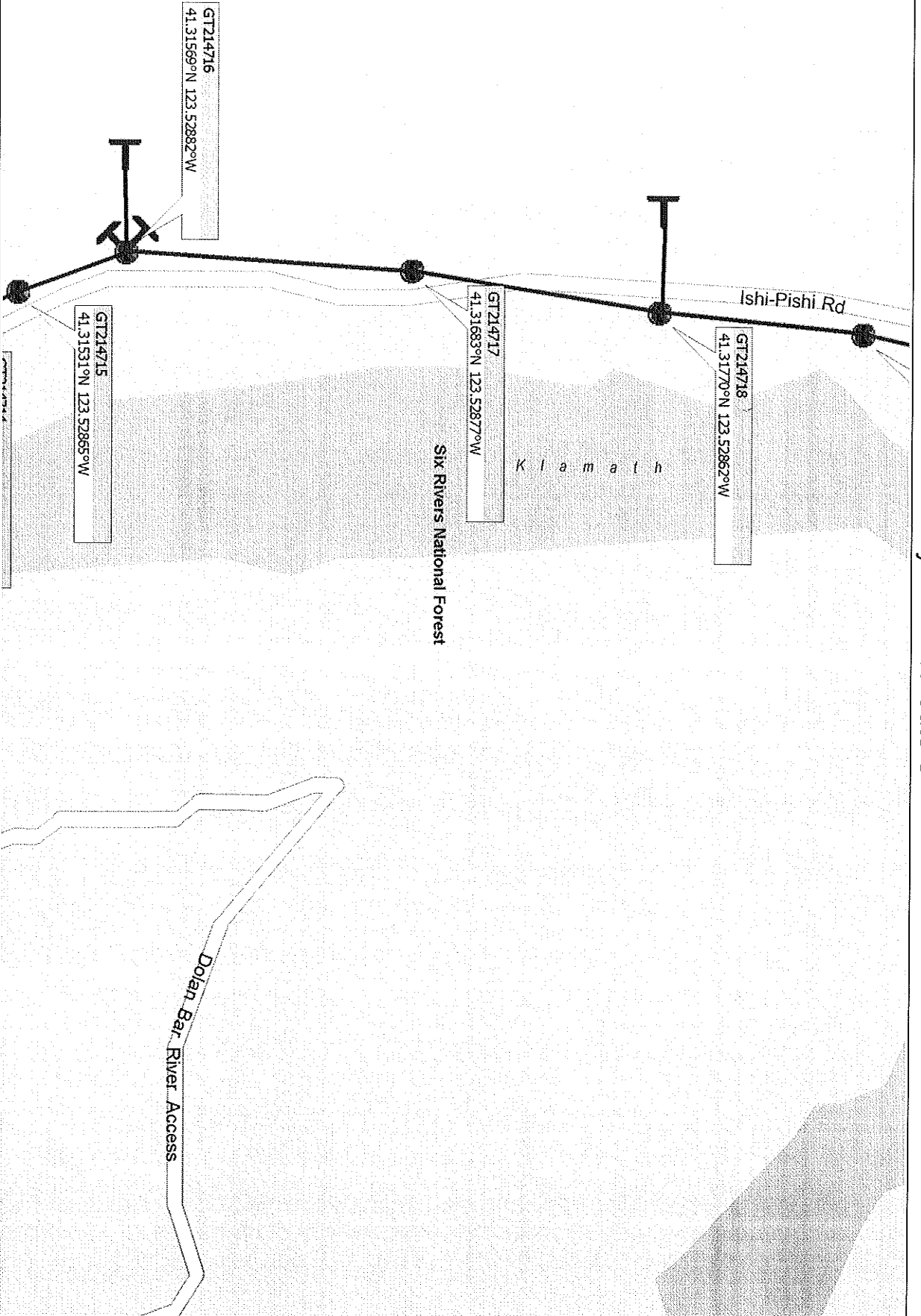
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# Karuk Community Connect route-7



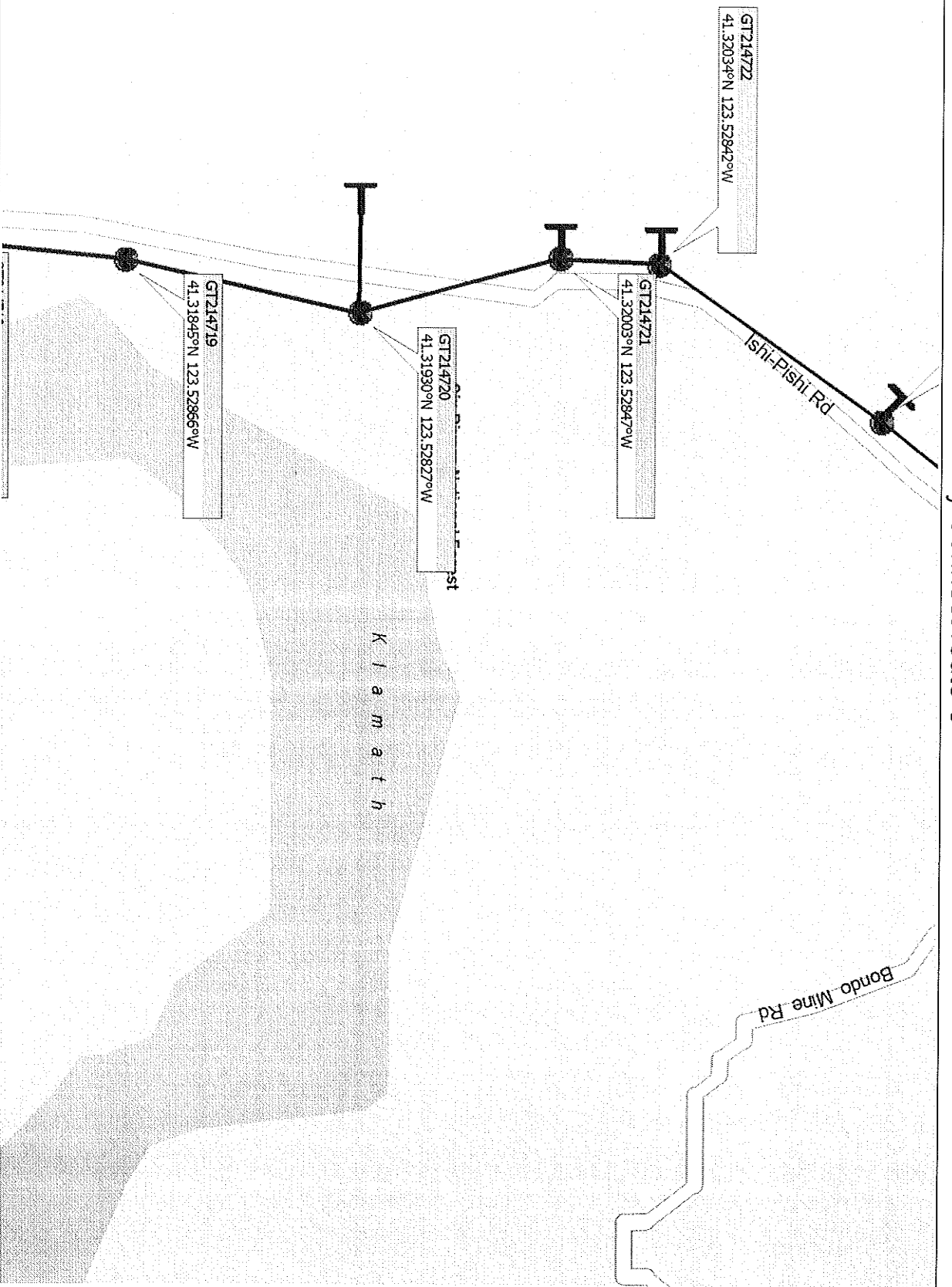
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# Karuk Community Connect route-8



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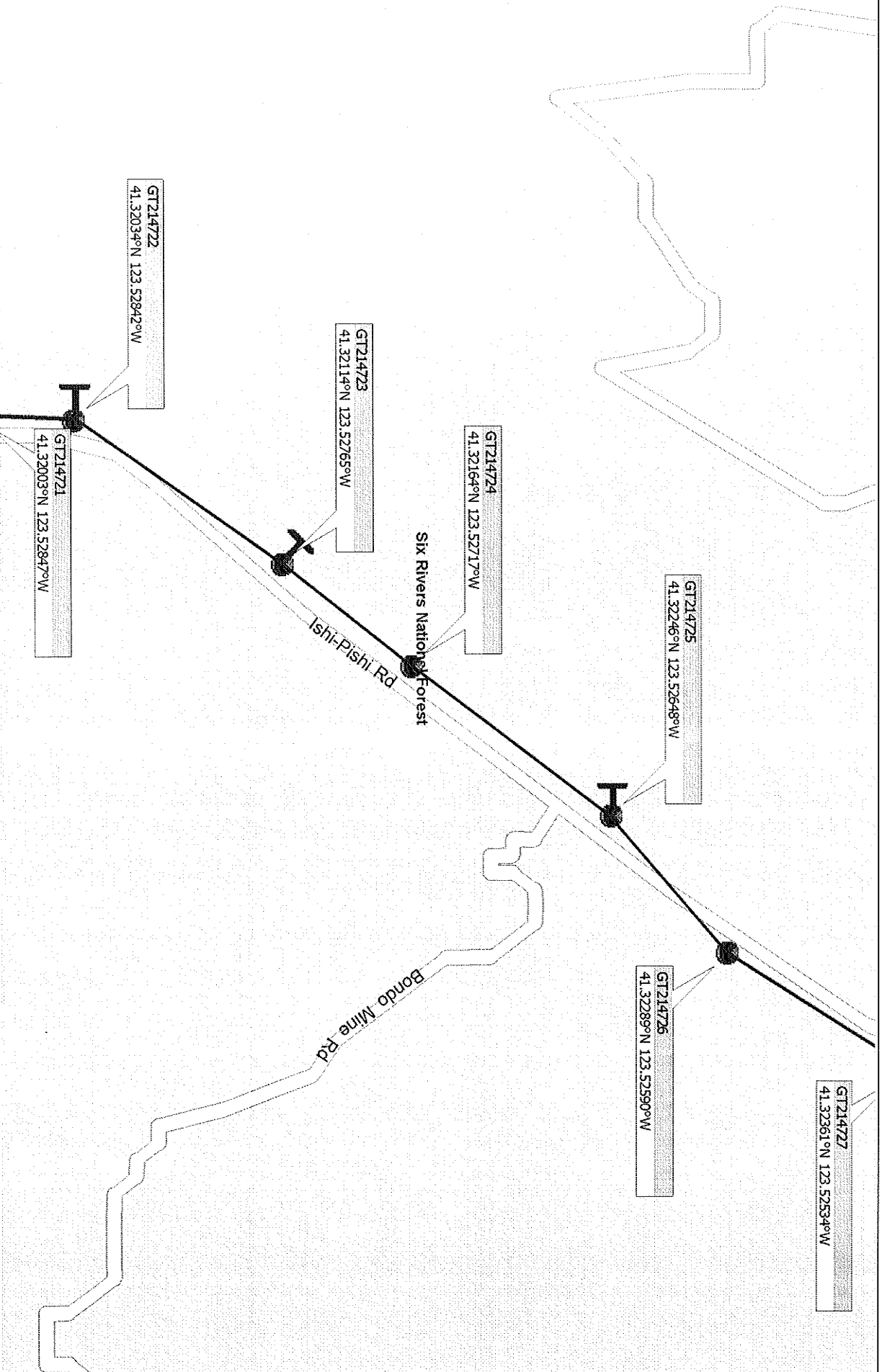
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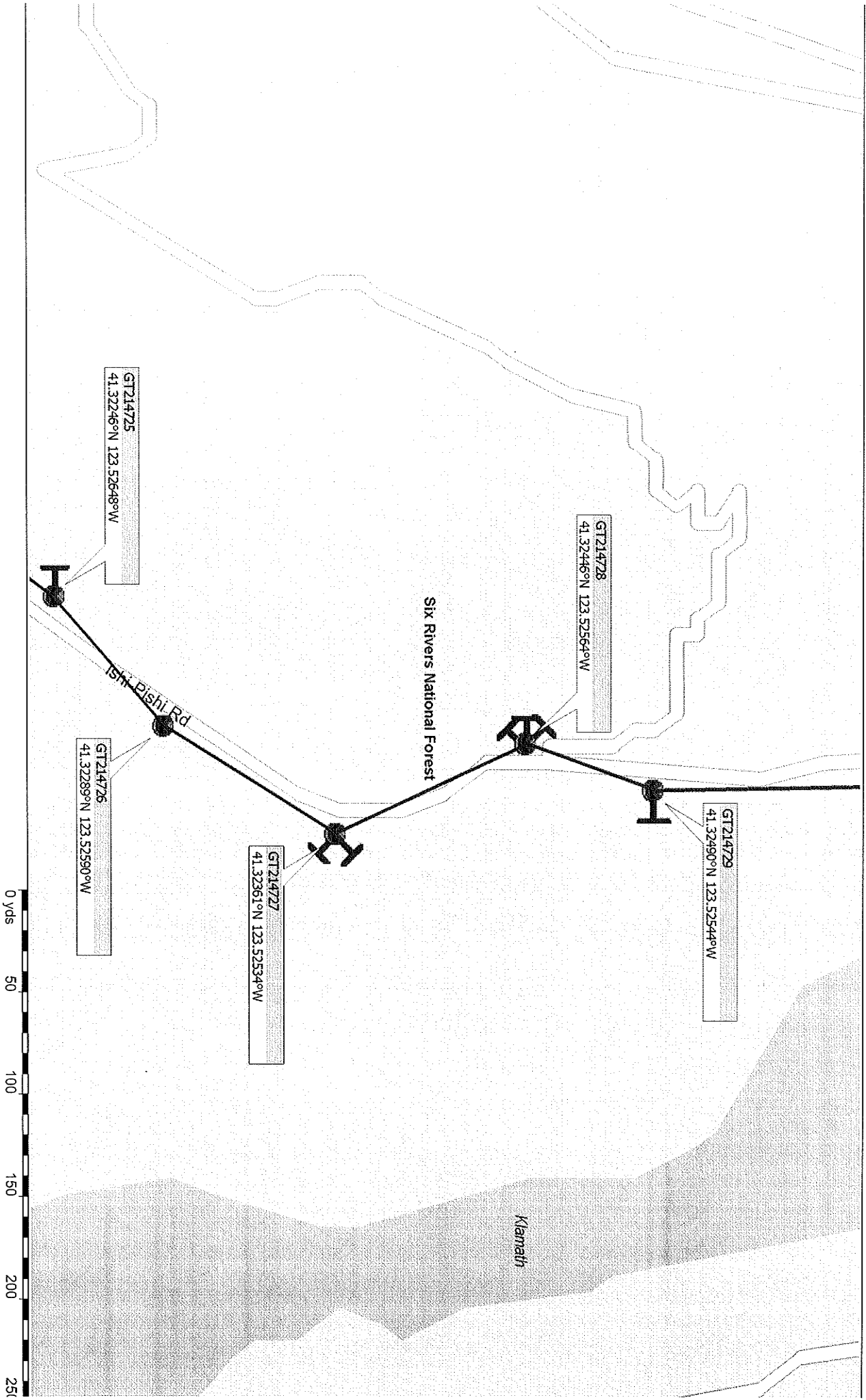
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# Karuk Community Connect route-10

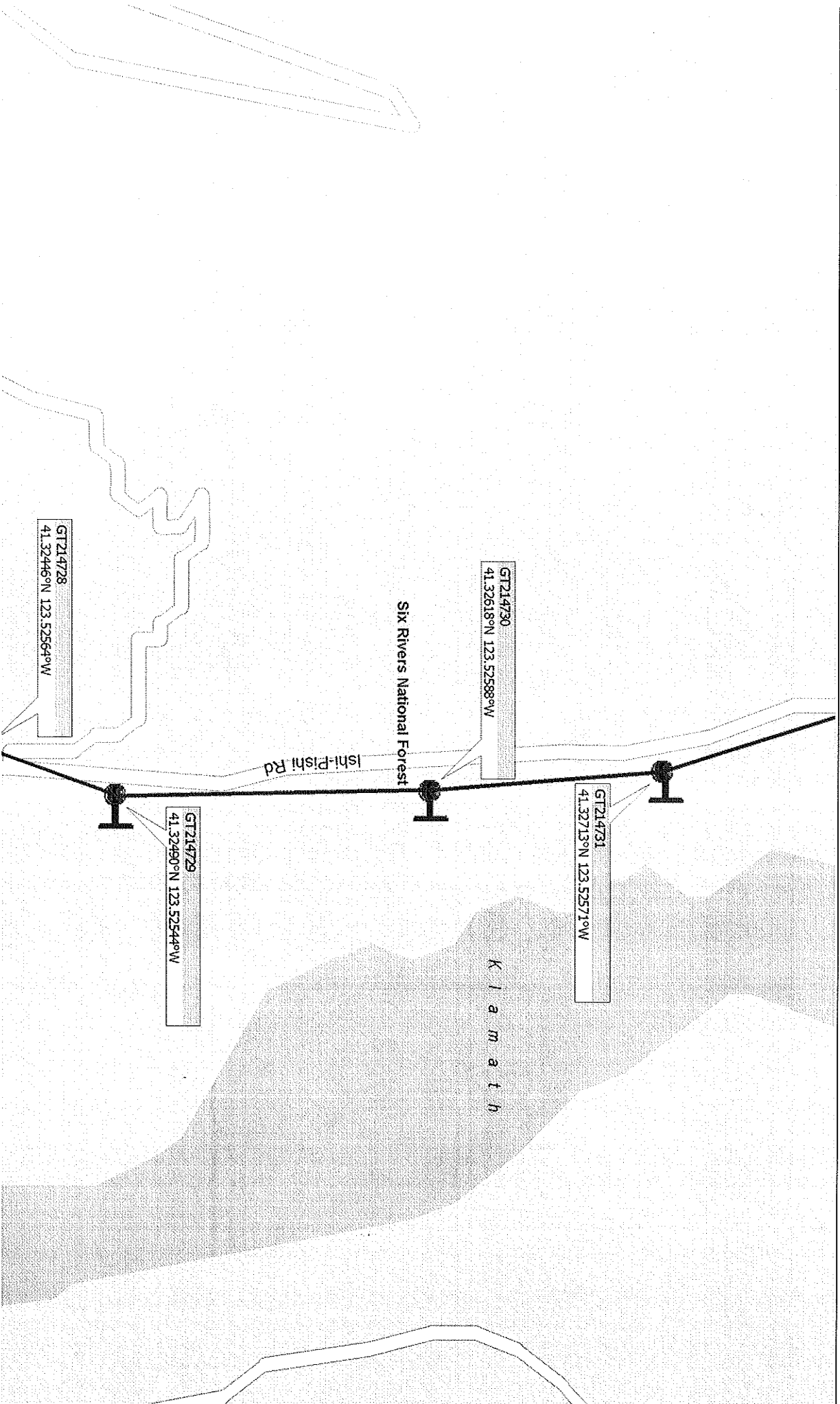


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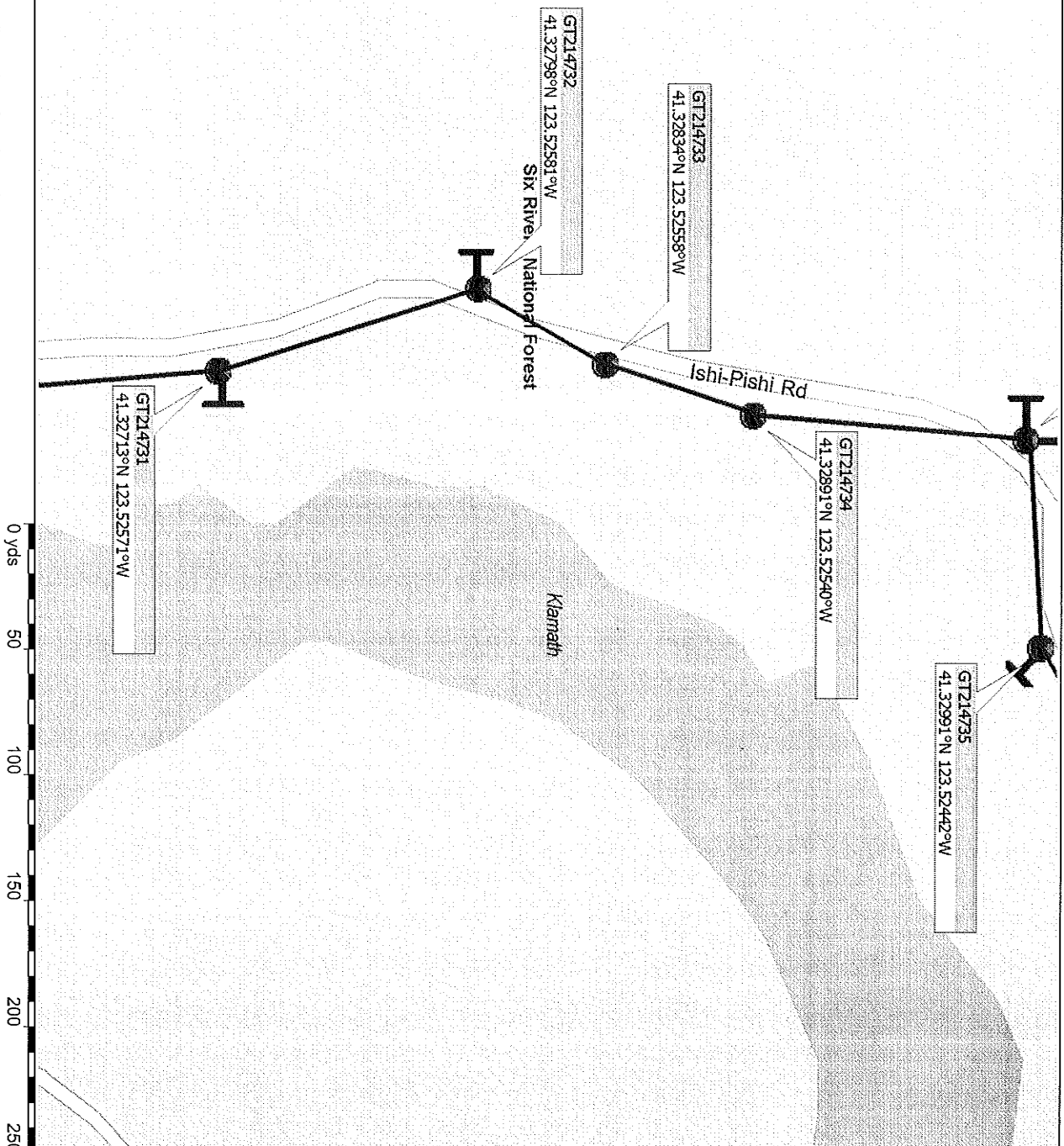
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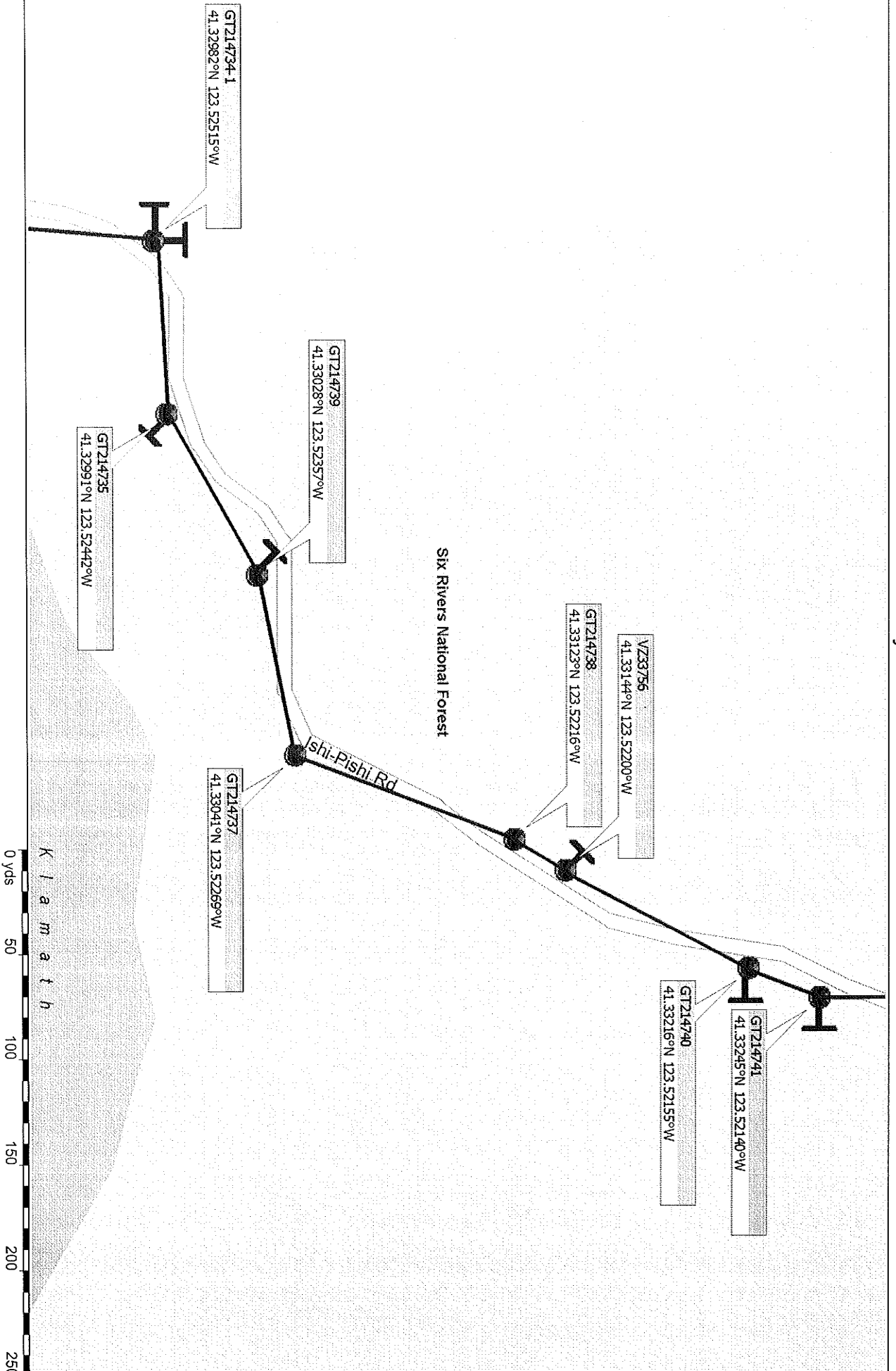


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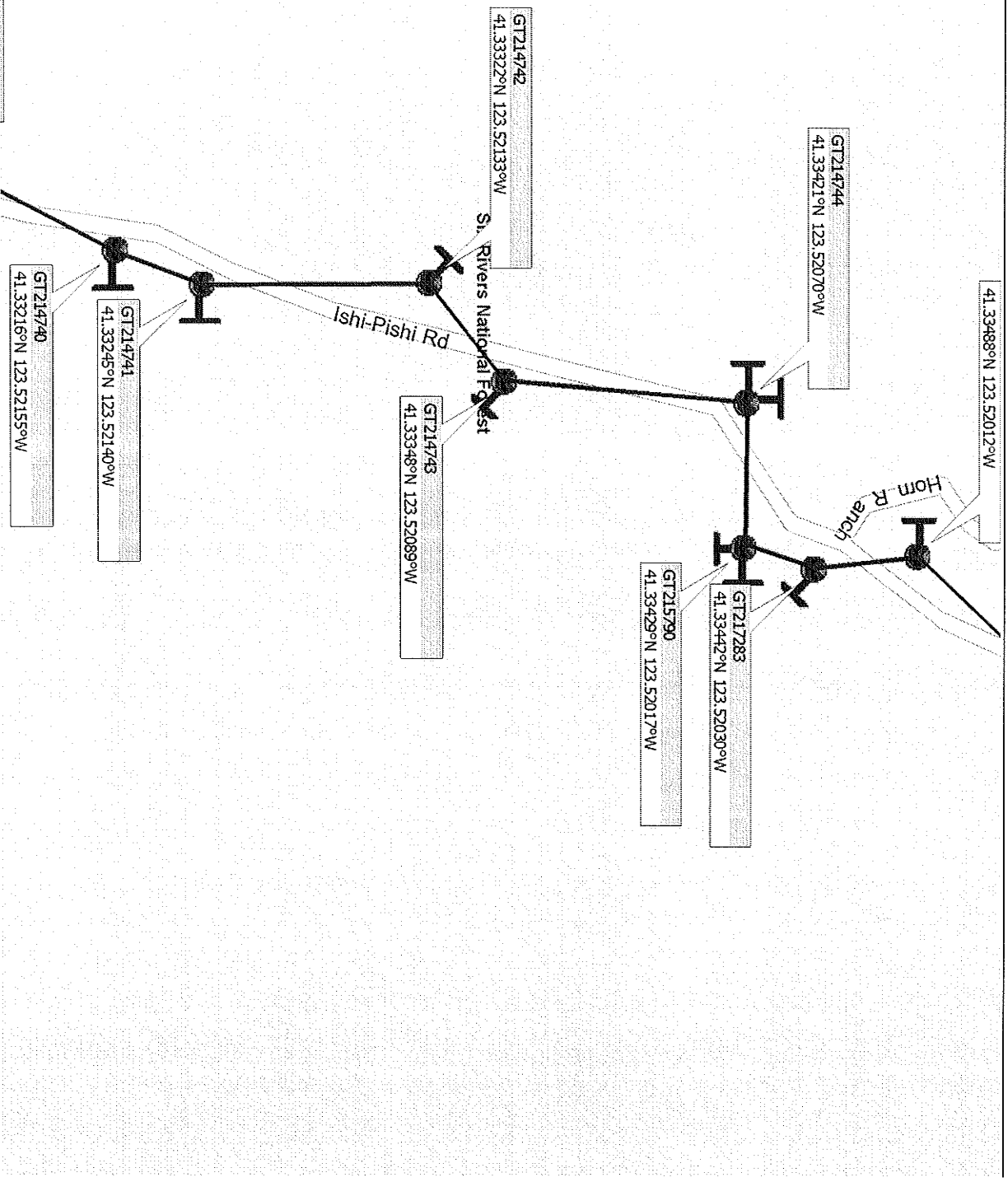


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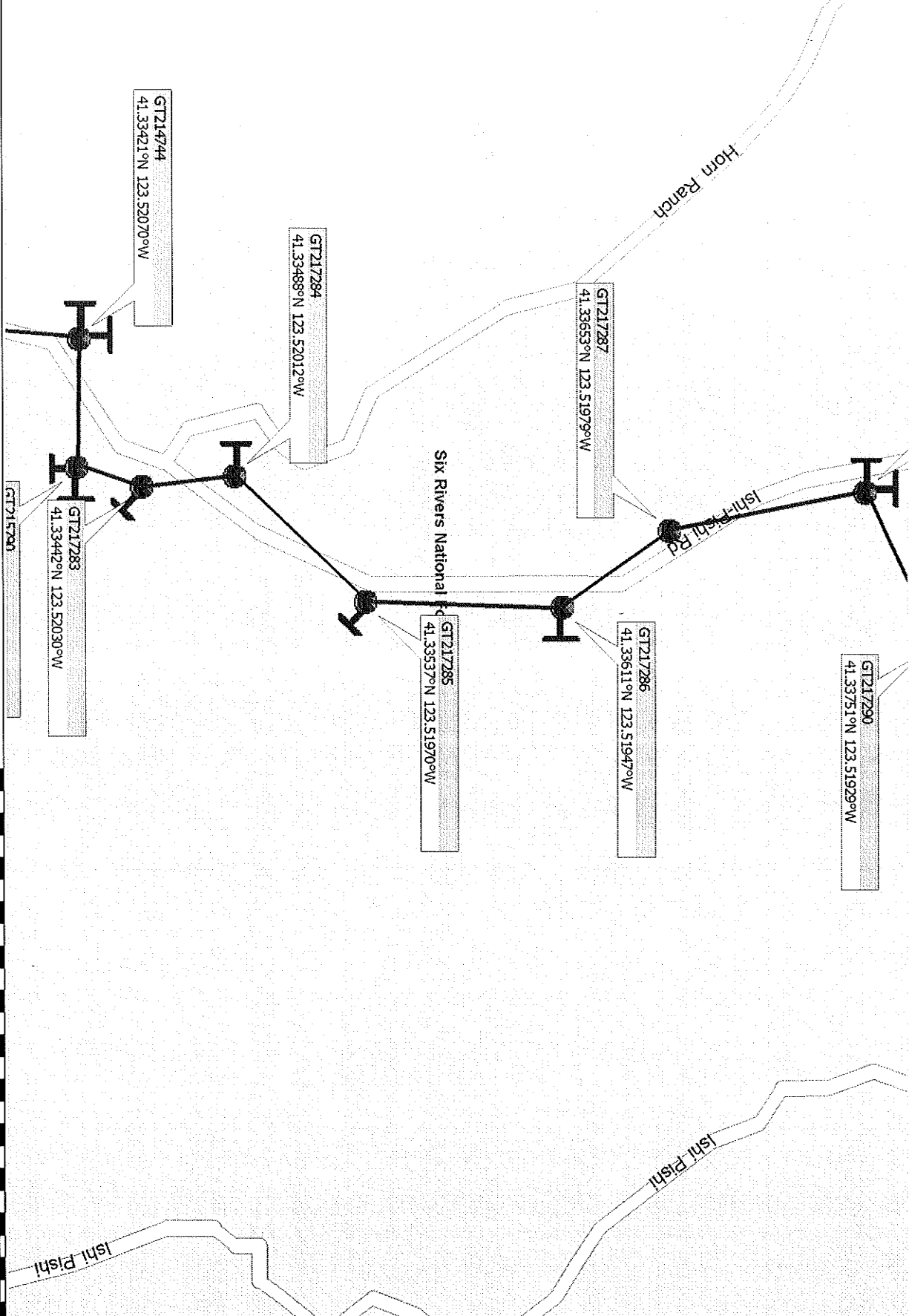
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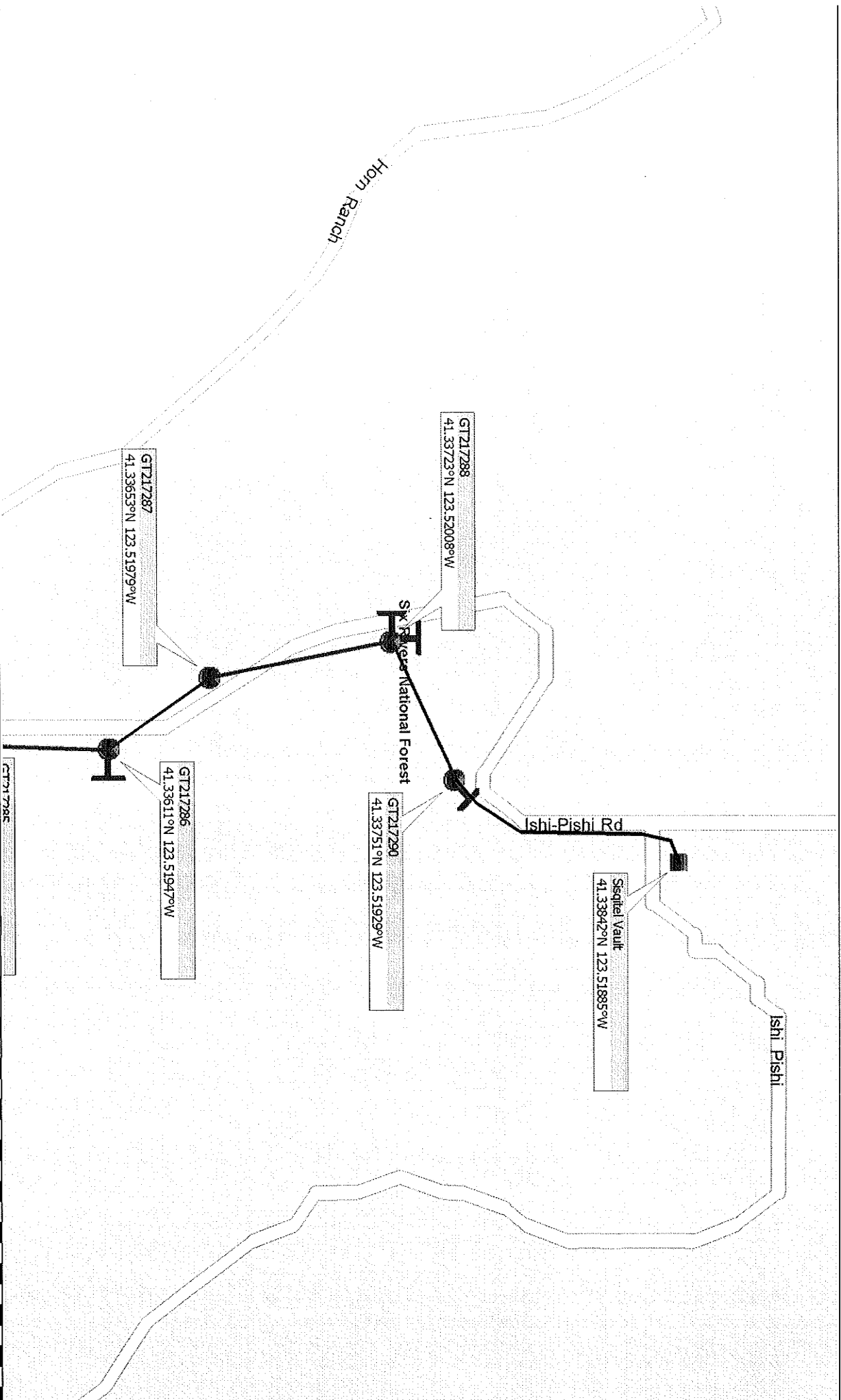
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# Karuk Community Connect route-17





**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

**Requestor:** Eric Cutright

**Date:** November 12, 2014

**Dept/Program:** Orleans Broadband Project

**Funding Source:** 2061-00-7610

- Check One:**
- |   |   |
|---|---|
| <input type="checkbox"/> Small Purchase (less than \$5,000)               | <input type="checkbox"/> Large Purchase (more than \$5,000)**   |
| <input type="checkbox"/> Construction Contract                            | <input type="checkbox"/> Other: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span> |
| <input type="checkbox"/> Independent Contractor Under \$2,000             |   |
| <input checked="" type="checkbox"/> Independent Contractor Over \$2,000** |   |

*\*\*Tribal Council approval is required for: all purchases exceeding \$5,000, all Agreements and all Contracts exceeding \$2,000.*

**Procurement** \_\_\_\_\_  Three quotes  Sealed Bid  Competitive Proposal

COMPARATIVE SUMMARY (Minimum of Three Required)				
Company Name	Date	Price	Contact/Phone	Indian Y/N
Native Link Communications, Inc.	11/12/2014	\$140,000.00	Paul Walk / 518-358-4170	Yes

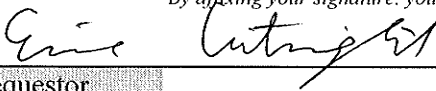
**Name of Selected Vendor:** Native Link Communications, Inc.

- Basis:**
- |   |  |
|---|--|
| <input type="checkbox"/> Lowest Price   | <input type="checkbox"/> Best Qualified Vendor     |
| <input type="checkbox"/> Superior Product/Service   | <input type="checkbox"/> Delivery Service Provided |
| <input type="checkbox"/> Based on Annual Price Comparisons                                    |  |
| <input checked="" type="checkbox"/> Sole Source Provider (MUST Attach Detailed Justification) |  |
| <input type="checkbox"/> Only Qualified Local Provider Due to Geographic Disadvantage         |  |

**Comments:** This procurement is for the contract to install fiber optic cable along Ishi Pishi Road and Highway 96 as part of the Orleans Broadband Project, funded by the UDSA Rural Utility Services Community Connect Grant. See attached sole source justification.

**\*\* REQUIRED SIGNATURES \*\***

*\*\* By affixing your signature, you acknowledge that you have reviewed the attached documentation for presentation to Tribal Council.*

  
 Requestor

11/12/14  
 Date

\_\_\_\_\_  
 \*\*Chief Financial Officer

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 \*\*Director, Administrative Programs & Compliance

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Other

\_\_\_\_\_  
 Date

Karuk Tribe  
 Orleans Broadband Project  
 Fiber Optic Construction Costs

Native Link labor (1 PM, 1 Equipment Operator)	320	hr	\$ 28,800
labor for transportation costs-2man crew (1 round trip)	80	hr	\$ 7,200
Union charges for contract crews 4 weeks (2 lineman, 2 groundman) (SEE DBA, BELOW)	640	hr	\$ 72,161
mileage charges (2000 mi round trip) for 2 trucks (2014 FEMA rates. Equipment type 241)	4,000	mi	\$ 4,280
lodging and food-2 man Native Link crew: GSA daily rate \$129, 2-man crew, 4 weeks	56	day	\$ 7,224
Security for trucks and trailers for duration of project during off hours.	70	hr	\$ 1,400
building ingress for 12 strand cable (weatherhead, conduit, rack, patch panel, consumables)	1	ea	\$ 7,000
Contingency and TERO	1	ea	\$ 11,935
	<b>TOTAL</b>		<b>\$ 140,000</b>

\$ 18704 TRAVEL EXPENSES

[View assistance for Search Results](#)

### Search Results

#### Current Search Terms: native\* Link\*

Your search for "Native\* Link\*" returned the following results...

**Notice:** This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Entity	NATIVE LINK LLC		Status: Active
DUNS: 040725781	CAGE Code: 77C61	<a href="#">View Details</a>	
Has Active Exclusion?: No	DoDAAC:		
Expiration Date: 10/07/2015	Delinquent Federal Debt? No		
Purpose of Registration: All Awards			

#### Glossary

##### [Search Results](#)

Entity

Exclusion

##### [Search Filters](#)

By Record Status

By Functional Area - Entity Management

By Functional Area - Performance Information

SAM | System for Award Management 1.0

IBM v1.P.22.20141105-1505



**Note to all Users:** This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

## **Sole Source Justification for the Independent Contract with Native Link Communications, Inc. for the installation of fiber optic cable as part of the Orleans Broadband Project**

I recommend that the Karuk tribe contract with Native Link Communications, Inc. (NLC) to install fiber optic cable for broadband access to Orleans as part of the Karuk Tribe's USDA Community Connect project. NLC is the most logical choice to lead this initiative as the company's principals have been involved in this project since its inception, carrying out the engineering for the fiber optic installation and assisting the tribe in getting licensed as a Competitive Local Exchange Carrier. Moreover, in addition to being a wholly Native-owned corporation, NLC possesses unique telecommunications-related skills, background and experience (e.g., technologies, planning, development, construction, training, operation and financial sustainability) working with Native American governments.

Native Link Communications is listed in the grant proposal that was approved by USDA. The appropriate section of the grant is quoted here:

### **E. System design**

The Tribal council has passed a resolution to work with EnerTribe, FTIC and Datasat to accomplish the deployment of this network. Native Link Communications, FTIC, EnerTribe and Datasat have made multiple site visits to gain a thorough understanding of the needs.



Eric Cutright  
IT Director  
Karuk Tribe  
11/12/14

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

Requestor: Eric Cutright

Date: November 24, 2014

Dept/Program: Orleans Broadband Project

Funding Source: 6661-00 & 2061-00

Check One:  Small Purchase (less than \$5,000)  Large Purchase (more than \$5,000)\*\*  
 Construction Contract  Other:   
 Independent Contractor Under \$2,000  
 Independent Contractor Over \$2,000\*\*

\*\*Tribal Council approval is required for: all purchases exceeding \$5,000, all Agreements and all Contracts exceeding \$2,000.

Procurement  Three quotes  Sealed Bid  Competitive Proposal

### COMPARATIVE SUMMARY (Minimum of Three Required)

Company Name	Date	Price	Contact/Phone	Indian Y/N
Native Link, LLC	11/24/2014	\$ 60,972.00	Paul Walk / 509-468-8266	Yes

Name of Selected Vendor: Native Link LLC

Basis:  Lowest Price  Best Qualified Vendor  
 Superior Product/Service  Delivery Service Provided  
 Based on Annual Price Comparisons  
 Sole Source Provider (MUST Attach Detailed Justification)  
 Only Qualified Local Provider Due to Geographic Disadvantage

Comments: This procurement is for the materials needed to install fiber optic cable along Ishi Pishi Road for the Orleans Broadband Project. Native Link is named in the grant. See attached sole source justification.

### \*\* REQUIRED SIGNATURES \*\*

\*\* By affixing your signature, you acknowledge that you have reviewed the attached documentation for presentation to Tribal Council.

Eric Cutright  
Requestor

11/24/14  
Date

Laura Mayton  
\*\*Chief Financial Officer

11-24-14  
Date

Summi Okhelel  
\*\*Director, Administrative Programs & Compliance

11-24-14  
Date

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

\_\_\_\_\_  
Date

Other \_\_\_\_\_

\_\_\_\_\_  
Date

**Karuk Tribe of California**  
For Internal Use Only

**PURCHASE  
REQUISITION**

Date: November 24, 2014

Needed by:

**Special Instructions:**  
See attached Fiber Optic  
Construction Material Costs

Terms:

Ship Via:

To: Native Link, LLC

Ship To:

Quantity Ordered	Description	Unit Price	Total
1	Messenger strands	\$25,740.00	\$25,740.00
1	Guy anchors, guys and installation bolts & hardware	\$13,232.00	\$13,232.00
1	Pole attachment, deadends, & splicing hardware	\$16,500.00	\$16,500.00
1	Snowshoe sets	\$3,000.00	\$3,000.00
1	Consumables	\$2,500.00	\$2,500.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

**Accounting Data**

Fund Number	Amount	Approvals
2061-00-7600.00 Equipment	\$5,500.00	
6661-00-7608.01 Fiber Materials	\$55,472.00	
Total	\$60,972.00	

**ATTENTION VENDORS:**

THIS IS NOT A PURCHASE ORDER, THIS IS AN  
INTERNAL FISCAL DOCUMENT. IT DOES NOT  
CREATE ANY FINANCIAL AUTHORIZATION FOR  
PURCHASES.

*Eric Canty*  
Signature of Individual Requesting P.O.

# NativeLink, LLC

IP Based Fiber-Optic Solutions for Residential, Business and Enterprise Customers  
Specialized Wireline and Wireless Communications Consultants

7220 N. Market St. Spokane, WA 99217

(509) 468-3266 Phone

(877) 456-4155 Toll Free

<b>Fiber Optic Construction Material Costs</b>				
Item #	Description	Quantity	Unit	cost to RUS
<b>PARTS</b>				
	messenger strands (3/8 and 5/8) and lashing wire	34000	ft	\$ 25,740
	guy anchors, guys, and installation bolts and hardware	1	set	\$ 13,232
	pole attachment hardware, deadends, and splicing hardware	1	ea	\$ 16,500
	snowshoe sets	15	ea	\$ 3,000
	consumables	1	ea	\$ 2,500
	<b>TOTAL</b>			<b>\$ 60,972</b>

## **Sole Source Justification for the purchase of materials supporting the fiber optic installation from Native Link, LLC as part of the Orleans Broadband Project**

I recommend that the Karuk tribe purchase the fiber optic installation materials from Native Link, LLC as part of the Karuk Tribe's USDA Community Connect project. Native Link is the most logical choice to lead this initiative as the company's principals have been involved in this project since its inception, carrying out the engineering for the fiber optic installation and assisting the tribe with meeting Verizon's strict standards for a fiber optic pole attachment agreement. Native Link is a 100% Native-Owned Company, and is a certified reseller for all of the materials in the attached quote.

Native Link is listed in the grant proposal that was approved by USDA. The appropriate section of the grant is quoted here:

### **E. System design**

The Tribal council has passed a resolution to work with EnerTribe, FTIC and Datasat to accomplish the deployment of this network. Native Link Communications, FTIC, EnerTribe and Datasat have made multiple site visits to gain a thorough understanding of the needs.



Eric Cutright  
IT Director  
Karuk Tribe  
11/24/14