

KARUK TRIBE
HEALTH BOARD MEETING AGENDA
Thursday, February 11, 2016 **3 PM**, *Happy Camp, CA*

A) CALL MEETING TO ORDER – PRAYER - ROLL CALL

AA) HEALTH MISSION STATEMENT

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

CH) CONSENT CALENDAR

1. Request approval to purchase warranty services to Datasat radios, \$11,418. Cedar Link, LLC.

EE) APPROVAL OF THE AGENDA

F) APPROVAL OF THE MINUTES (*January 14, 2016*)

H) GUESTS (*Ten Minutes Each*)

- 1.

D) OLD BUSINESS (*Five Minutes Each*)

- 1.

II) DIRECTOR REPORTS (*Ten Minutes Each*)

1. Pat Hobbs, Children & Family Services (written report)
2. Patricia White, RPMS Site Manager (written report)
3. Lessie Aubrey, Grants, Compliance, Accreditation Manager (written report)
4. Vickie Walden, Dental Office Manager (written report)
5. Eric Cutright, IT Director (written report)

K) REQUESTS (*Five Minutes Each*)

- 1.

M) INFORMATIONAL (*Five Minutes Each*)

- 1.

M) CLOSED SESSION (*Five Minutes Each*)

1. CHS (dinner break)
2. Laura Olivas
3. Barbara Snider
4. Tribal Council Members

N) SET DATE FOR NEXT MEETING (Thursday, March 10, 2016 at 3 PM in Orleans, CA.

OO) ADJOURN

**Karuk Tribe – Health Board Meeting Minutes
January 14, 2016 – Meeting Minutes**

Meeting called to order at 2:50pm by Chairman Attebery.

Present:

Russell “Buster” Attebery, Chairman
Michael Thom, Secretary/Treasurer
Sonny Davis, Member at Large
Bud Johnson, Member at Large
Josh Saxon, Member at Large
Elsa Goodwin, Member at Large
Arch Super, Member at Large (late)

Absent:

Robert Super, Vice-Chairman (excused)
Renee Stauffer, Member at Large (excused)

Prayer was done by Sonny Davis and Mission Statement was read aloud by Buster Attebery.

Guest:

Jaelyn Ownsbey, Grant Writer:

Jaelyn is present to seek approval of resolution 16-R-004 grant application for fire equipment.

Michael Thom moved and Sonny Davis seconded to approve resolution 16-R-004, 5 haa, 0 puuhara, 0 pupitihara.

She then noted that the Orleans Fire Department is submitting to the same granting opportunity as the resolution above. They have offered to submit a letter of support for the tribe’s proposal and the Tribe supports their proposal. She presented the support letter for the Orleans Fire Department. Josh noted that Orleans has space for storage and is most likely called first in an incident.

Consensus: to support the Orleans Fire Department grant proposal.

She then sought approval of a grant proposal for Connecting Kids to Coverage. It is funding to provide expansion and continue enrolling kids in insurance coverage. It will fund outreach activities and provide assistance to Debbie Bickford. Both positions will be based in Happy Camp but they will both be mobile to provide assistance to small communities. It is under resolution 16-R-005.

Josh Saxon moved and Bud Johnson seconded to approve resolution 16-R-005, 6 haa, 0 puuhara, 0 pupitihara.

Consent Calendar:

Arch Super moved and Josh Saxon seconded to approve the consent calendar items 1-5, 6 haa, 0 puuhara, 0 pupitihara.

Agenda:

Arch Super moved and Elsa Goodwin seconded to approve the agenda with changes, 6 haa, 0 puuhara, 0 pupitihara.

Minutes of December 3, 2015:

Michael Thom moved and Sonny Davis seconded to approve the minutes of December 3, 2015, 4 haa, 2 puuhara, 2 pupitihara (Elsa/Arch).

Guests:

1.) Angela Baxter, AOD Counselor:

Angela is present to seek approval of an MOA with the Friendship House for AOD services. It is signed off internally. Josh explained that there is Council discretionary funding set aside to deal with substance abuse addiction and the ability to enter rehab. Josh noted that the Tribe is working on getting funding to meet the need of the Membership and the substance abuse addictions in the area.

Elsa Goodwin moved and 16-M-003 and Josh Saxon seconded 6 haa, 0 puuhara, 0 pupitihara.

When funding was allocated Angela developed policies to identify how they are going to be spent. She provided the policies for the Health Board to review. Angela explained how the process is developed to identify the persons in need of rehabilitation services. The group decided that a group will determine the need by a four person team.

Arch asked about the policy format. It was un-determined. A portion of the funding will be used for fuel, train ticket, or bus ticket.

Cheryl and Angela worked on flyers for the AOD program. She provided flyers for Happy Camp and Orleans and then another one for Yreka. It included information on services offered by the AOD program. Arch recommends having a committee or some people review information to obtain opinions from different viewpoints.

Consensus: to issue flyers for the AOD program.

Consensus: to issue use of the pamphlet and it be distributed throughout the County, with edits.

Consensus: Angela will send the policies to the ACQI Committee.

Angela was unclear about the funding the Tribal Council provided for substance abuse and the restrictions to the funding. Barbara explained what a Tribal Member is vs a Descendant according to the Tribal Constitution. Information previously provided to Angela will be sent again to allow for further clarification on services eligible to Descendants.

Director Reports:

1.) Lessie Aubrey, Grants Manager:

Lessie is present to review her report. She commented that there have been some tabled reports lately. This needs to be done moving forward.

Continued work has been done on other quality measures. She has completed employee evaluations that were required.

An incident report was received by the slide. When there was a slide on Highway 96, it was determined that Caltrans will assist. Lessie noted that the medications are fine and they were routed securely in the emergency means.

Elsa Goodwin moved and Arch Super seconded to approve Lessie's report, 6 haa, 0 puuhara, 0 pupitihara.

2.) Pat Hobbs, Child & Family Services:

Pat noted that she has been asked to provide a presentation to the Siskiyou County Behavioral Health and it was noted that in policy she will need the Council's permission to do the presentation on 1/28.

Consensus: to allow Pat Hobbs to provide the presentation.

Pat then sought a credit card for Gail Basall. There are new employees for the program. Scott is working on the Shasta Building. She is happy that the Council has allowed the staff and departments to move into the new building.

Josh Saxon moved and Bud Johnson seconded to approve Pat's report, 6 haa, 0 puuhara, 0 pupitihara.

3.) Patti White, Database Administrator:

Patti is present to review her report. Her operation summary has been provided. Yreka, Happy Camp and Orleans have all reduced in their visit counts.

Patti has been approached by Indian Health Services to be a BETA test site. There is no agreement or contract for this service but it provides guidance and reviewing it prior to a new patch being released.

Josh asked if there has been communication with the Providers about quality measures. Patti noted that the GPRA indicators are identified and those are similar to the quality measures as selected. The outcome of the quality reports are presented to the providers but specifically what is selected and measured is not fully disclosed.

Vickie Simmons matches the reminders in the system to the best indicators to the providers, so they are being reminded of what is needed to be reported on. Patti noted that there is evaluation on the indicators each year to pick them each year to match the quality indicators.

Consensus: to allow the Health Program to be a BETA test site.

Last night there was a maintenance patch to the ICD10 coding system. This has helped greatly to reduce the errors in reporting.

Arch Super moved and Elsa Goodwin seconded to approve Patti's report, 6 haa, 0 puuhara, 0 pupitihara.

4.) Vickie Walden, Dental Office Manager:

Vickie is present to review her report. Orleans hygiene will be done in Orleans again in spring time. The patients were already booked in Yreka when the previous hygienist resigned so another provider is covering those scheduled patients.

Overlap between Millington and the new provider will be present until his patients are finalized. The previous provider is resigning due to personal issues and would like to come back at some point later in time.

Dr. Baracea will have some leave time which will not have a clinic in Happy Camp on those days. The hygienist will be available in Happy Camp for those days.

Vickie commented that the dental program needs to expand and go toward digital x-rays. It was an estimated at \$32k per unit, and is initial cost. Vickie explained that the panoramic xray machine will have start-up costs as well. Josh asked that Vickie work with Eric, Laura Mayton and herself to get this information and present it back to the Council. Vickie commented that hard wiring funding is available, so that project is ongoing.

Josh Saxon moved and Bud Johnson seconded to approve Vickie's report, 6 haa, 0 puuhara, 0 pupitihara.

5.) Eric Cutright, IT Director:

Eric is present to review his report. Eric noted that he has two months to prepare a grant and last year they attempted to include dental equipment. Eric would like to include that concept as well.

Eric presented agreement 16-A-025 with KRRBI. The entire funding is not coming from Tribal discretionary or indirect. It will define how the BIA and the CPUC will cooperate with the Karuk Tribe to meet all the State and Federal environmental regulations, NEPA & CEQA for the Klamath River Rural Broadband Initiative.

Michael Thom moved and Sonny Davis seconded to approve agreement 16-A-025, 6 haa, 0 puuhara, 0 pupitihara.

Eric asked about internet issues in Orleans. It was noted to contact the Help Desk crew. There have been 67 clients enrolled in the broadband project.

Josh Saxon moved and Michael Thom seconded to approve Eric's report, 6 haa, 0 puuhara, 0 pupitihara.

Closed Session:

Michael Thom left the room.

Consensus: to refer Tribal Member #JC back through the CHS process and present back the findings for the Council to take action.

Michael Thom re-entered the meeting.

Josh Saxon moved and Arch Super seconded to deny the title of CEO KCDC and remain as the Operations Manager/ED, 6 haa, 0 puuhara, 0 pupitihara.

Josh Saxon moved and Bud Johnson seconded to approve the Head Start Director with changes, 6 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Josh Saxon seconded to approve the Amkuuf Smoke Shop Manager with changes, 6 haa, 0 puuhara, 0 pupitihara.

Consensus: to send the HR Director to the Orleans Clinic to review positions and conduct interviews.

Arch Super moved and Josh Saxon seconded to issue a \$5,000 VISA to Self-Governance Coordinator, 6 haa, 0 puuhara, 0 pupitihara.

Chairman left at 5:15pm. Michael assumed Chairman at 6:05pm.

Consensus: to refer request from Tribal Member #JS for CFO review.

Josh Saxon moved and Bud Johnson seconded to approve the part time social work assistant position description revisions, 4 haa, 0 puuhara, 1 pupitihara (Elsa Goodwin).

Arch Super moved and Josh Saxon seconded to approve discretionary funding for Tribal Descendant #501, \$1,000, 5 haa, 0 puuhara, 0 pupitihara.

Josh Saxon moved and Bud Johnson seconded to approve agreement 16-A-023, 5 haa, 0 puuhara, 0 pupitihara. Emma Lee will bring back a resolution according to policy.

Arch Super moved and Sonny Davis seconded to approve insurance certificate for funeral services at the Orleans gym 1/22-23/2016, 5 haa, 0 puuhara, 0 pupitihara.

Arch excused from the meeting.

Josh Saxon moved and Bud Johnson seconded to amend the complaint against the Vice-Chairman and schedule the hearing, 4 haa, 0 puuhara, 0 pupitihara (Arch absent for vote).

Arch re-entered the meeting.

Josh Saxon moved and Bud Johnson seconded to waive policy for the Domestic Violence program and not do interviewing and make hire offer to the DV specialist manager and the part time position, 4 haa, 1 puuhara (Elsa Goodwin), 0 pupitihara.

Arch Super moved and Elsa Goodwin seconded to allow lodging due to weather, 4 haa, 0 puuhara, 0 pupitihara.

Josh Saxon moved and Bud Johnson seconded to approve agreement 16-A-063 (5) with Regina Flowers, 6 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Josh Saxon seconded to approve agreement 16-A-063 (4) with William Pease, 5 haa, 0 puuhara, 0 pupitihara (Arch absent for vote)

Consensus: to release the Management Team Meeting agenda.

Informational: Quarterly meetings have been set with KCDC BOC and KTHA has offered an alternate date.

Consensus: for Josh Saxon to follow up with Cultural Monitor request for vehicles and prioritize training at minimum (4) Tribal Members for the Yreka area.

Informational: report from Tribal Member #RR on continued rent payments and request for reimbursement.

KCDC BOC Agenda will include discussion on fire program agreement and program readiness.

Consensus: to hold the DNR Meetings at the Tribal Council Chambers and to ensure the agenda stays on time and allows for reporting on projects.

Consensus: for Michael to verify KCDC BOC Compliance with bylaws and absences.

Josh Saxon moved and Arch Super seconded to approve the revised domestic violence services specialist, 6 haa, 0 puuhara, 0 pupitihara.

Next Meeting Date: February 11, 2016 at 3pm in Happy Camp.

Bud Johnson moved and Elsa Goodwin seconded to adjourn at 8:16pm.

Respectfully Submitted,

Russell “Buster” Attebery, Chairman

Michael Thom, Secretary/Treasurer

Recording Secretary, Barbara Snider

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



Administrative Office

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

Karuk Dental Clinic

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

Karuk Tribe Consent Calendar
Health Board Meeting – February 11th, 2016

IT: Procurement

- Requesting approval to purchase warranty services for Datasat radios used in Áan Chúpán in the amount of \$11,418.00 from Cedar Link, LLC.

Sole Source: Cedar Link is the only U.S. reseller for Datasat products. Amount is within the budget of the USDA Community Connect grant.

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Health Board Meeting – February 11th, 2016

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Requestor: Eric Cutright

Date: February 3, 2016

Dept/Program: _____

Funding Source: 2061-00-7610

Check One: Small Purchase (less than \$3,000) Large Purchase (more than \$3,000)**
 Construction Contract Other: _____
 Independent Contractor Under \$3,000
 Independent Contractor Over \$3,000**

***Tribal Council approval is required for: all purchases exceeding \$3,000, all Agreements and all Contracts exceeding \$3,000.*

Procurement _____ Three quotes Sealed Bid Competitive Proposal

COMPARATIVE SUMMARY (Minimum of Three Required)

Company Name	Date	Price	Contact/Phone	Indian Y/N
Cedarlink, LLC	10/26/2015	\$ 11,418.00	Tamara / 541.999.6861	Y

Name of Selected Vendor: Cedarlink, 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 purchase is for warranty services for the radios used in Áan Chúuphan. The radios are manufactured by Datasat Technologies, a UK company. Earthprint DBA Cedarlink is the only US reseller for Datasat products.

**** REQUIRED SIGNATURES ****

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

Eric Cutright
 Requestor

2/3/16
 Date

Laura Mayton
 **Chief Financial Officer

2-4-16
 Date

Shalee Perez
 **Director, Administrative Programs & Compliance

2/3/16
 Date

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

 Date

 Other

 Date

Sole Source Justification for purchasing warranty services from CedarLink, LLC to support the wireless radios installed for Áan Chúuphan

I recommend that the Karuk tribe purchase warranty services from CedarLink, LLC to support the wireless radios installed for Áan Chúuphan through the Karuk Tribe's USDA Community Connect broadband project. CedarLink is the official channel partner in the United States for Datasat Technologies, who is the manufacturer of the radios and who 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.

The amount of this invoice, \$11,418, is within the most recent budget of the Community Connect Grant, approved by USDA Rural Utility Services on September 3, 2014.

Eric Cutright
IT Director
Karuk Tribe
02/03/16

STRICTLY CONFIDENTIAL

**DBA: EARTHPRINT TECHNOLOGIES
CEDARLINK, LLC.**

P.O. Box 1078

Ashland

Oregon 97520

Telephone: 541.999.6861

E Mail: tamara.james@earthprinttech.com

Attention: Eric Cutright

Company: Karuk Tribe

Address:

Telephone:

Fax:

E-Mail:

EPT Ref: Invoice 15-1026

Customer Ref:

Issue Date: October 26th 2015

Quote Currency: US Dollars

Issued on Behalf of Earthprint Technologies By: Tamara James



earthprint
technologies

Invoice

Item No	Description	Qty	TOTAL
1	9-5 Suppor & Warrantyt Services 1 year, 9:00am - 5:00pm phone, email and remote support.		\$11,418.00
	TOTAL INSTALL		
	GRAND TOTAL		\$ 11,418.00

All Orders Subject to Acceptance by Eartprint Technologies

Payment Terms

1 Upon Receipt

Additional Notes:

Customer acceptance of Quotation and Terms:

Signed: _____ Date: _____

Name: _____ Position: _____

**Karuk Child and Family Services
Health Board Report
Patricia Hobbs LCSW
February 2016**

Action Items:

Approval of position description for Child Therapist and Intern.
Approval of Social Worker Assistant positions – part and full time.
Approval for Log Building – Happy Camp panic buttons.

General Updates and Information:

Plans to move the department are still in process. Scott Quinn is in negotiations with the owners. Josh Stanshaw is moving forward with the move project as well including identifying needed resources.

Child Welfare Services:

Our Yreka and Happy Camp office is staffed and functioning. The Happy Camp Social Worker Mary Gowen, Social Worker is managing Humboldt County cases until that position is filled.

Substance Abuse Program

Anthony Ballard has left the Substance Abuse position in Happy Camp. We are recruiting for another counselor.

The Substance Abuse Program is providing an expanded treatment format in the Yreka area.

Mental Health

With the assistance of our billing manager Suzanna Hardenburger and in consultation with our attorney we have determined that we can hire interns and Marriage and Family Therapists and be fully reimbursed by insurance companies including Medicaid. We currently have two positions that can be funded and we may need modifications to our CWS/TANF grant to include one of these positions in that grant.

Administration for Children and Families Tribal TANF Child Welfare Coordination Grant

Child Welfare worker has been filled.
LCSW position is still vacant.

Respectfully submitted,



Patricia Hobbs LCSW
Director – Child and Family Services

ACTIVITY REPORT FOR ALL PROGRAMS (MH,SS,CD,OTHER) PROGRAM

RECORD DATES: JAN 01, 2016 TO JAN 31, 2016

PATS is the total number of unique, identifiable patients when a patient name was entered on the record. # served is a tally of the number served data value.

	# RECS	ACT TIME (hrs)	# PATS	# SERVED

FACILITY TOTAL:	263	116.8	135	263
FACILITY: ORLEANS				
PROVIDER: BALLARD, ANTHONY (ALCOHOLISM/SUB ABUSE COUNSELOR)				
13-INDIVIDUAL TREATMENT/COUNS	8	5.0	2	8
91-GROUP TREATMENT	8	4.0	2	8
PROVIDER TOTAL:	16	9.0	4	16
PROVIDER: HOBBS, PATRICIA (LICENSED CLINICAL SOCIAL WORK)				
13-INDIVIDUAL TREATMENT/COUNS	8	5.5	4	8
21-FOLLOWTHROUGH/FOLLOWUP-PAT	1	0.1	1	1
29-FAMILY FACILITATION-PATIENT	1	1.0	1	1
56-RECORDS/DOCUMENTATION	1	0.1	1	1
PROVIDER TOTAL:	11	6.7	7	11
PROVIDER: KINNEY, BENTON (PHYSICIAN ASSISTANT)				
99-INDIVIDUAL BH EHR VISIT	2	0.0	2	2
PROVIDER TOTAL:	2	0.0	2	2
PROVIDER: PETERSON, BABBIE (UNKNOWN)				
99-INDIVIDUAL BH EHR VISIT	1	0.0	1	1
PROVIDER TOTAL:	1	0.0	1	1
FACILITY TOTAL:	30	15.7	14	30
FACILITY: KARUK COMMUNITY HEALTH CLINIC				
PROVIDER: BALLARD, ANTHONY (ALCOHOLISM/SUB ABUSE COUNSELOR)				
12-ASSESSMENT/EVALUATION-PATIENT	3	3.0	2	3
13-INDIVIDUAL TREATMENT/COUNS	15	6.5	7	15
22-CASE MANAGEMENT-PATIENT PR	1	0.5	1	1
91-GROUP TREATMENT	61	26.0	18	61
PROVIDER TOTAL:	80	36.0	28	80
PROVIDER: BURCELL, TRACY (HEALTH AIDE)				
99-INDIVIDUAL BH EHR VISIT	2	0.0	2	2
PROVIDER TOTAL:	2	0.0	2	2
PROVIDER: WALTER, KAREENA (LICENSED CLINICAL SOCIAL WORK)				
13-INDIVIDUAL TREATMENT/COUNS	17	21.5	10	17
35-COLLABORATION	1	1.0	1	1

56-RECORDS/DOCUMENTATION	3	0.1	3	3
99-INDIVIDUAL BH EHR VISIT	1	1.1	1	1
	=====	=====	=====	=====
PROVIDER TOTAL:	22	23.6	15	22

ACTIVITY REPORT FOR ALL PROGRAMS (MH,SS,CD,OTHER) PROGRAM

RECORD DATES: JAN 01, 2016 TO JAN 31, 2016

PATS is the total number of unique, identifiable patients when a patient name was entered on the record. # served is a tally of the number served data value.

	# RECS	ACT TIME (hrs)	# PATS	# SERVED

AREA: CALIFORNIA TRIBE/638				
SERVICE UNIT: KARUK TRB HP				
FACILITY: YREKA				
PROVIDER: BALLARD, ANTHONY (ALCOHOLISM/SUB ABUSE COUNSELOR)				
91-GROUP TREATMENT	14	2.0	14	14
	=====	=====	=====	=====
PROVIDER TOTAL:	14	2.0	14	14
PROVIDER: BAXTER, ANGELA V (ALCOHOLISM/SUB ABUSE COUNSELOR)				
12-ASSESSMENT/EVALUATION-PATI	3	4.5	3	3
13-INDIVIDUAL TREATMENT/COUNS	14	12.8	7	14
22-CASE MANAGEMENT-PATIENT PR	2	1.0	2	2
	=====	=====	=====	=====
PROVIDER TOTAL:	19	18.3	12	19
PROVIDER: BEARCHILD, CHERYL R (ALCOHOLISM/SUB ABUSE COUNSELOR)				
12-ASSESSMENT/EVALUATION-PATI	4	4.5	4	4
13-INDIVIDUAL TREATMENT/COUNS	14	10.6	6	14
22-CASE MANAGEMENT-PATIENT PR	1	0.7	1	1
31-CASE MANAGEMENT-PATIENT NO	1	0.3	1	1
91-GROUP TREATMENT	78	16.0	31	78
	=====	=====	=====	=====
PROVIDER TOTAL:	98	32.0	43	98
PROVIDER: HOBBS, PATRICIA (LICENSED CLINICAL SOCIAL WORK)				
12-ASSESSMENT/EVALUATION-PATI	1	1.3	1	1
13-INDIVIDUAL TREATMENT/COUNS	5	5.0	3	5
21-FOLLOWTHROUGH/FOLLOWUP-PAT	1	0.1	1	1
56-RECORDS/DOCUMENTATION	8	0.7	8	8
	=====	=====	=====	=====
PROVIDER TOTAL:	15	7.0	13	15
PROVIDER: JANKE, PAUL (ALCOHOLISM/SUB ABUSE COUNSELOR)				
12-ASSESSMENT/EVALUATION-PATI	6	7.5	4	6
13-INDIVIDUAL TREATMENT/COUNS	10	9.0	4	10
31-CASE MANAGEMENT-PATIENT NO	1	0.5	1	1
91-GROUP TREATMENT	53	13.5	10	53
	=====	=====	=====	=====
PROVIDER TOTAL:	70	30.5	19	70
PROVIDER: KINNEY, BENTON (PHYSICIAN ASSISTANT)				
99-INDIVIDUAL BH EHR VISIT	20	0.0	20	20
	=====	=====	=====	=====
PROVIDER TOTAL:	20	0.0	20	20
PROVIDER: WALTER, KAREENA (LICENSED CLINICAL SOCIAL WORK)				
13-INDIVIDUAL TREATMENT/COUNS	24	26.6	11	24
15-INFORMATION AND/ OR REFERR	1	0.3	1	1

35-COLLABORATION
56-RECORDS/DOCUMENTATION

1	0.3	1	1
1	0.0	1	1
<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>
27	27.2	14	27

PROVIDER TOTAL:

PH

ACTIVITY REPORT FOR ALL PROGRAMS (MH,SS,CD,OTHER) PROGRAM

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PATS is the total number of unique, identifiable patients when a patient name was entered on the record. # served is a tally of the number served data value.

	# RECS	ACT TIME (hrs)	# PATS	# SERVED
FACILITY TOTAL:	104	59.6	45	104
SU TOTAL:	397	192.1	194	397
AREA TOTAL:	397	192.1	194	397

RUN TIME (H.M.S): 0.0.1

RPMS
Karuk Tribal Health and Human Services Program

Health Board Meeting-Happy Camp
February 11, 2016
Patricia White, RPMS Site Manager



Workload reports

Below is the December 2015 "Operations Summaries" and Tribal Statistics. During December 2015 there were 1710 visits at all locations. This is an increase of 11 visits from November 2015 Operations Summary. Happy Camp was up by 26 visits, Yreka was down by 38 visits and Orleans was up by 23 visits. Medical visits were down by 59 visits, Dental is up by 25 visits, AOD up 6 visits and Mental Health is up by 15 visits. 591 of these visits were for Native American Patients (35%). See Tribal Statistic chart at the end of the operations summary.

Meeting / Conference Calls / Training January 2016

- 01/05 – ICD-10 Conference Call (IHS)
- 01-05 – IHS Call re Behavioral Health Program
- 01/05 – IHS CAIR (Immunization Registry) Conference Call
- 01/06 – ICD 10 Transition Call
- 01/07 – RPMS/EHR Office Hours
- 01/13 – ACQI Committee Meeting
- 01/13 – ICD-10 Maintenance Patch (after hours)
- 01/14 – Health Board Meeting, Yreka
- 01/19 – PHP- HEDIS (Health Effectiveness Data and Information Set) Measures Webinar
- 01/21 – IHS Secure Data Transfer Video Training
- 01/21 – RPMS/EHR Office Hours
- 01/26 – VistA Imaging Monthly Conference Call
- 01/28 – Fiscal Auditor meeting re HRSA Reports
- 01/28 – VistA Imaging Webinar- Patient Photos import

Projects in Process

HIE-Direct Messaging-PHR –

We are still waiting to go live with this program. We have completed all of our testing.

Uniform Data Systems (UDS)

On January 26, 2016 IHS loaded the 2015 UDS Beta Test (version 10.0 t1) program on to our server. Since that time most of my days have been spent working the report. As I previously told, the report contains 12 tables which include 13 quality measures and 4 other health outcomes.

The Checklist has 60 activities to complete for the Beta Testing. Amy Coapman and Eileen Tiraterra completed different sections for me as needed. Amy updated the taxonomies for 2015 and Eileen completed the patient revenue section.

I found a discrepancy in the report for diabetics which I emailed to the programmers. A fix was made and version 10.0 t2 was released to us. I completed the testing and emailed our results to the programmers on February 3, 2016.

We are one of five IHS/Tribal sites beta testing this package. Having the test version has given me a head start on the report. Without the test package, we would not get the final version until week of February 8, 2016 which would give us less than a week to complete the report. Our UDS report is due February 15, 2016.

Budget: January 2016: Month to date expenditures-\$12,390.50

Program	RPMS
Budget Code	3000-75
Program Year	2015-2016
Appropriation	\$234,558.49
Expenses year to date	\$63,692.74
Balance	\$170,389.01
Percent used	27.36

Respectfully Submitted,

Patricia C White,
RPMS Site Manager

OPERATIONS SUMMARY FOR KARUK TRB HP Service Unit
FOR DEC 2015
Prepared for February 11, 2016
Health Board Meeting - Happy Camp, 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 19,619 (+4.4) living patients registered at this SU. This number does not represent the 'Active User Population' which is found elsewhere in PCC Reports. There were 67 (+11.7) new patients, 1 (-50.0) births, and 4 (-20.0) death(s) during this period. Data is based on the Patient Registration File.

THIRD PARTY ELIGIBILITY

There were 2,964 (+0.1) patients enrolled in Medicare Part A and 2,817 (-0.3) patients enrolled in Part B at the end of this time period.

There were 151 (+22.8) patients enrolled in Medicare Part D.

There were also 7,630 (+4.8) patients enrolled in Medicaid and 6,785 (+5.0) 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 54,538.13 (+42.5). The number and dollar amount of authorizations by type were:

57 - DENTAL	11	10220
64 - NON-HOSPITAL SERVICE	901	44318.13

DIRECT INPATIENT

[NO DIRECT INPATIENT DATA TO REPORT]

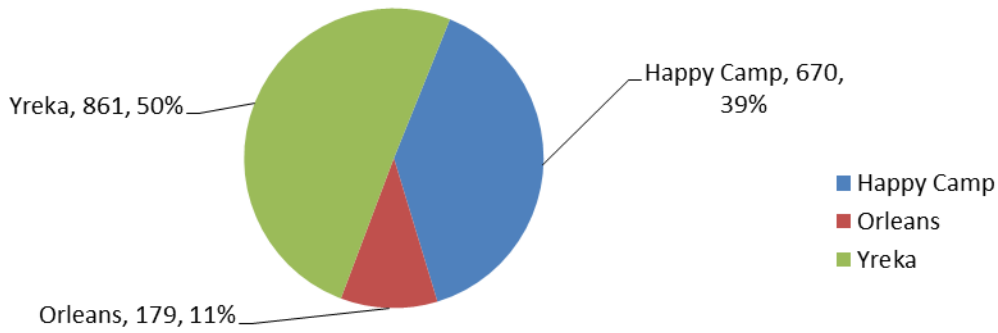
AMBULATORY CARE VISITS

There were a total of 1,710 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	1,710	(-4.8)
By Location:		
YREKA	861	(-12.8)
KARUK COMMUNITY HEALTH CLINIC	670	(-0.6)
ORLEANS	179	(+32.6)

Visits by Location December 2015



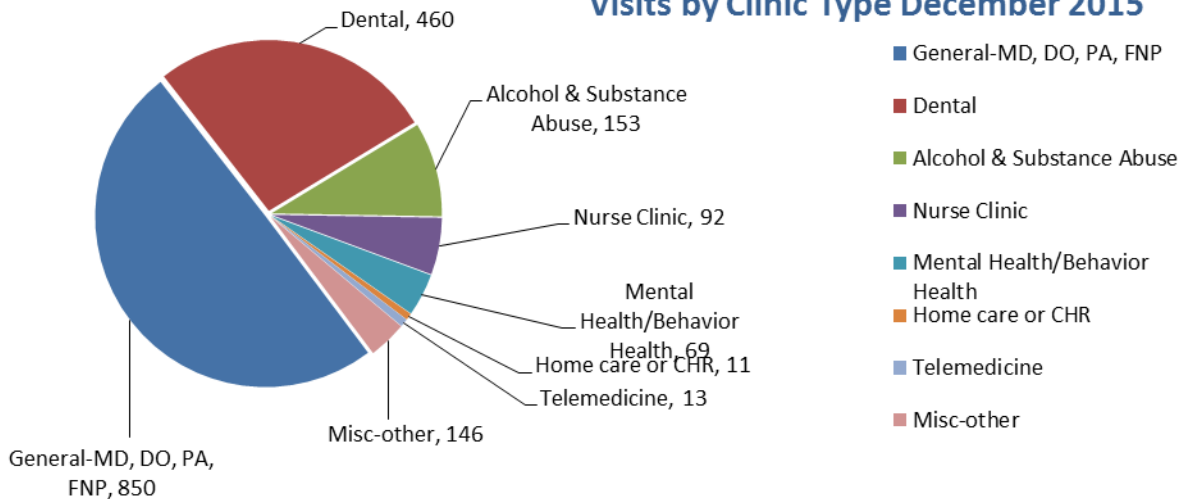
By Service Category:

AMBULATORY	1,688	(-2.9)
TELECOMMUNICATIONS	22	(-62.1)

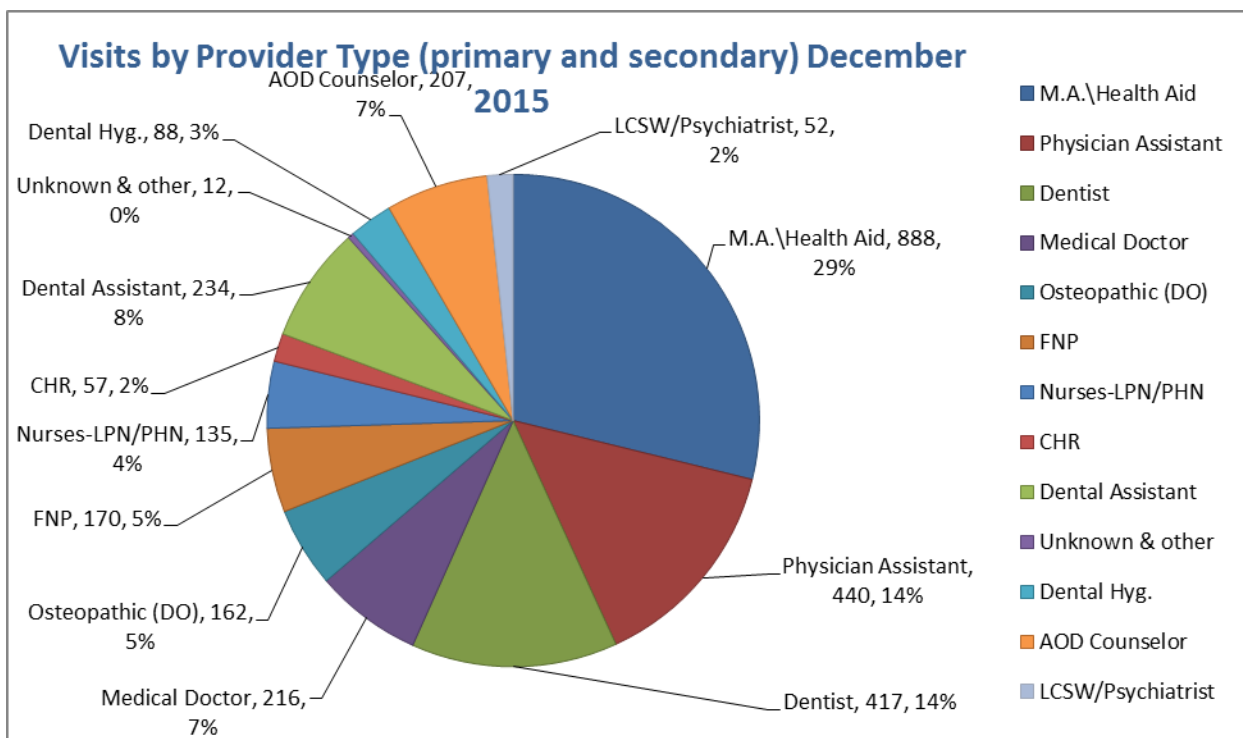
By Clinic Type:

GENERAL	850	(+91.4)
DENTAL	460	(-5.3)
ALCOHOL AND SUBSTANCE	153	(+150.8)
NURSE CLINIC	92	(-25.8)
BEHAVIORAL HEALTH	52	(**)
OTHER	51	(-28.2)
MENTAL HEALTH (PSYCHIATRY)	17	(-65.3)
HOME CARE	11	(-78.0)
TELEBEHAVIORAL HEALTH	9	(**)
CHART REV/REC MOD	5	(-28.6)
TELEMEDICINE	4	(-20.0)
TELEPHONE CALL	4	(-73.3)
PHARMACY	2	(**)

Visits by Clinic Type December 2015



By Provider Type (Primary and Secondary Providers):		
MEDICAL ASSISTANT	692	(+12.0)
PHYSICIAN ASSISTANT	440	(-19.1)
DENTIST	417	(-11.8)
DENTAL ASSISTANT	234	(+69.6)
MD	216	(-51.6)
ALCOHOLISM/SUB ABUSE COUNSELOR	207	(+239.3)
HEALTH AIDE	196	(+16.7)
NURSE PRACTITIONER	170	(+2,733.3)
OSTEOPATHIC MEDICINE	162	(+138.2)
LICENSED PRACTICAL NURSE	134	(-42.5)
DENTAL HYGIENIST	88	(-39.3)
COMMUNITY HEALTH REP	57	(-52.9)
LICENSED CLINICAL SOCIAL WORK	52	(+30.0)
MEDICAL STUDENT	9	(**)
OTHER	3	(**)
PUBLIC HEALTH NURSE	1	(-87.5)



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	172	(-62.6)
2). Encounter for immunization	129	(**)
3). Encounter for dental exam and clean	112	(**)
4). Other specified counseling	75	(**)
5). Essential (primary) hypertension	72	(**)
6). Low back pain	70	(**)
7). Type 2 diabetes mellitus without co	69	(**)
8). Adult physical abuse, confirmed, su	60	(**)
9). Dental caries, unspecified	53	(**)
10). Encounter for therapeutic drug level	50	(**)

CHART REVIEWS

There were 1,150 (+22.1) chart reviews performed during this time period.

INJURIES

There were 118 visits for injuries (+71.0) reported during this period. Of these, 32 were new injuries (+146.2). The five leading causes were:

- 1). Bitten by dog, initial encounter 6 (**)
- 2). Fall same lev from slip/trip w stri 2 (**)
- 3). Other foreign body or object entering 2 (**)
- 4). Bit/stung by nonvenom insect & oth 2 (**)
- 5). Driver of car injured in clsn w sta 1 (**)

EMERGENCY ROOM

[NO EMERGENCY ROOM VISITS TO REPORT]

DENTAL

There were 351 patients (-2.2) seen for Dental Care. They accounted for 460 visits (-5.3). The seven leading service categories were:

- 1). PATIENT REVISIT 263 (-2.6)
- 2). HYPERTENSION SCREENING 201 (+6.9)
- 3). FIRST VISIT OF FISCAL YEAR 141 (-24.2)
- 4). INTRAORAL - PERIAPICAL FIRST RADIOG 127 (+1.6)
- 5). LIMITED ORAL EVALUATION - PROBLEM F 108 (+83.1)
- 6). LOCAL ANESTHESIA IN CONJUNCTION WIT 108 (-21.2)
- 7). PREVENTIVE PLAN AND INSTRUCTION 86 (-35.8)

IN-HOSPITAL VISITS

[NO IN-HOSPITAL VISITS TO REPORT]

PHARMACY

There were 1,930 new prescriptions (+18.3) and 0 refills (**) during this period.

Tribal Statistics December 2015

	Registered Indian Patients December	Indian Patients Receiving Services December	APC Visits by Indian Patients December
Karuk	2117	386	355
Descendants residing in CA	1907	196	150
All other Tribes	2245	114	86
Total	6264	696	591

Grants, Compliance and Accreditation

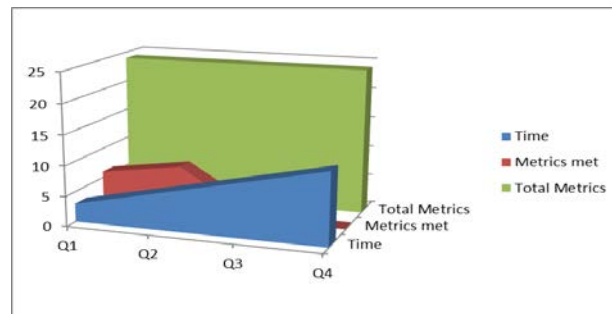
Board Report

February 11, 2016

Lessie Aubrey, Manager

CQI Reports:

1. Plumas County Request's to measure certain procedures done to HIV/Aides patients have been discontinued because they now report through a state registry. We have decided to include these patients when collecting data for other projects and feel no need for a special project.
2. Yreka Dental Records: This is a redesigned report focusing on Medical Alerts, Medication, Allergies Patient Pain Levels, Exam/treatment plan signed and Consent for Treatment signed. Three areas were at 75% and 2 areas were at 85% and the goal is 90%. The documenting of pain level was at 40% and it will become a specialized project. The data for this report will be used as the baseline for further reports. Susan did a nice job on her report.
3. HC Dental Record Audit – No Show -Tabled
4. Flu Vaccine Report – No Show – Tabled
5. Incident Report – KCHC experienced 2 violent situations this past month, the local police, if located, is usually an hour away. They request staff training and some sort of security. Randy White did show up to assist but the person had left the building. Is it possible to hire a security guard during the day or an on call one? Also Post a sign on all clinics regarding “No Weapons”.
6. GPRA Report – We have 4 quarters of the year to reach the GPRA target. We are 50% through the year and have only met 8 out of 24 measures. This is what it looks like. The reason we have met the 8 metrics is because they are new baselines so they give us credit for meeting them. The graph presents a visual presentation.



7. Partnership Health Care: Amy has volunteered to be the team leader for PHP Diabetic Eye Screenings 2016. Data collected this report will be the baseline for further reports.

Webinars: “Active Shooter Protocols for Healthcare: Keep your Patients and Staff Safe”.

“HRSA OPA 340B Drug Pricing Program Recertification”

“HEDIS 2016 Medical Record Collection”

Resolution # 16-R-015 – Support for the Epideamology Center to Remain at the CRIHB Office

POSITION DESCRIPTION

Title: Billing and Accounts Receivable Technician

Reports To: Business Office Manager

Location: Happy Camp, California

Salary: \$12.00 to \$17.00 per hour, depending on experience

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

Summary: This position will include ability to accurately create and process health claims via paper or electronically as accepted by the payer; including use of ICD 10, CPT and HCPCS coding. Prepare accounts receivable transactions, posting payments and/or completing secondary or tertiary billing to ensure maximum entitled reimbursement. Will actively pursue insurance verification and payer coverage regulations and ability to communicate findings with the patients. Shall assist with frequent financial reports and reconciliation projects. Working knowledge of computer programs, Microsoft Excel, Microsoft Word and strong communication skills. Willingness to communicate well with patients, clinic staff and payers.

Responsibilities:

1. Shall competently verify patient insurance and third party coverage information when indicated. And the ability to communicate that information back to patients as needed.
2. Shall consistently ensure the confidentiality, security and safety of patient billing/payment records and shall comply with the requirements of the Indian Health Services Privacy Act.
8. Shall be efficient in billing private pay and deductibles for non-Indian patients, when indicated.
3. Shall accurately bill third party payers creating clean claims to cross over to payer accounts.
4. Shall efficiently submit accounts to the collection agency, including correspondence with the agency and patients and filing all collection records.
5. Shall adequately prepare payments balancing to bank deposit, and shall make and maintain copies of receipts, checks and other pertinent documentation.
6. Shall skillfully create and maintain spreadsheets as required.

7. Shall appropriately create and maintain monthly and annual reports for fiscal officer and Health & Human Services Director/CEO as assigned.
8. Shall be efficient in billing secondary/tertiary insurance billing and communicating with payers.
9. Shall competently pursue the collection process, with denied claims, striving to maintain aged accounts detail at a minimum and working the aged report as needed.
10. Shall be available to fill-in for Recording Secretary at assigned Health Program meetings when requested.
11. Shall be capably available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
12. Must strictly adhere to confidentiality policy.
13. Is courteous in accepting other job duties as assigned.

Qualifications:

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

Requirements:

1. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance.
2. Must have a High School Diploma or equivalent.
3. Must possess basic office skills; excellent tele-communication skills, familiarity with keyboarding and ten key needed.
4. Must have basic understanding of billing, knowledge of Business Math, or the willingness to learn and to work independently.
5. Must have basic understanding of Excel and Word software.
6. Must adhere to policies on confidentiality and HIPAA.
7. Must provide documentation of immunity to measles, rubella and /or become immunized with the recommended vaccines, including Hepatitis B.

8. Must test annually for TB.
9. Must successfully pass a pre employment drug screening test and be willing to submit to a criminal background check.

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

Council Approved: January 11, 2016

Chairman's Signature: _____

Employee's Signature: _____



Karuk Tribal Health Board Report For Meeting Date Feb 11, 2016

1. Closed Session? -- Action Item #1: Patient request for payment assistance.
2. **Urgent Issue** - HC Dental needs to replace their waiting room furniture as soon as possible.
 - a. The furniture we have now; was bought in 2002, has fabric seats and backs, which cannot be cleaned or disinfected. I will be working with Laura in fiscal to find funds to pay for some new furniture.
3. **Dental Department General Activities Report**
 - a. There will be no providers at the Happy Camp Dental Clinic on March 14, 2016
 - b. Dr. Brassea out on leave the following dates:
 - i. Feb. 10, 11, & 12 for personal appointments.
 - ii. March 4, & 14,
 - c. Dental Hygienist Nikki are going to be on leave the following dates:
 - i. Feb 15, 22=26 vacation> Vacation/Senior Class Trip Feb. 25=April 1st.
 - d. Dental Hygienist working in Yreka on the following dates:
 - i. Feb 1, 2, 15, 17, & 29. > March 3, 8, 10, 14, 16, 22, & 23.
 - e. **Informational/Reminder-** May is the month the dental staff travels for continuing education/training:
 - i. The plan is to schedule training in a manner that we have enough staff to keep the clinics open and offer the staff that did not attend a conference or training last year the first opportunity to attend this year.
 1. At this time I recommend the following staff be offered the first opportunity to attend the I.H.S Annual Dental Conference in Sacramento: Dr. Felker DDS, Receptionist Kayla Super, DA Kayla Bridwell, DA Bridget Koons, Susan Beatty RDA, Patient Registration and Coding Analyst, and myself, Vickie Walden RDA Dental Clinic's Operations Manager. This year the conference is scheduled for May 2nd through May 5th.
 2. I recommend that Dentist Dr. Brassea, Shannon Jones, Tammy Rompon RDA, Dental and Hygienist Nikki be offered an opportunity to attend the California Dental Association 2016 Conference in Anaheim. That conference is being held on May 12, 13, and 14th.
 3. I recommend that Dr. Patel be offered an opportunity to attend the San Francisco CDA Dental Conference in San Francisco September 8 through the 10.
 4. Barbara Figila RDA has for us to pay for her correspondence course and I will approve her request.
 - f. **Yreka Hygienist Vacancy** - The search for an Yreka Dental Hygienist is still on going.
 - g. **HC Dental Receptionist Vacancy-** We looked at the two applications we received for the position and if we will interview on Wednesday Feb. 10, 2016.

- h. **Yreka Dentist** - Dr. Robert Millington submitted his official resignation letter to the Tribal Chairman in January 2016 and his last day working for us is February 18, 2016.
 - i. **New Hire Start Date** – Yreka Dentist Dr. Petal DDS expected start date is Monday February 8, 2016.
-
- 4. No Budget concerns or issues at this time.
 - 5. Attachment: **Dental Case 1-2016**

Report respectfully submitted by Vickie Walden RDA on Feb 4, 2016



Karuk Tribal Health Program
Dental Department Action Item Request
For Health Board Review at Feb 11, 2016 Meeting

1. **Request for assistance with payment of a dental bill.**

a. Patient Case # 1-2016 - HR #100236

i. Case History:

1. Patient of record since 1998
2. Treatment started on teeth #20, 22, & 29 in July of 1998 and crowns cemented in March of 1999.
3. April of 1999 patient's #22 had an abscess. pt treated and root canal started. Dentist left before root canal was finished.
4. **New dentist** completed root canal on #22. Root canal filled on 12/30/1999.
5. Patient came in on 5/8/2000 with pain and swelling, no dentist available, faxed a prescription request to Dentist, he ordered medications and patient picked up the medications same day. Patient returned next day because the swelling had doubled, RDA called attending dentist and patient was referred to medical doctor for evaluation and possible change in antibiotics. Dentist was to call MD and & consult w/him on this patient. **Next dentist** visit Tooth #20 had root canal treatment and a filling in 6/2000.
6. New Dentist in 10/2004, tooth #22 still had radiolucency on the x-ray when patient came in for exam, Dentist ordered medications. Patient scheduled for Root Canal re-treatment on #22. At the next appointment dentist noted patient had no pain or sensitivity in #22, therefore decided not to do root canal re-treatment on #22.
7. **New Dentist** visit date 7/2/2013- Exam done
8. HC Dentist started root Canal on #29 in August of 2013 and was not able to finish the treatment and a temporary was placed. Then the patient was referred to specialist in 9/2013. Patient not able to go to specialist due to cost.
9. In May and June of 2015 HC Dentist tried again to do root canals on 13, #21, and re-evaluated #22 & 29. Then on May 28, 2015 in-house referral for root canal treatment on #13, 22, & 29 was done to Dr. Ash at the Karuk Yreka Dental Clinic. Patient was scheduled and seen by Dr. Ash and she refused to treat #21 and #29 but scheduled the patient to do root canal treatment on #13. Dr. Ash completed root canal in July of 2015.
10. During the patients time under Dr. Ash care they endured late notice canceled appointments and even drove out for an early appointment only to discover that Dr. Ash had canceled her appointments for the day.
11. Dr. Ash resigned and Dr. Millington re-evaluated patient's treatment plan on #22, #29 and patient advised that treatment on #22 & #29 be done by specialist.
12. Patient went to specialist and had treatment done and is asking for assistance in paying the balance of the Endodontics bill.

ii. **In Concussion:** I feel that this patient is a faithful to our origination came to us in good faith; we should have done a better job of completing his treatment in a timelier manner. Also please note that we billed and collect revenue from the patients insurance for many years.

iii. **Recommendations:**

1. My first recommendation is that the tribe pays the remaining balance at Southern Oregon Endodontics, which is \$ 645.00.
2. A second consideration is that the tribe pays off the balance and then deducts a specified amount of the employee's pay check; the patient said he could afford a minimum of \$ 25. 00 per pay check.

Request Respectively Submitted by: Vickie Walden RDA on February 4, 2016 to Compliance Officer Emma Lee Perez
Karuk Dental Clinic's Operations Manager

Eric Cutright Information Technology Health Board Report
February 4, 2016

Expenditure/ Progress Chart – IT Dept Indirect Budget December 31, 2015

Program	Code	Total Budget	Expensed to date	Balance	% Expended
IT Systems	1020-15	\$341,878.14	\$129,236.35	\$212,641.79	37.8%
Term Dates	Total Months	Month # for report period	# Months Remaining	% Completed.	Extension Option Y/N
10/1/2015 to 9/30/2016	12	4	8	33%	N
Comments:					
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 IT personnel.					

IT Department Activities:

- Dennis Donahue Jr. has been hired for the Computer Systems Technician position in Orleans. He started work on January 25.
- The USDA Distance Learning and Telemedicine Grant NOFA has been released, with a due date of March 14, 2016. A grant application will be presented to the Health Board to apply for this grant.
- I conducted a survey of the Beverly Manor in Yreka and worked with a local vendor to get an estimate for the cost to install our standard IT services. If standard IT services are installed, the Yreka Child & Family Services department could move into that building and have the same telephone, computer and internet resources as the Yreka Clinic.

Project Title: Áan Chúuphan Internet Service in Orleans

Expenditure/ Progress Chart – Áan Chúuphan Budget December 31, 2015

Program	Code	Income	Expenses	Balance	% Expended
Áan Chúuphan	2661-00	\$4,702.16	\$8,004.92	\$-3,302.76	170.24%
Term Dates	Total Months	Month # for report period	# Months Remaining	% Completed.	Extension Option Y/N
10/1/2015 to 9/30/2016	12	4	8	33%	N
Comments:					
This budget reflects the broadband business operations in Orleans.					

Áan Chúuphan Business Status:

- As of February 4:
 - 72 total customers
 - 32 customers have internet access installed
 - Installation to the Orleans Elementary School was completed on January 28.

Expenditure/ Progress Chart – USDA Community Connect Grant

Program	Code	Total Budget	Expensed to date	Balance	% Expended
USDA RUS	2061-00	\$1,141,870.00	\$929,054.23	\$212,815.77	81.36%
Term Dates	Total Months	Month # for report period	# Months Remaining	% Completed.	Extension Option Y/N
10/24/2011-10/24/2017	72	51	21	71%	N
Progress Report Due Date	Completed?	Date Completed.	Fiscal Report Due Date	Completed?	Date Completed.
03/31/2016	No		10/17/2017	No	
Comments:					
This grant funds the construction of broadband infrastructure to Orleans.					

Construction Progress:

- The fiber optic installation from Orleans down Ishi Pishi road to Siskiyou Telephone is complete and operational.
- The communications tower and hut are fully constructed, including power and backup generator installation. The final approval of the tower construction permit was granted by Humboldt County on November 16, 2015.
- The installation of the core wireless network is complete and operational.
- A generator needs to be installed at the council chambers in Orleans to keep the service running during power outages. Proposals are being solicited for a new auto-start generator.
- One of the radios on the tower needs to be swapped out in order to serve the Camp Creek area of Orleans. The swap is scheduled for February 8.
- Additional antennas need to be installed at the water tank radio site in order to serve the Peach Creek area of Orleans. Installation of these antennas is scheduled for later this month.

Reimbursement Status:

- \$929,054.23 has been spent. \$700,777.00 has been reimbursed.
- The next reimbursement request is in progress.

Project Title: Klamath River Rural Broadband Initiative (KRRBI)

Project Management Services:

- 4th quarter report submitted on January 10, 2016.
- A budget revision is in progress taking into account the additional time, permitting and distance the project now encompasses. This revision needs to wait for final submission until the environmental and engineering services are complete.

Engineering Services:

- An RFP for an Owner's Engineer to create detailed plans for the Fiber has been posted and closes on February 29. A pre-bid meeting is scheduled for 10 AM on February 18 at the Orleans Council Chambers.
- Detail GPS for the entire fiber optic installation route has been gathered.
- Wireless engineering primarily consists of distribution for the town of Orick. A primary tower site and two backup locations have been identified in Orick. The landowners are being contacted to determine their interest in either selling or leasing the property.

Environmental Review:

- A Letter was received from Redwood National Park on November 24 that requests full environmental review of all alternative routes in the project, especially along the coast near highway 101.
- The agreement attached to this report details how the BIA and the CPUC will share responsibility and appropriate meet all state and federal environmental requirements.

Permitting Services:

- Applications have been submitted to the federal agencies, and are being drafted for the state, county, tribal and private land agencies and road managers.

Cultural Review:

- Karuk Tribe THPO has reviewed the project and is planning to perform the necessary survey.
- Yurok Tribe THPO has given an estimate for the project review and is beginning the review process.

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

Program	Code	Total Budget	Expensed to date	Balance	% Expended
KRRBI - CASF	6661-00	\$6,602,422.00	\$280,403.20	\$6,322,018.80	0.04%
Term Dates	Total Months	Month # for report period	# Months Remaining	% Completed.	Extension Option Y/N
10/17/2013-10/17/2015	48	27	21	56%	Y
Progress Report Due Date	Completed?	Date Completed.	Fiscal Report Due	Completed?	Date Completed.
01/10/2016	Yes	1/10/2016	At 25% Expended	No	
Comments:					
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 for January 2016 billing period