

KARUK TRIBE
HEALTH BOARD MEETING AGENDA
Thursday, June 9, 2016 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

- 1.

EE) CONSENT CALENDAR

None

F) APPROVAL OF THE MINUTES (May 12, 2016)

H) GUESTS (Ten Minutes Each)

1. Eric Cutright, IT Director
2. Laura Olivas, Controller
3. Lester Alford, TANF Director

I) OLD BUSINESS (Five Minutes Each)

- 1.

II) DIRECTOR REPORTS (Ten Minutes Each)

1. Josh Stanshaw, Project Manager (electronic report)
2. Pat Hobbs, Children & Family Services (electronic report)
3. Vickie Walden, Dental Office Manager (written report)
4. Lessie Aubrey, Grants, Compliance, Accreditation Manager (written report)
5. Patricia White, RPMS Site Manager (written report)
6. Annie Smith, PHN

K) REQUESTS (Five Minutes Each)

- 1.

M) INFORMATIONAL (Five Minutes Each)

- 1.

M) CLOSED SESSION (*Five Minutes Each*)

1. CHS (dinner break)
2. Fatima Abbas
3. Barbara Snider
4. Tribal Council Members

N) SET DATE FOR NEXT MEETING (*Thursday, July 14, 2016 at 3 PM in Yreka, CA.*)

OO) ADJOURN

**Karuk Tribe – Health Board Meeting
May 12, 2016 – Meeting Minutes**

Meeting called to order at 3pm by Secretary/Treasurer, Michael Thom

Present:

Michael Thom, Secretary/Treasurer
Renee Stauffer, Member at Large
Josh Saxon, Member at Large
Alvis “Bud” Johnson, Member at Large
Charron “Sonny” Davis, Member at Large
Arch Super, Member at Large (late)

Absent:

Russell “Buster” Attebery, Chairman (excused)
Robert Super, Vice-Chairman (excused)
Elsa Goodwin, Member at Large (excused)

Arch Super read the Mission Statement and Sonny Davis completed a prayer for the group.

Agenda:

Arch Super moved and Renee Stauffer seconded to approve the agenda with changes, 5 haa, 0 puuhara, 0 pupitihara.

Minutes of April 14, 2016:

Renee Stauffer moved and Bud Johnson seconded to approve the minutes of April 14, 2016, 5 haa, 0 puuhara, 0 pupitihara.

Guests:

1. Jaclyn Ownsbey, ICDBG Grant Application (2016):

Jaclyn is present to provide information on the 2016 ICDBG application. The facility will be sought to house TANF, Domestic Violence, Naa Vura Yee Shiip, Counseling services as well as AOD services. The facility will create a wrap-around system that serves the membership and clients under one roof.

Michael asked if Jaclyn provided a description of the current facility and how it is falling apart. Jaclyn noted that yes, she did. Also, the construction manager will provide an estimate on repairs to the other facility and the high costs of that.

Josh asked about a strategic plan that the health program has as noted in her draft. Jaclyn explained that the health program had a strategic plan in 2008-2012 but in 2013 they reviewed it and reiterated the needs and those became goals. Josh would like to have an updated strategic plan for the health program or review the one that they have. Lessie noted that the plan was updated to a five year plan. Josh asked if it is 2013-2018 plan. Lessie was unsure because she doesn't have the document in front of her. Michael would like to have that information shared with the Council and monitor it ongoing so that the progress of it is reported. Jaclyn recommends review each year as well. Josh asked if Jaclyn is participating in training on the grant application process. Jaclyn noted that it is next week and she will be participating. Jaclyn commented that Sue Burcell provided some assistance on review of the proposal, but Jaclyn continues to meet and work with staff on the data and services to clients.

Pat commented that this is a needed project. This is the third try for this application and the staff has had several meetings to identify the needs for the clients. A shared space that is bigger is needed.

1.) Laura Olivas, Controller:

Laura Olivas provided a revised resolution that has language included that legal had requested.

Josh Saxon moved and Renee Stauffer seconded to approve resolution 16-R-XXX, 5 haa, 0 puuhara, 0 pupitihara.

2.) Janet Burcell, TANF Assistant:

Janet is present to seek approval of an action item from Lester Alford. The item will be moved to closed session.

3.) Angela Baxter, AOD Program:

Angela is present to seek approval to release statistical data for the inter-department task force meetings. It was noted that any information sharing would be good for the Council to approve. Josh added that the use of the information shall be limited to the inter-department task force for the purposes benefit and outside agencies cannot use this information for a different purpose. He also suggested narrowing the scope of information. She was going to narrow the timelines to three years. Pat and Angela will determine the time frames and Angela will provide a summary, not an all-inclusive RPMS report.

Director Reports:

1.) Josh Stanshaw, Project manager:

Josh reviewed his report. He is personally pursuing his project management certification on his own time. He is hoping to take the exam in mid-June.

He updated the Council on the move into the new facility in Yreka. There are issues with the fire marshal but he is working through that; he continues to have minor struggles with the move. There are questions regarding office shifts from employees. He has heard several rumors on office moves and at some point he will need confirmation on how that is working. Arch asked if the staff is having meetings on these moves to allow for communication. Josh noted that he was going to bring in the new CEO once he starts. A direction provided from the Council would be appreciated so that they know the direction in which the Tribe wants to move.

Josh Saxon moved and Renee Stauffer seconded to approve Josh's report, 5 haa, 0 puuhara, 0 pupitihara.

2.) Annie Smith, PHN:

Annie smith did not submit her written report. Her report was provided electronically and she is now on leave.

Arch Super moved and Sonny Davis seconded to table Annie's report, 5 haa, 0 puuhara, 0 pupitihara.

3.) Pat Hobbs, Children & Family Services:

Pat provided her written report to the Health Board. It was confirmed that the Directors need to submit their reports both written and hard copy.

Pat has no action items but updated the Council on her activities. She did report that tomorrow in Tribal Court there is a finalization of a final adoption. The family is having a celebration and the Council was invited to attend. It is at 1:30pm in Yreka. Pat noted that she would like Council support on the work that is done such as use of the facilities. The children and family services program would like to have the programs work together especially in moments where they can share successes. Pat referenced the inability to work cooperatively or receive responses from staff for a location to hold the adoption celebration.

Pat would like to have a directive to be issued for HR to post vacancies on the National Health Service Core sight and Indian Health Services sites.

Josh Saxon moved and Arch Super seconded to approve Pat's report, 5 haa, 0 puuhara, 0 pupitihara.

4.) Vickie Walden, Dental Department:

Vickie is present to review her report. She updated her information and announced that two dental assistants are taking their RDA exams. This is their last big step to becoming RDA's. The Head Start programs have gotten their screenings done. Vacancies are still not getting any interested persons creating a continued struggle on filling vacancies. She reported the dental departments are short staffed. Michael suggested bringing training onsite as that may be useful. Vickie noted that there are challenges on state laws for training.

Josh asked about travel and ability for time out of the office. Vickie explained that CE's are needed and that needs to remain in compliance. Josh asked if the hygienist can cover Orleans during the dentist leave. He has asked for Orleans to have services provided and even minimal, the response was overwhelming for the service. Vickie noted that if the Council directs it to be done then she will work on this but Nikki is very busy. She is booked until September. Josh commented that it was the Council's decision to have services offered in Orleans at least once a quarter. He understands the staff is busy, but four times a year for one day, may be workable. Vickie commented that she will work on that as state that it is now a requirement, but she is unsure of when it can be done.

Josh Saxon moved and Renee Stauffer seconded to approve Vickie's report, 5 haa, 0 puuhara, 0 pupitihara.

5.) Eric Cutright, IT Director:

Eric is present to review his report. He then sought approval of a generator for the Council Chambers and Aan Chuupan. He noted that under agreement the Tribe can maintain power in Orleans by utilizing Orleans service district generator.

Arch Super moved and Sonny Davis seconded to approve contract 16-C-06, 5 haa, 0 puuhara, 0 pupitihara.

He then noted that the wiring for the new facility in Yreka has been completed. The telemedicine grant was submitted back in March to the USDA and he hopes to hear back in the next month or so.

Renee Stauffer moved and Sonny Davis seconded to approve Eric's report, 5 haa, 0 puuhara, 0 pupitihara.

6.) Lessie Aubrey, ED:

Lessie is present to report to the Health Board. She states that she has been the interim CEO for over a year and she has stacks and stacks of work. She commented that Michael Thom is disrespectful. She has taken more than enough of the Council being rude to her. She has taken enough from this Council, they are her people. Her office is stacked high and she has to make deadlines. She has sacrificed on her part and she is glad the new guy is coming and she can't wait. Michael apologized to Lessie for the way she feels but he was just trying to explain the strategic plan and how to monitor it. Lessie further noted that she feels that Michael's disrespect is a personal vendetta and she will now be sticking up for herself from now on. She explained that she was happy that she found a file for Jaclyn to use for the ICDBG grant because she is so overloaded with tasks that she felt thankful that she was able to assist Jaclyn.

Lessie then provided an agreement that the Council needs to approve. Josh reported that the document is an agreement. He noted that the language needs reviewed internally and a cover sheet attached to it before the Council can take action on it.

The bi-annual health staff meeting was held yesterday. If it hadn't have been for Patti White and staff that pulled it together then it wouldn't have happened. She thanked them for their work.

She noted that Alicia is going to be bringing some pending items to the Council at next week's meeting.

She then noted that the move for Annie Smith is difficult and some guidance is needed to ensure a smooth transition in office moves.

Renee Stauffer moved and Sonny Davis seconded to approve Lessie's report, 5 haa, 0 puuhara, 0 pupitihara.

7.) Patricia White, RPMS Site Manager:

Patty is not present, she had a family emergency. Her report was submitted compliantly and on time.

Josh noted that her pie charts are awesome but they would be better in color.

Josh noted that there is an incident on the pharmacy reporting and it is imperative that this be reviewed. The staff will work on this.

Renee Stauffer moved and Sonny Davis seconded to approve Patti's report, 5 haa, 0 puuhara, 0 pupitihara.

Closed Session:

Josh Saxon moved and Renee Stauffer seconded to approve a budget of not to exceed \$25,000 for monitors at the Casino site, 4 haa, 0 puuhara, 1 pupitihara (Arch Super).

Josh Saxon moved and Bud Johnson seconded to approve resolution 16-R-074, 5 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Bud Johnson seconded to approve resolution 16-R-076 appointing Jaclyn Ownsbey to the Gaming Commission, 5 haa, 0 puuhara, 0 pupitihara.

Josh Saxon moved and Renee Stauffer seconded to approve 4 gift cards at \$25 for the youth to wellness, 5 haa, 0 puuhara, 0 pupitihara.

Josh Saxon moved and Bud Johnson seconded to approve procurement and select Ocean View for the 2016 Planning Session, 5 haa, 0 pupitihara.

Informational: no further work will be done on FEMA trailer, the cost was provided by the Tribe and the donation is final.

Consensus: to submit three names to ROI to determine which are recommended for marketing purposes. Final decision will be made at the Planning Session.

Bud Johnson moved and Renee Stauffer seconded to approve up to \$50 for the CRIHB Tribal Leader Summit for the raffle, 5 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Josh Saxon seconded to uphold CHS denial and approve CHS Case #272, 5 haa, 0 puuhara, 0 pupitihara.

Consensus: to deny any further assistance to Tribal Member #TH.

Consensus: to deny an altered work schedule, pull information from delinquent budget and code services to another line item. This will sustain those Tribal Elders that need services until the end of the fiscal year, when the budget can be reviewed and monitored.

Consensus: to assign Debbie Bickford to provide resource assistance to Tribal Member #CG.

Informational: Laura Mayton and Laura Olivas will provide budget reports at the Council Planning session.

Josh Saxon moved and Renee Stauffer seconded to approve the health program financial report, 5 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Arch Super seconded to approve C&P for Reginna Flowers, 5 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Renee Stauffer seconded to approve out of state travel for Ayla Thom and Maddison Charlesworth with chaperone Michelle Charlesworth, 3 haa, 1 puuhara (Josh Saxon), 1 pupitihara (Bud Johnson).

Informational: to schedule an exit lunch with Chelsea Chambers and provide her with a gift thanking her for her dedicated work to the health program.

Next Meeting: June 9, 2016 at 3pm in Orleans

Renee Stauffer moved and Bud Johnson seconded to adjourn at 7:40pm

Respectfully Submitted,

Michael Thom, Secretary/Treasurer

Recording Secretary, Barbara Snider

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REQUEST FOR CONTRACT/ MOU/ AGREEMENT

Check One: Contract Karuk Tribe Number Assigned: 16-A- 063
 MOU
 Agreement Funder/Agency Assigned: CASF
 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: June 2, 2016

Department/Program: Klamath River Rural Broadband Initiative

Name of Contractor or Parties: Humboldt County Public Works Department

Effective Dates (From/To): March 1, 2018 December 31, 2019

Amount of Original: \$0.00

Amount of Modification: _____

Total Amount: \$0.00

Funding Source: N/A - If required later, funding will come from the California Advanced Services Fund Grant

Special Conditions/Terms:
Humboldt County has waived the application fee for encroachment permits submitted by the Karuk Tribe.

Brief Description of Purpose: _____

This application requests permission to install fiber optic cable along several Humboldt County Roads as part of the KRRBI project.

** REQUIRED SIGNATURES **

Eric Cutright 6/3/16
Requestor Date

Laura Mayton 6-3-16
**Chief Financial Officer Date

Michael Thom 6/3/16
**Director, Administrative Programs & Compliance Date

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

Other Date

COUNTY OF HUMBOLDT
ENCROACHMENT PERMIT APPLICATION



Attach Check and MAIL TO:
**PUBLIC WORKS DEPT.
 LAND USE DIVISION
 3033 H STREET, ROOM 17
 EUREKA, CA 95501**

PERMISSION IS REQUESTED TO ENCROACH ON THE COUNTY RIGHT OF WAY AS FOLLOWS: (COMPLETE ALL ITEMS, N/A IF NOT APPLICABLE) SEE ATTACHED INSTRUCTIONS.

I Where? When? For assistance see attached information and/or - Phone (707) 445-7205

(1.) County Road Name Various County Roads (see attach)		(2.) ADDRESS OR POSTMILE (see attached)	
(3.) Nearest Cross Street (see attached)	(4.) PORTION OF RIGHT OF WAY <input checked="" type="checkbox"/> Edge of Road <input checked="" type="checkbox"/> Shoulder <input type="checkbox"/> _____	(5.) TYPE OF EXISTING COUNTY ROAD <input checked="" type="checkbox"/> Asphalt <input checked="" type="checkbox"/> Gravel <input checked="" type="checkbox"/> Other	
(6.) WORK TO BE PERFORMED BY <input checked="" type="checkbox"/> OWN FORCES <input checked="" type="checkbox"/> CONTRACTOR		(7.) Proposed Start Date March 1, 2018	(8.) Estimated Completion Date December 31, 2019

II Type of work – Review of application may be delayed until required detailed plans are submitted. –

(9) A plot plan showing property lines, easements, access location(s), site specific details, existing and proposed slopes is required.

NEW DRIVEWAY / PRIVATE ROAD

Note: It is County policy to require paved entrances to driveways and private roads onto paved County roads

Request County Review of CULVERT / PIPE (18" MIN DIA) Material Type _____ Location _____

INSTALL / REPAIR UTILITY SERVICES Type _____ Approx. length/depth _____

REPAIR / RESURFACE EXISTING _____ – surface type _____

OTHER DESCRIBE: Install fiber optic cables to serve Orick, Weitchpec, Wautec, and Orleans and adjacent communities with high speed broadband internet services.

(10) Description and purpose of WORK or ACTIVITY:
 Install fiber optic cable either overhead on existing poles or underground within the existing road prism using trenching, directional drilling, rock cutting, or pavement cutting where there is no road shoulder or ditch in which to install. See attached project description, attached table of proposed installation methods, and attached maps. The California Public Utilities Commission is the lead state agency for the CEQA review, scheduled to begin in 2016.

Check here if sketches / plans are attached showing the proposed work. (*also provide brief description above*)

THE UNDERSIGNED AGREES AND UNDERSTANDS THAT: (1) A PERMIT IS DISCRETIONARY AND CAN BE DENIED; (2) A BOND MAY BE REQUIRED FOR NON-PAYMENT OF PRIOR OR PRESENT PERMIT FEES; (3) THE WORK OR ACTIVITY MUST BE DONE IN ACCORDANCE WITH COUNTY RULES AND REGULATIONS SUBJECT TO INSPECTION AND APPROVAL; (4) THE APPLICATION FEE IS NON-REFUNDABLE; (5) IF THE APPLICANT IS APPLYING FOR AN ENCROACHMENT PERMIT IN CONJUNCTION WITH A BUILDING PERMIT, THE REQUIREMENTS OF THE ENCROACHMENT PERMIT MUST BE COMPLETED PRIOR TO OCCUPANCY OF ANY STRUCTURE OR FINAL INSPECTION BY THE BUILDING DEPARTMENT.

III Provide contact information, Authorized signature, Date

(11) PROPERTY OWNERS NAME Multiple owners underlying County Roads		(12) ASSESSOR'S PARCEL NUMBER(S) see attached	
(13) ORGANIZATION OR APPLICANTS NAME Karuk Tribe of California		(14) PHONE <input type="checkbox"/> HOME <input type="checkbox"/> WORK <input type="checkbox"/> CELL (530) 493-1600	
(15) ARCHITECT, ENGINEER OR CONTRACTOR EnerTribe (permitting)		(16) ARCHITECT, ENGINEER OR CONTRACTOR PHONE Penny Eckert, 425.241.0415, pjeckert@gmail.com	
(17) APPLICANT MAILING ADDRESS (INCLUDE CITY AND ZIP CODE) P.O. Box 1016, Happy Camp, CA 96039		EMAIL	
(18) AUTHORIZED SIGNATURE	(19) PRINT OR TYPE NAME Russell Attebery	(20) TITLE Tribal Chairman	(21) DATE

IV Submit Fee Permit fee – See Current County fee schedule. – Contact Public Works for project deposits.

(22) COUNTY USE ONLY NON REFUNDABLE FEE OF \$ _____ REQUIRED AT TIME OF APPLICATION	RECEIPT # _____
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INSTRUCTIONS FOR COMPLETING THE COUNTY ENCROACHMENT PERMIT APPLICATION

Please type or print. Enter N/A where not applicable.

Items below are to assist with providing the information required.
Incomplete application may delay review process.

MAILTO:
HUMBOLDT COUNTY
PUBLIC WORKS DEPARTMENT
LAND USE DIVISION
3033 H STREET, ROOM 17
EUREKA, CA 95501
OFFICE (707)445-7205
FAX (707)445-7388

- 1-2: County road name and address or postmile (if known) where work is located.
- 3: Distance and direction from nearest cross street or road to the work site.
- 4: Portion of County right of way where work will occur (paved road, shoulder, back of curb, slope, etc.).
- 5: Existing County road surface type (concrete, asphalt, gravel, etc.).
- 6: Indicate whether your own forces or a contractor will perform the work.
- 7-8: Estimated start and completion dates for the permit work.
- 9: **Provide plot plan with required details** – (property lines, easements, access location(s), site specific details, existing and proposed slopes)
Indicate whether the use of an existing driveway or private road is proposed.
If the construction of a **new** driveway or private road is proposed, indicate all that apply. **Note:** County policy requires paved entrances to driveways on paved County roads, urban development may also require curb and gutter with ADA sidewalks and ADA driveway approaches.
If the repair of an **existing** driveway or private road is proposed, indicate all that apply. **Note:** County policy requires paved entrances to driveways on paved County roads.
If excavation is proposed, provide depth, width and length.
If a culvert, pipe or conduit installation is proposed, provide type diameter and length.
All other activities proposed within a County right of way, indicate all that apply.
- 10: **Describe the work or activity to be done within the County right of way. If applicable, attach specifications, calculations, maps, site plan, etc. Incomplete information may delay the review process.**
- 11: **Full name of record owner for subject property.**
- 12: **Assessor's parcel number. May be obtained from the County Assessor's office or on property tax bill.**
- 13: **Full name of entity, organization or individual applying for permit.**
- 14: **Current daytime phone number of entity, organization or individual applying for permit.**
- 15: **Full name of organization or individual authorized to perform work.**
- 16: **Current daytime phone number of person(s) listed in item 18.**
- 17: **County will use this address for all correspondence and permit issuance.**
- 18.-19: **Signature and typed or printed name of applicant or authorized agent.**
- 20: **Title of applicant or authorized agency signing the application.**
- 21: **Date the application was signed.**
22. **Required fee to be submitted at time of application.**

**Where is the work to be done?
Describe location so we can find it.**

What do you propose to do?

**Who is applying?
Who is responsible?
Provide contact information.
Authorized signature.
Submit Fee.**

Road, Segment	PM start	PM end	Distance (feet)	Install Type	Segment
Dredge Road	0	0.4	2576	OH Joint	1
Weitchpec Road	0	0.1	528	trench	2
	0.1	0.1	105	SawCut	
	0.1	0.8	3168	trench	
Tulley Creek Road	0	0.1	372	SawCut	2
	0.1	1.2	6026	OH Joint	
Upper Kapel	0.2	3.7	19251	OH Joint	2
Lower Kapel	0	2.8	15693	OH Joint	2
Martins Ferry Bridge	0	0.1	788	Bridge Hang	2
Bald Hills Road	0	0	116	Bridge Hang	4
	0	0.9	4713	Trench	
	0.9	1	568	SawCut	
	1	2	5084	Trench	
	2	2.1	682	SawCut	
	2.1	2.2	585	Trench	
	2.2	2.2	133	SawCut	
	2.2	3.2	5290	Trench	
	3.2	3.3	308	SawCut	
	3.3	3.8	2700	Trench	
	3.8	3.8	301	SawCut	
	3.8	4.7	4541	Trench	
	4.7	4.7	198	SawCut	
	4.7	5.4	3187	Trench	
	5.4	5.4	357	SawCut	
	5.4	5.6	987	Trench	
	5.6	5.6	283	SawCut	
	5.6	7	7027	Trench	
	7	7.1	416	SawCut	
	7.1	7.3	1011	Trench	
	7.3	7.3	240	SawCut	
	7.3	8.1	4068	Trench	
	8.1	8.1	390	SawCut	
	8.1	8.6	2552	Trench	
	8.6	8.7	457	SawCut	
	8.7	9.9	6241	Trench	
	9.9	9.9	267	SawCut	
	9.9	10.7	4297	Trench	
10.7	10.8	293	SawCut		
10.8	11.3	2376	Trench		
11.3	11.3	452	SawCut		

Road, Segment	PM start	PM end	Distance (feet)	Install Type	Segment
	11.3	10.7	4297	Trench	3
	10.7	10.8	293	SawCut	
	10.8	11.3	2376	Trench	
	11.3	11.3	452	SawCut	
	11.3	11.9	2883	Trench	
	11.9	12	634	SawCut	
	12	12.7	3794	Trench	
	12.7	12.8	295	SawCut	
	12.8	19	32676	Trench	
	19	19.1	701	SawCut	
	19.1	19.3	756	Trench	
	19.3	19.3	284	SawCut	
	19.3	19.8	2293	Trench	
	19.8	19.9	744	SawCut	
	19.9	20.9	5141	Trench	
	20.9	21.1	1293	SawCut	
	21.1	21.3	1030	Trench	
	21.3	21.4	308	SawCut	
	21.4	30.7	48502	Trench	
	30.7	30.9	1091	Plow	
30.9	31.1	1067	Trench		
31.1	31.8	3426	Plow		
31.8	31.8	131	SawCut		
Hiltons Road	0	0.3	1320	OH Joint	5
	0.3	0.3	80	Trench	
	0.3	0.3	51	Drill	
	0.3	0.3	57	Trench	
	0.3	0.3	100	Drill	
	0.3	0.3	81	Trench	
	0.3	0.3	100	Drill	
	0.3	0.4	333	Trench	
	0.4	0.4	50	Drill	
	0.4	1.1	3796	Trench	
Crannell Road	0	1.1	7145	OH Joint	5
Dows Prairie Road	21	37	8307	OH Joint	5

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REQUEST FOR CONTRACT/ MOU/ AGREEMENT

Check One: Contract Karuk Tribe Number Assigned: 16-A-064
 MOU
 Agreement Funder/Agency Assigned: CASF
 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: _____

Department/Program: Klamath River Rural Broadband Initiative (KRRBI)

Name of Contractor or Parties: Bureau of Land Management (BLM)

Effective Dates (From/To): July 1, 2016 July 1, 2036

Amount of Original: \$0.00
Amount of Modification: _____
Total Amount: \$0.00

Funding Source: N/A - If required later, funds will come from the California Advanced Services Fund Grant

Special Conditions/Terms:

Brief Description of Purpose: _____

This application is for right-of-way access to cross 0.1 miles of BLM managed public land with fiber optic cable as part of KRRBI. The installation will occur on in the road shoulder along highway 96 north of Weitchpec.

**** REQUIRED SIGNATURES ****

Eric Cutright 6/3/16
Requestor Date

Laura Mayton 6-3-16
**Chief Financial Officer Date

Michael Thom 6-3-2016
**Director, Administrative Programs & Compliance Date

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

Other Date

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June 9, 2016

Ms. Clara Sander-McDonald
Realty Specialist
Bureau of Land Management, Arcata Field Office
1695 Heindon Road
Arcata, CA 95521

Dear Ms. Sander-McDonald:

Enclosed please find a SF-299 for a Right-of-Way (ROW) grant across Public Lands for the Klamath River Rural Broadband Initiative Project proposed by the Karuk Tribe, a federally recognized Tribe and a California utility. The application is for crossing 0.1 mile of Public Lands along Highway 96 between Orleans and Weitchpec in Humboldt County, California. In addition to the SF-299 form, we also submit a map and have previously submitted the Project Description.

As you know, the BIA is the lead federal agency for the NEPA process and has invited the BLM to participate as a cooperating agency. As the applicant, the Karuk Tribe sincerely wishes the joint NEPA/CEQA document to reflect the needs of the BLM so that the ROW Grant can be granted.

The Karuk Tribe would very much like your active participation in this process.

Sincerely yours,

Russell Attebery
Tribal Chairman

APPLICATION FOR TRANSPORTATION AND
 UTILITY SYSTEMS AND FACILITIES
 ON FEDERAL LANDS

FORM APPROVED
 OMB Control Number: 0596-0082
 Expiration Date: 1/31/2017

FOR AGENCY USE ONLY

NOTE: Before completing and filing the application, the applicant should completely review this package and schedule a preapplication meeting with representatives of the agency responsible for processing the application. Each agency may have specific and unique requirements to be met in preparing and processing the application. Many times, with the help of the agency representative, the application can be completed at the preapplication meeting.

Application Number

Date Filed

1. Name and address of applicant (include zip code)

Karuk Tribe of California
 P.O. Box 1016
 Happy Camp, CA 96039

2. Name, title, and address of authorized agent if different from item 1 (include zip code)

Penny J. Eckert
 P.O. Box 164
 Orleans, CA 95556

3. Telephone (area code)

Applicant
 (530) 493-1600

Authorized Agent
 (530) 605-8964

4. As applicant are you? (check one)

- a. Individual
- b. Corporation*
- c. Partnership/Association*
- d. State Government/State Agency
- e. Local Government
- f. Federal Agency

* If checked, complete supplemental page

5. Specify what application is for: (check one)

- a. New authorization
- b. Renewing existing authorization No.
- c. Amend existing authorization No.
- d. Assign existing authorization No.
- e. Existing use for which no authorization has been received *
- f. Other*

* If checked, provide details under item 7

6. If an individual, or partnership are you a citizen(s) of the United States? Yes No

7. Project description (describe in detail): (a) Type of system or facility, (e.g., canal, pipeline, road); (b) related structures and facilities; (c) physical specifications (Length, width, grading, etc.); (d) term of years needed; (e) time of year of use or operation; (f) Volume or amount of product to be transported; (g) duration and timing of construction; and (h) temporary work areas needed for construction (Attach additional sheets, if additional space is needed.)

The proposed Klamath River Rural Broadband Initiative (KRRBI) project will provide high-speed broadband Internet service to people living in the ancestral territories of the Karuk and Yurok Tribes, including tribal and non-tribal community members, who are presently unserved or underserved by current broadband providers. The Karuk Tribe, a federally recognized Tribe and a California utility (Competitive Local Exchange Carrier or CLEC), is the lead applicant and fiscal agent for the project. The project will install about 104 miles of "middle mile" fiber optic network as well as "last mile" wireless networks to provide broadband access to 8 first responder agencies, 14 other anchor institutions, as well as 616 households in Orick, Orleans, Johnsons, Wautec, Weitchpec, and other neighbors and businesses along the way where 295 households are unserved and 321 households are underserved. The project proposes to cross 0.1 miles of Public Lands between NFS lands and the Yurok Reservation just upriver of Weitchpec, California, along Highway 96. The Karuk Tribe requests a Right-of-Way Grant to install a fiber optic cable in the shoulder of Highway 96 across Public Lands. See attached project description for details, and see also attached map of the location of the requested ROW Grant in Section 1, T 9 N, R 4 E, Humboldt Base and Meridian.

8. Attach a map covering area and show location of project proposal

9. State or Local government approval: Attached Applied for Not Required

10. Nonreturnable application fee: Attached Not required

11. Does project cross international boundary or affect international waterways? Yes No (if "yes," indicate on map)

12. Give statement of your technical and financial capability to construct, operate, maintain, and terminate system for which authorization is being requested.

The Karuk Tribe is capable of constructing, operating, maintaining, and terminating the proposed broadband project. Financing is provided for this portion of the project in part from a grant from the California Public Utilities Commission (CPUC) California Advanced Services Fund (CASF) grant.

13a. Describe other reasonable alternative routes and modes considered.

The proposed route utilizes existing poles for overhead fiber optic cable installation or underground installation in existing road shoulders or within existing road surface for buried fiber optic conduit installation and is the least environmentally disturbing route.

b. Why were these alternatives not selected?

Any other alternative would involve more ground disturbance and could include previously undisturbed areas.

c. Give explanation as to why it is necessary to cross Federal Lands.

In order to follow the least environmentally damaging route along Highway 96, the project proposes to cross federal lands.

14. List authorizations and pending applications filed for similar projects which may provide information to the authorizing agency. (Specify number, date, code, or name)

SF-299 applications have been filed with the NPS for a permit to cross Redwood National Park and with the USDA Forest Service (amending existing permit OR-181) to cross National Forest System Lands between Weitchpec and Orleans on Highway 96.

15. Provide statement of need for project, including the economic feasibility and items such as: (a) cost of proposal (construction, operation, and maintenance); (b) estimated cost of next best alternative; and (c) expected public benefits.

The KRRBI Project responds to the "digital divide" problem faced by many remote rural communities—providing high-speed internet access is not economical for the traditional providers, and therefore leaves small rural communities, particularly those with significant Native populations like Orleans, without access. See attached project description.

16. Describe probable effects on the population in the area, including the social and economic aspects, and the rural lifestyles.

See attached project description

17. Describe likely environmental effects that the proposed project will have on: (a) air quality; (b) visual impact; (c) surface and ground water quality and quantity; (d) the control or structural change on any stream or other body of water; (e) existing noise levels; and (f) the surface of the land, including vegetation, permafrost, soil, and soil stability.

The proposed project is unlikely to have a substantial adverse effect on air quality, surface or ground water quality or quantity, vegetation, existing noise levels, soil stability, or any body of water.

18. Describe the probable effects that the proposed project will have on (a) populations of fish, plantlife, wildlife, and marine life, including threatened and endangered species; and (b) marine mammals, including hunting, capturing, collecting, or killing these animals.

The proposed project is unlikely to have a substantial adverse effect on populations of fish, plantlife, wildlife, or marine life, including threatened or endangered species and including marine mammals.

19. State whether any hazardous material, as defined in this paragraph, will be used, produced, transported or stored on or within the right-of-way or any of the right-of-way facilities, or used in the construction, operation, maintenance or termination of the right-of-way or any of its facilities. "Hazardous material" means any substance, pollutant or contaminant that is listed as hazardous under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended, 42 U.S.C. 9601 et seq., and its regulations. The definition of hazardous substances under CERCLA includes any "hazardous waste" as defined in the Resource Conservation and Recovery Act of 1976 (RCRA), as amended, 42 U.S.C. 6901 et seq., and its regulations. The term hazardous materials also includes any nuclear or byproduct material as defined by the Atomic Energy Act of 1954, as amended, 42 U.S.C. 2011 et seq. The term does not include petroleum, including crude oil or any fraction thereof that is not otherwise specifically listed or designated as a hazardous substance under CERCLA Section 101(14), 42 U.S.C. 9601(14), nor does the term include natural gas.

No hazardous material will be used, produced, transported, or stored on or within the right-of-way or any of the right-of-way facilities, or used in the construction, operation, maintenance, or termination of the right-of-way or any of its facilities.

20. Name all the Department(s)/Agency(ies) where this application is being filed.

I HEREBY CERTIFY, That I am of legal age and authorized to do business in the State and that I have personally examined the information contained in the application and believe that the information submitted is correct to the best of my knowledge.

Signature of Applicant

Date

Title 18, U.S.C. Section 1001, makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

GENERAL INFORMATION
ALASKA NATIONAL INTEREST LANDS

This application will be used when applying for a right-of-way, permit, license, lease, or certificate for the use of Federal lands which lie within conservation system units and National Recreation or Conservation Areas as defined in the Alaska National Interest Lands Conservation Act. Conservation system units include the National Park System, National Wildlife Refuge System, National Wild and Scenic Rivers System, National Trails System, National Wilderness Preservation System, and National Forest Monuments.

Transportation and utility systems and facility uses for which the application may be used are:

1. Canals, ditches, flumes, laterals, pipes, pipelines, tunnels, and other systems for the transportation of water.
2. Pipelines and other systems for the transportation of liquids other than water, including oil, natural gas, synthetic liquid and gaseous fuels, and any refined product produced therefrom.
3. Pipelines, slurry and emulsion systems, and conveyor belts for transportation of solid materials.
4. Systems for the transmission and distribution of electric energy.
5. Systems for transmission or reception of radio, television, telephone, telegraph, and other electronic signals, and other means of communications.
6. Improved right-of-way for snow machines, air cushion vehicles, and all-terrain vehicles.
7. Roads, highways, railroads, tunnels, tramways, airports, landing strips, docks, and other systems of general transportation.

This application must be filed simultaneously with each Federal department or agency requiring authorization to establish and operate your proposal.

In Alaska, the following agencies will help the applicant file an application and identify the other agencies the applicant should contact and possibly file with:

Department of Agriculture
Regional Forester, Forest Service (USFS)
Federal Office Building,
P.O. Box 21628
Juneau, Alaska 99802-1628
Telephone: (907) 586-7847 (or a local Forest Service Office)

Department of the Interior
Bureau of Indian Affairs (BIA)
Juneau Area Office
Federal Building Annex
9109 Mendenhall Mall Road, Suite 5
Juneau, Alaska 99802
Telephone: (907) 586-7177

Department of the Interior
Bureau of Land Management
222 West 7th Avenue
P.O. Box 13
Anchorage, Alaska 99513-7599
Telephone: (907) 271-5477 (or a local BLM Office)

U.S. Fish & Wildlife Service (FWS)
Office of the Regional Director
1011 East Tudor Road
Anchorage, Alaska 99503
Telephone: (907) 786-3440

National Park Service (NPA)
Alaska Regional Office, 2225
Gambell St., Rm. 107
Anchorage, Alaska 99502-2892
Telephone: (907) 786-3440

Note - Filings with any Interior agency may be filed with any office noted above or with the Office of the Secretary of the Interior, Regional Environmental Office, P.O. Box 120, 1675 C Street, Anchorage, Alaska 9513.

Department of Transportation
Federal Aviation Administration
Alaska Region AAL-4, 222 West 7th Ave., Box 14
Anchorage, Alaska 99513-7587
Telephone: (907) 271-5285

NOTE - The Department of Transportation has established the above central filing point for agencies within that Department. Affected agencies are: Federal Aviation Administration (FAA), Coast Guard (USCG), Federal Highway Administration (FHWA), Federal Railroad Administration (FRA).

OTHER THAN ALASKA NATIONAL INTEREST LANDS

Use of this form is not limited to National Interest Conservation Lands of Alaska.

Individual department/agencies may authorize the use of this form by applicants for transportation and utility systems and facilities on other Federal lands outside those areas described above.

For proposals located outside of Alaska, applications will be filed at the local agency office or at a location specified by the responsible Federal agency.

SPECIFIC INSTRUCTIONS
(Items not listed are self-explanatory)

- 7 Attach preliminary site and facility construction plans. The responsible agency will provide instructions whenever specific plans are required.
- 8 Generally, the map must show the section(s), township(s), and range(s) within which the project is to be located. Show the proposed location of the project on the map as accurately as possible. Some agencies require detailed survey maps. The responsible agency will provide additional instructions.
- 9, 10, and 12 The responsible agency will provide additional instructions.
- 13 Providing information on alternate routes and modes in as much detail as possible, discussing why certain routes or modes were rejected and why it is necessary to cross Federal lands will assist the agency(ies) in processing your application and reaching a final decision. Include only reasonable alternate routes and modes as related to current technology and economics.
- 14 The responsible agency will provide instructions.
- 15 Generally, a simple statement of the purpose of the proposal will be sufficient. However, major proposals located in critical or sensitive areas may require a full analysis with additional specific information. The responsible agency will provide additional instructions.
- 16 through 19 Providing this information in as much detail as possible will assist the Federal agency(ies) in processing the application and reaching a decision. When completing these items, you should use a sound judgment in furnishing relevant information. For example, if the project is not near a stream or other body of water, do not address this subject. The responsible agency will provide additional instructions.

Application must be signed by the applicant or applicant's authorized representative.

EFFECT OF NOT PROVIDING INFORMATION: Disclosure of the information is voluntary. If all the information is not provided, the application may be rejected.

DATA COLLECTION STATEMENT

The Federal agencies collect this information from applicants requesting right-of-way, permit, license, lease, or certification for the use of Federal lands. The Federal agencies use this information to evaluate the applicant's proposal. The public is obligated to submit this form if they wish to obtain permission to use Federal lands.

SUPPLEMENTAL

NOTE: The responsible agency(ies) will provide instructions	CHECK APPROPRIATE BLOCK	
	ATTACHED	FILED*
I - PRIVATE CORPORATIONS		
a. Articles of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>
b. Corporation Bylaws	<input type="checkbox"/>	<input type="checkbox"/>
c. A certification from the State showing the corporation is in good standing and is entitled to operate within the State	<input type="checkbox"/>	<input type="checkbox"/>
d. Copy of resolution authorizing filing	<input type="checkbox"/>	<input type="checkbox"/>
e. The name and address of each shareholder owning 3 percent or more of the shares, together with the number and percentage of any class of voting shares of the entity which such shareholder is authorized to vote and the name and address of each affiliate of the entity together with, in the case of an affiliate controlled by the entity, the number of shares and the percentage of any class of voting stock of that affiliate owned, directly or indirectly, by that entity, and in the case of an affiliate which controls that entity, the number of shares and the percentage of any class of voting stock of that entity owned, directly or indirectly, by the affiliate.	<input type="checkbox"/>	<input type="checkbox"/>
f. If application is for an oil or gas pipeline, describe any related right- of-way or temporary use permit applications, and identify previous applications.	<input type="checkbox"/>	<input type="checkbox"/>
g. If application is for an oil and gas pipeline, identify all Federal lands by agency impacted by proposal.	<input type="checkbox"/>	<input type="checkbox"/>
II - PUBLIC CORPORATIONS		
a. Copy of law forming corporation	<input type="checkbox"/>	<input type="checkbox"/>
b. Proof of organization	<input type="checkbox"/>	<input type="checkbox"/>
c. Copy of Bylaws	<input type="checkbox"/>	<input type="checkbox"/>
d. Copy of resolution authorizing filing	<input type="checkbox"/>	<input type="checkbox"/>
e. If application is for an oil or gas pipeline, provide information required by item "I - f" and "I - g" above.	<input type="checkbox"/>	<input type="checkbox"/>
III - PARTNERSHIP OR OTHER UNINCORPORATED ENTITY		
a. Articles of association, if any	<input type="checkbox"/>	<input type="checkbox"/>
b. If one partner is authorized to sign, resolution authorizing action is	<input type="checkbox"/>	<input type="checkbox"/>
c. Name and address of each participant, partner, association, or other	<input type="checkbox"/>	<input type="checkbox"/>
d. If application is for an oil or gas pipeline, provide information required by item "I - f" and "I - g" above.	<input type="checkbox"/>	<input type="checkbox"/>

*If the required information is already filed with the agency processing this application and is current, check block entitled "Filed." Provide the file identification information (e.g., number, date, code, name). If not on file or current, attach the requested information.

NOTICES

Note: This applies to the Department of Agriculture/Forest Service (FS)

This information is needed by the Forest Service to evaluate the requests to use National Forest System lands and manage those lands to protect natural resources, administer the use, and ensure public health and safety. This information is required to obtain or retain a benefit. The authority for that requirement is provided by the Organic Act of 1897 and the Federal Land Policy and Management Act of 1976, which authorize the secretary of Agriculture to promulgate rules and regulations for authorizing and managing National Forest System lands. These statutes, along with the Term Permit Act, National Forest Ski Area Permit Act, Granger-Thye Act, Mineral Leasing Act, Alaska Term Permit Act, Act of September 3, 1954, Wilderness Act, National Forest Roads and Trails Act, Act of November 16, 1973, Archeological Resources Protection Act, and Alaska National Interest Lands Conservation Act, authorize the Secretary of Agriculture to issue authorizations or the use and occupancy of National Forest System lands. The Secretary of Agriculture's regulations at 36 CFR Part 251, Subpart B, establish procedures for issuing those authorizations.

BURDEN AND NONDISCRIMINATION STATEMENTS

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 8 hours hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720- 2600 (voice and TDD).











To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.


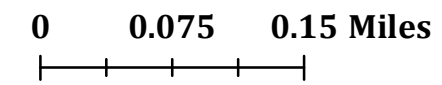
The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.

Humboldt County Encroachment Permit KRRBI Project

Segment 1: Dredge Road

Legend

- Dredge Road PM
- Install Type**
-  Overhead Joint
-  Overhead Verizon
-  Plow
-  Trench
-  SawCut
-  Bridge Hang
-  Directional Drilling
-  Installation Route off Caltrans
-  Road
-  Yurok Reservation Boundary

This map is for information and reference purposes only. The Yurok Tribe assumes no liability or responsibility in the use or misuse of this map and the information within. Fiber optic install method data was collected using mapping grade GPS.

Yurok Tribe GIS Program
April 25, 2016



Humboldt County Encroachment Permit KRRBI Project

Segment 2:

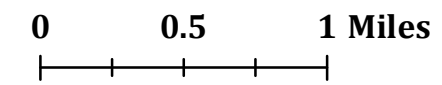
Hwy 169, Weitchpec School
Upper Kepel, Lower Kepel
& Tulley Creek Road

Legend

- Tulley Creek PM
- Weitchpec School Road PM
- Upper Kepel PM
- Lower Kepel PM

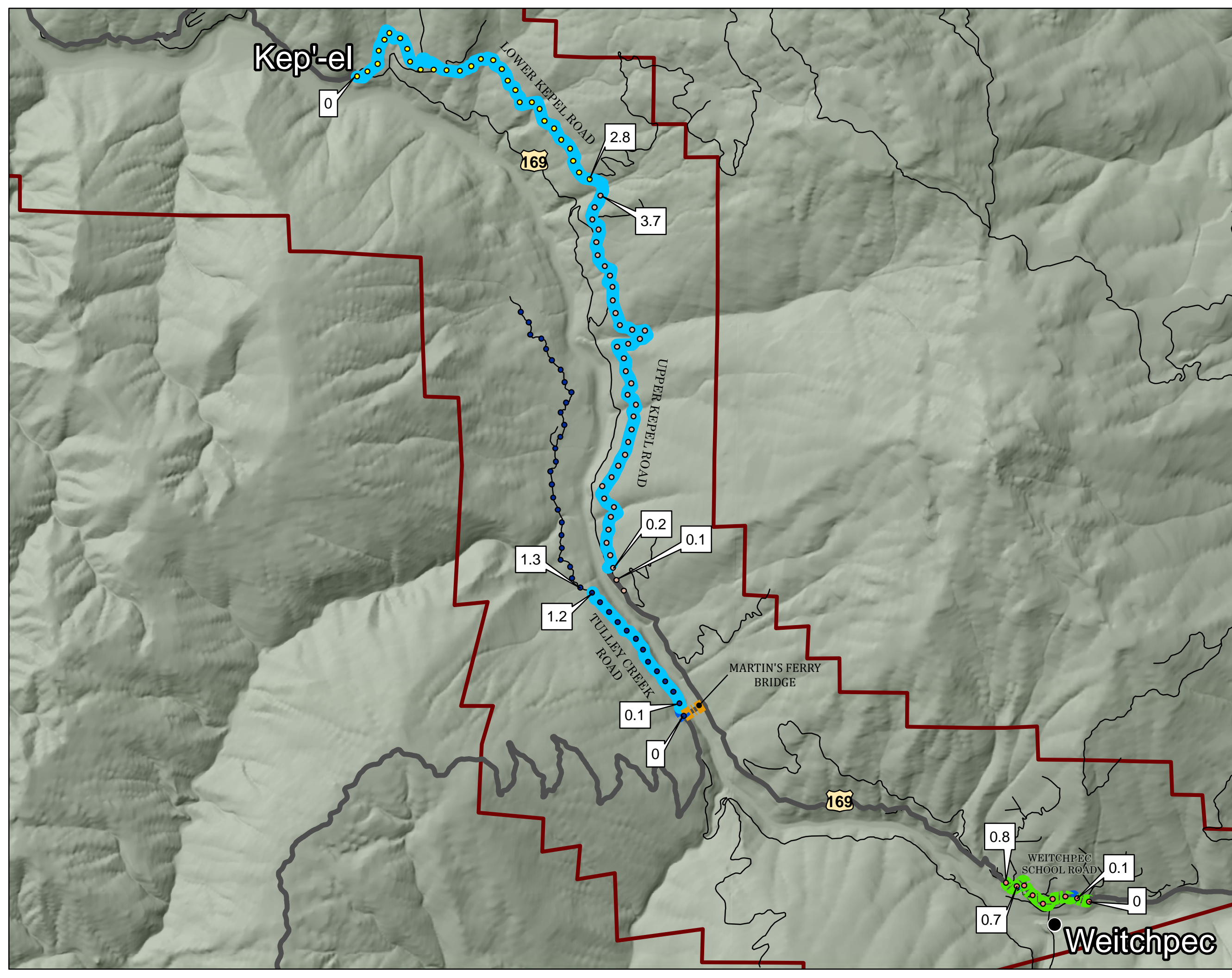
Install Type

- Overhead Joint
- Overhead Verizon
- Plow
- Trench
- SawCut
- Bridge Hang
- Directional Drilling
- Installation Route off Caltrans
- Road
- Yurok Reservation Boundary



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Yurok Tribe GIS Program
April 25, 2016












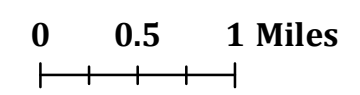
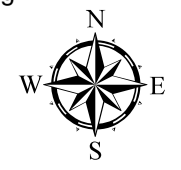
Weitchpec

Humboldt County Encroachment Permit KRRBI Project

Segment 3: Bald Hills Road

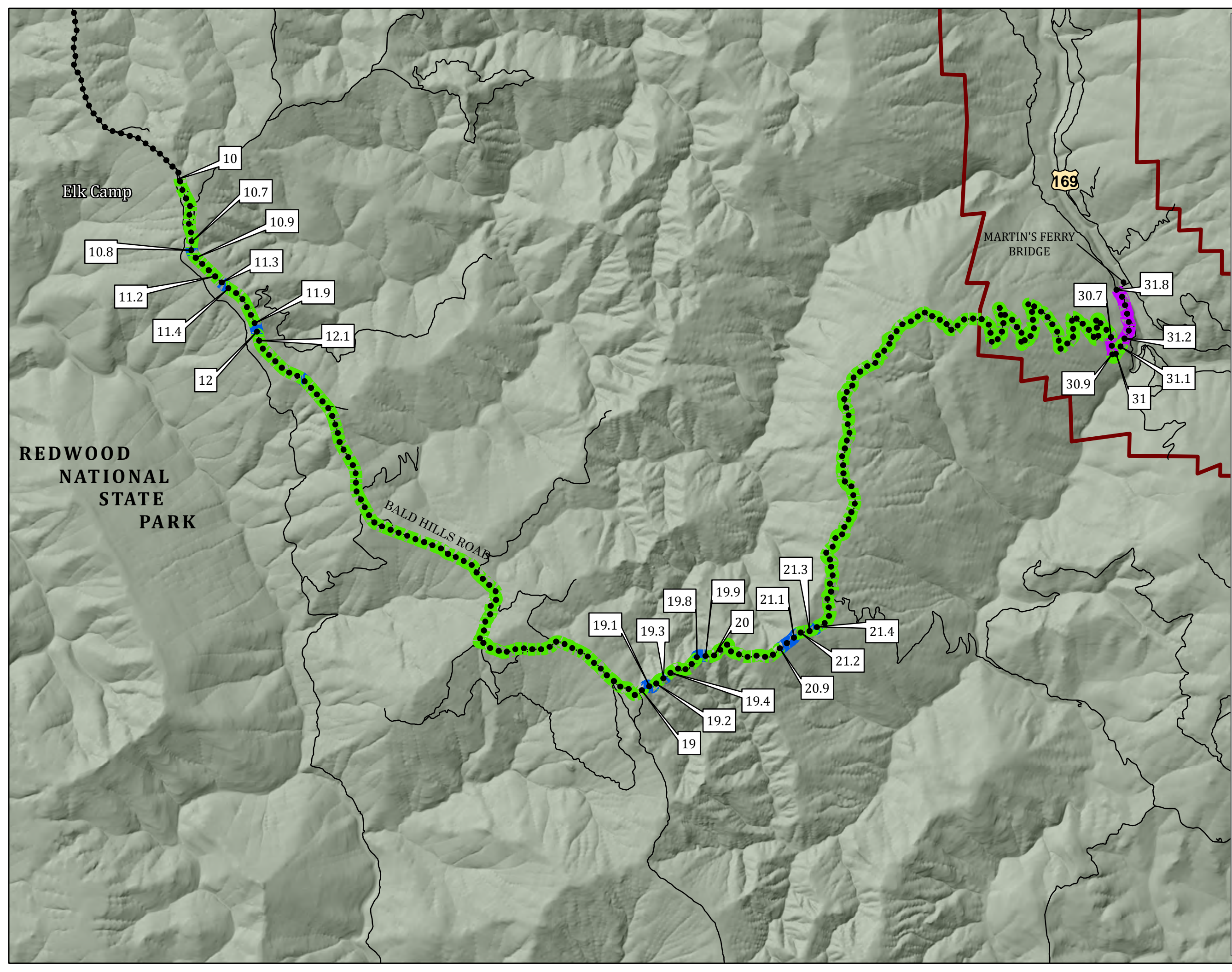
Legend

- Bald Hills Road PM
- Install Type**
-  Directional Drilling
-  Overhead Joint
-  Overhead Verizon
-  Bridge Hang
-  Plow
-  SawCut
-  Trench
-  Road
-  Yurok Reservation Boundary



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Yurok Tribe GIS Program
April 25, 2016



REDWOOD
NATIONAL
STATE
PARK

BALD HILLS ROAD

MARTIN'S FERRY
BRIDGE

169

Elk Camp

10

10.7

10.9

10.8

11.3

11.2

11.9

11.4

12.1

12

30.7

31.8

31.2

30.9

31.1

31

19.1

19.3

19.8

19.9

20

21.1

21.3

21.4

21.2

20.9

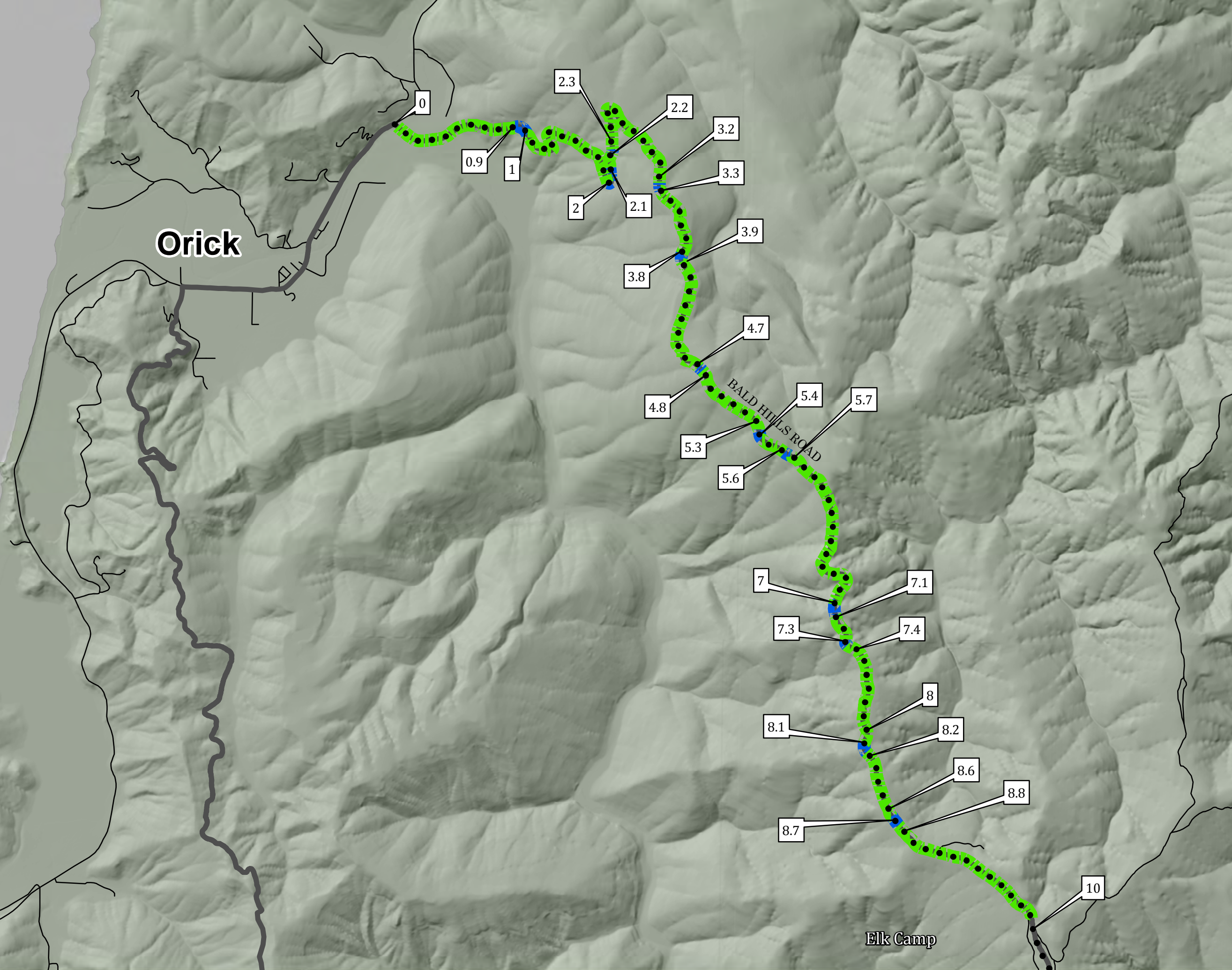
19.4

19.2

19

Humboldt County Encroachment Permit KRRBI Project

Segment 4: Bald Hills Road

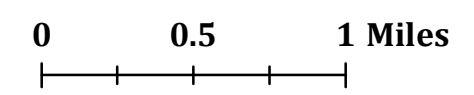


Legend

- Bald Hills Road PM

Install Type

- █ Directional Drilling
- █ Overhead Joint
- █ Overhead Verizon
- █ Bridge Hang
- █ Plow
- █ SawCut
- █ Trench
- █ Installation Route off Caltrans
- Road



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Humboldt County Encroachment Permit KRRBI Project

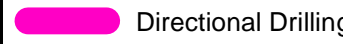



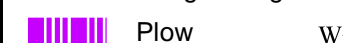

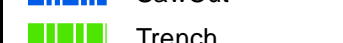
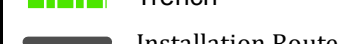
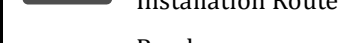
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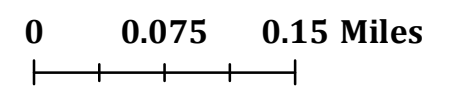
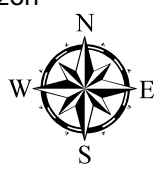
Hiltons Road, Dows Prairie Road,
Crannell Road

Legend

- Hiltons Road PM
- Dows Prairie Road PM
- Crannell Road PM

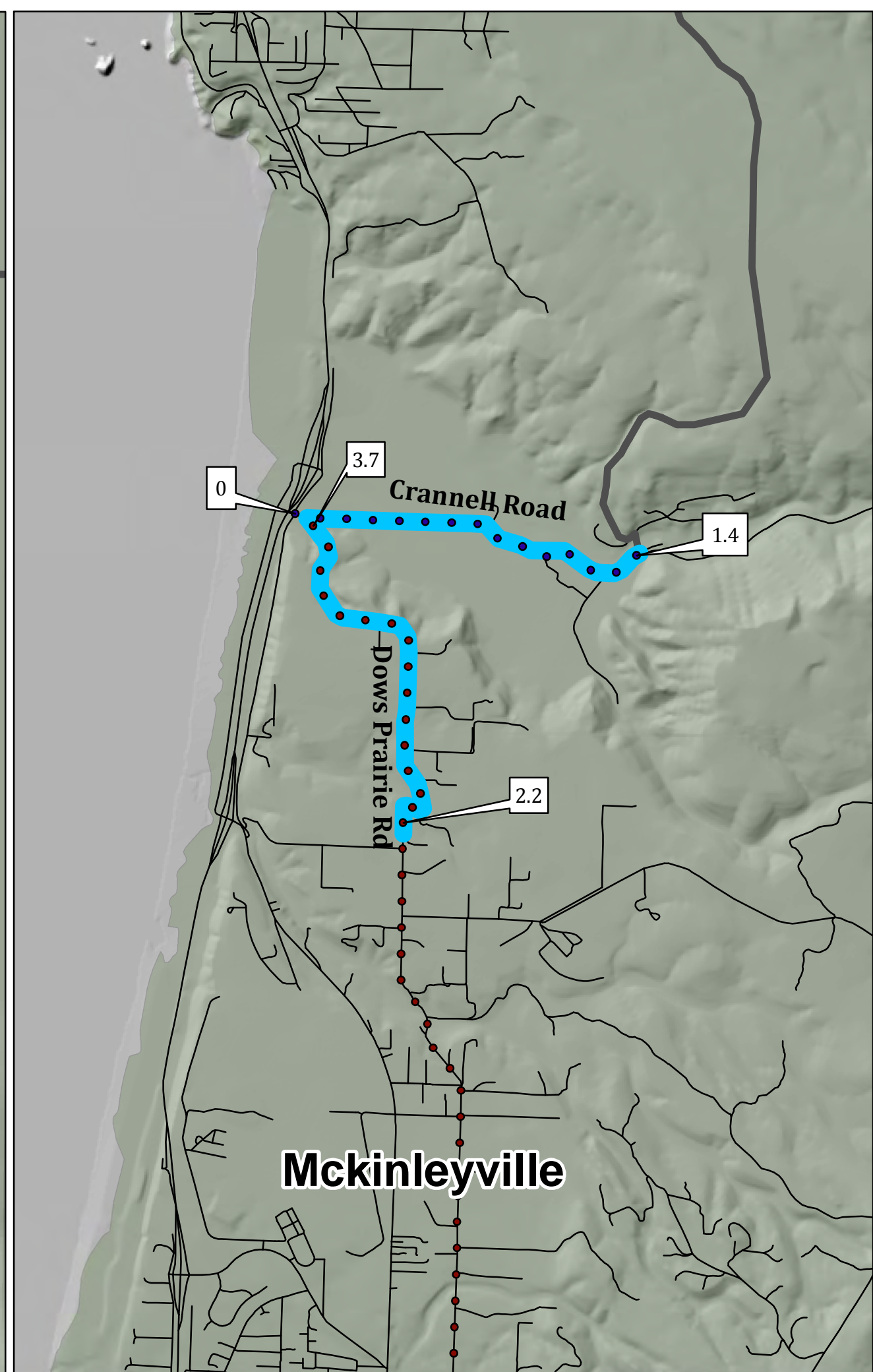
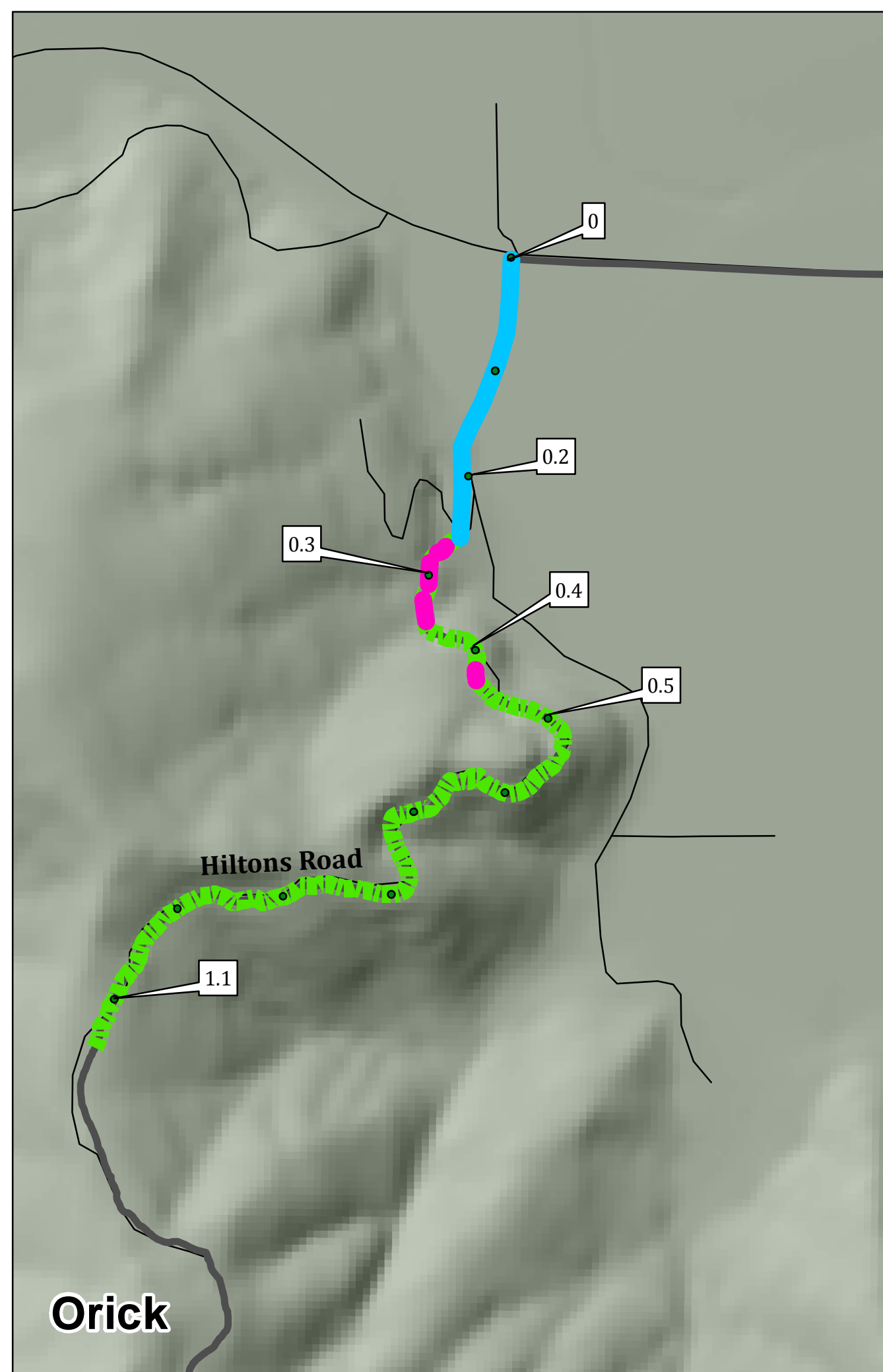
Install Type

-  Directional Drilling
-  Overhead Joint
-  Overhead Verizon
-  Bridge Hang
-  Plow
-  SawCut
-  Trench
-  Installation Route off Caltrans
-  Road



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Yurok Tribe GIS Program
April 25, 2016



Orick

Public Lands KRRBI Project



Segment 1: Hwy 96



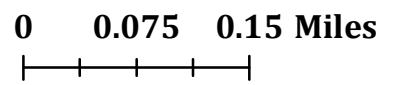
Legend

- Public Lands
- Yurok Reservation Boundary

Install Type

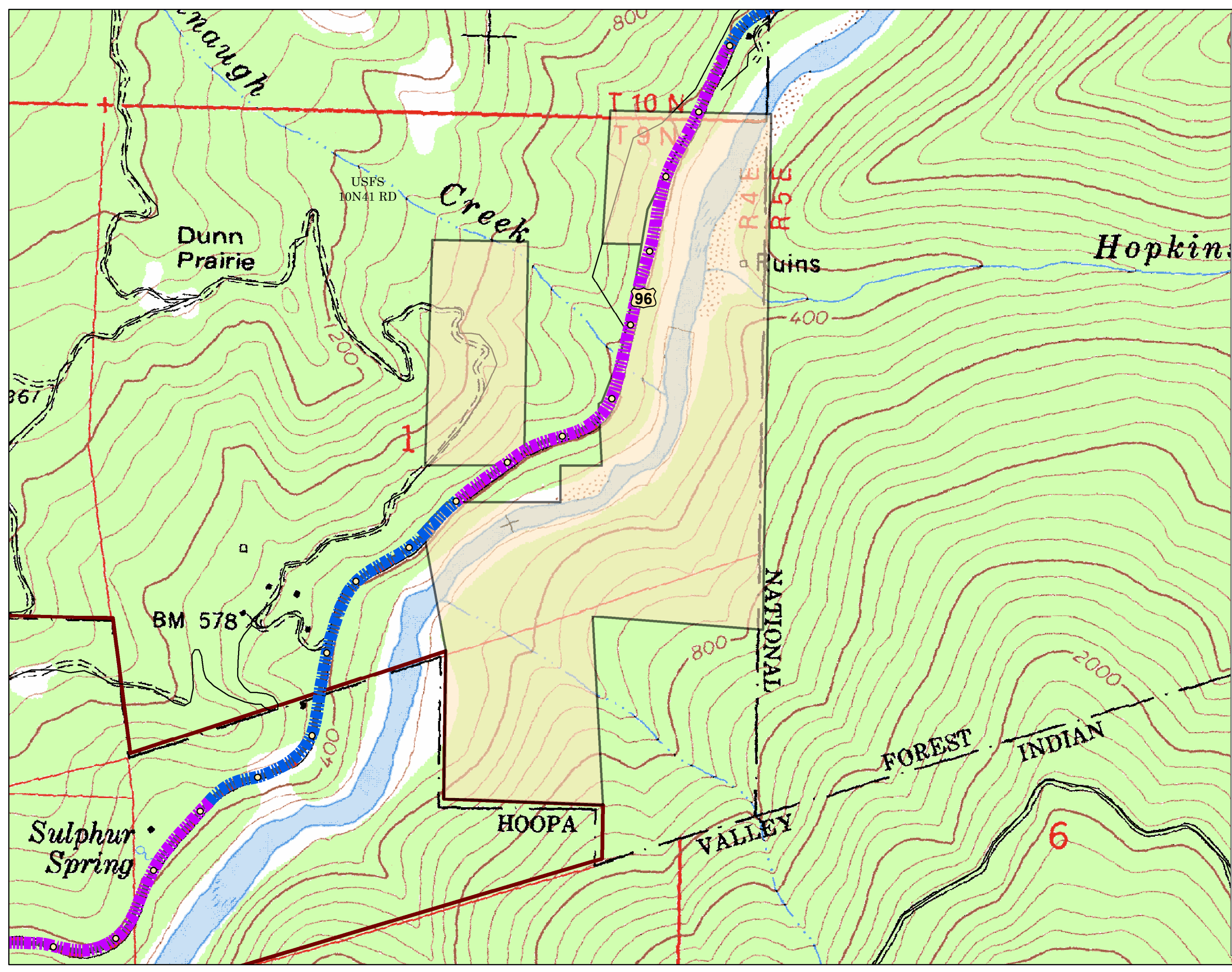
- Overhead Joint
- Overhead Verizon
- Plow
- Trench
- SawCut
- Bridge Hang
- Directional Drilling

Humboldt Base and Meridian



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Yurok Tribe GIS Program
March 23, 2016



Health Board Report

9 June 2016

Joshua Stanshaw: Project Manager

Summary: I continue to study for my project management certification. I hope to take the online test near the end of the month of June.

Child and Family Services Move

Description & Objective(s): This project entails moving Mental/Behavioral Health, AOD, and Child Social Work to the Beverly Manor building adjacent to the Yreka Medical Clinic. Moving these programs will provide the following benefits: 1) Improve CFS client confidentiality; 2) Provide room for CFS programs to operate efficiently and room for expansion; 3) Provide more office space for Yreka Clinic staff

Task(s) Completed: 1) Fire and zoning forms signed and submitted to California DHCS for AOD requirements; 2) California DHCS site inspection completed – the new building was cleared for use by the AOD program; 3) Scheduled Mental Health and ICWA to move in 6 June 2016, AOD move to be scheduled when California DHCS releases new certification;

Tasks(s) Scheduled: 1) Move programs; 2) Submit necessary documentation to grantors /accreditation /other agencies as required

Anticipated Project Barriers: 1) Placement of staff currently in Yreka Clinic; 2) Placement of Public Health Nurse/Outreach group (placing Outreach back into the Yreka Clinic does not help alleviate the existing space constraints for the clinic staff)

Recruitment Strategy (Council Directive)

Description & Objective(s): The Tribal Council has assigned a project to Josh Stanshaw. The project will be to develop a few options for the Council to approve regarding a recruitment and/or advertisement strategy. These options shall be outlined including resources, websites, advertisement material, etc. Costs associated with timeframes should be included as well as an implementation timeline. Although Josh is the point of contact on this directive, it will be crucial to work with Human Resources on the needs and vacant positions

Task(s) Completed: 1) Received preliminary information from HR Director on current methods; 2) Researched possible recruitment sites to increase hits on postings and integrating KTHHSP Policy 03-001-135 Provider Recruitment and Retention Plan; 3) Prepare summary report to be presented at Health Board Meeting

Tasks(s) Scheduled: 1) As directed by Health Board after presentation

Anticipated Project Barriers: 1) Ever increasing shortage and competition for providers of all professions;

OCR HIPAA Internal Audit

Description & Objective(s): The Office of Civil Rights (OCR) has started a pilot program in conducting audits of Entities and Business Associates to ensure compliance with HIPAA and HITEC ACT protocols. The audits have entered into a second phase. In an effort to ensure compliance with these protocols and be ready for a possible audit it has been recommended by Lessie Aubrey and Fatima Abbas that KTHHSP perform an internal audit.

Task(s) Completed: 1) Reviewed OCR Audit protocol; 2) Inquired with Fatima Abbas regarding best method for completing internal audit: Independent Contractor or performed by KTHHSP staff. – Recommendation is to hire an Independent Contractor given the complexity of the audit.

Tasks(s) Scheduled: 1) Present Health Board with projected costs of hiring contractors

Anticipated Project Barriers: 1) Cost



Joshua Stanshaw, Project Manager, jstanshaw@karuk.us

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

Action Items:

MOA between TANF and Child and Family Services for mental health and child welfare services.
Contract for Trauma Informed Care onsite training.
Contract for Janitorial Services – Child and Family Services
Contract for Willamette Photo Booth

General Updates and Information:

Plans are for the mental health and child welfare programs to move in to the Shasta building on 6/6/2016. Alcohol and Drug Program staff will follow once the state has certified the new site which is expected to be no later than 7/1/2016. Service levels are down this month due to staff training and vacation time. Most of our staff was able to attend training on Motivational Interviewing which was hosted by the Siskiyou Behavioral Health Task Force.

Child Welfare Services:

Graciella Haas has come on board as our new Child Welfare Social Worker in Orleans. She will be working with Gail Balzell to assume Humboldt County cases. We are working with the Housing Board to identify appropriate housing for her in the Orleans area.
Gail Balzell, Laura Olivas and Patricia Hobbs attended a joint training with Yurok with the California Dept of Social Services on claiming and eligibility for Title IV E.

Substance Abuse Program

On 6/2/2016 the State conducted an onsite audit of the Alcohol and Other Drug Services Program. There were seven deficiencies identified and all have been corrected and submitted to the state. It is expected that recertification will be obtained no later than 7/1/2016.
The Substance Abuse counselor position in Happy Camp remains open. Angela Baxter and Cheryl Bearchild are both continuing with groups and individual treatment in Happy Camp and Orleans. See report attached. Angela and Paul Janke are sharing the Orleans case load.
Cheryl Bearchild updated her Fatherhood/Motherhood is Sacred certification in Arizona.

Mental Health

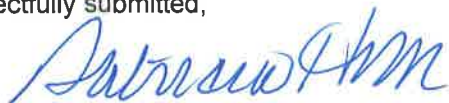
The LCSW and Mental Health II positions are posted – we are budgeted for and seeking only one additional position. Kareena Walter attended the Indian Health Service GPRA training in Sacramento.

Administration for Children and Families Tribal TANF Child Welfare Coordination Grant

MOA has been drafted and will be reviewed by council for approval.

Trauma Informed Care training will be scheduled during the summer months and it is important that staff be encouraged to participate.

Respectfully submitted,



Patricia Hobbs LCSW
Director – Child and Family Services

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

RECORD DATES: MAY 01, 2016 TO MAY 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: <u>YREKA</u>				
PROVIDER: BAXTER, ANGELA V (ALCOHOLISM/SUB ABUSE COUNSELOR)				
12-ASSESSMENT/EVALUATION-PATI	1	2.0	1	1
13-INDIVIDUAL TREATMENT/COUNS	3	2.0	2	3
21-FOLLOWTHROUGH/FOLLOWUP-PAT	1	0.3	1	1
31-CASE MANAGEMENT-PATIENT NO	1	0.3	1	1
91-GROUP TREATMENT	9	4.0	7	9
	=====	=====	=====	=====
PROVIDER TOTAL:	15	8.5	12	15
PROVIDER: BEARCHILD, CHERYL R (ALCOHOLISM/SUB ABUSE COUNSELOR)				
12-ASSESSMENT/EVALUATION-PATI	1	1.5	1	1
13-INDIVIDUAL TREATMENT/COUNS	6	2.8	5	6
91-GROUP TREATMENT	4	2.0	4	4
	=====	=====	=====	=====
PROVIDER TOTAL:	11	6.3	10	11
PROVIDER: HOBBS, PATRICIA (LICENSED CLINICAL SOCIAL WORK)				
13-INDIVIDUAL TREATMENT/COUNS	8	8.0	5	8
56-RECORDS/DOCUMENTATION	3	0.4	3	3
	=====	=====	=====	=====
PROVIDER TOTAL:	11	8.4	8	11
PROVIDER: JANKE, PAUL (ALCOHOLISM/SUB ABUSE COUNSELOR)				
13-INDIVIDUAL TREATMENT/COUNS	2	1.3	2	2
91-GROUP TREATMENT	141	35.4	33	141
	=====	=====	=====	=====
PROVIDER TOTAL:	143	36.7	35	143
PROVIDER: KINNEY, BENTON (PHYSICIAN ASSISTANT)				
99-INDIVIDUAL BH EHR VISIT	20	0.0	16	20
	=====	=====	=====	=====
PROVIDER TOTAL:	20	0.0	16	20
PROVIDER: WALTER, KAREENA (LICENSED CLINICAL SOCIAL WORK)				
12-ASSESSMENT/EVALUATION-PATI	3	5.0	2	3
13-INDIVIDUAL TREATMENT/COUNS	7	7.4	5	7
35-COLLABORATION	3	1.6	3	3
56-RECORDS/DOCUMENTATION	7	1.1	6	7
99-INDIVIDUAL BH EHR VISIT	4	6.0	2	4
	=====	=====	=====	=====
PROVIDER TOTAL:	24	21.1	18	24
	=====	=====	=====	=====
FACILITY TOTAL:	224	81.0	99	224

FACILITY: ORLEANS

PROVIDER: HOBBS, PATRICIA (LICENSED CLINICAL SOCIAL WORK)

13-INDIVIDUAL TREATMENT/COUNS	2	2.0	2	2
56-RECORDS/DOCUMENTATION	1	0.3	1	1

***** CONFIDENTIAL PATIENT INFORMATION *****

PH

JUN 02, 2016 Page 2

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

RECORD DATES: MAY 01, 2016 TO MAY 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
PROVIDER TOTAL:	3	2.3	3	3
FACILITY TOTAL:	3	2.3	3	3
FACILITY: KARUK COMMUNITY HEALTH CLINIC				
PROVIDER: BEARCHILD, CHERYL R (ALCOHOLISM/SUB ABUSE COUNSELOR)				
91-GROUP TREATMENT	16	6.5	14	16
PROVIDER TOTAL:	16	6.5	14	16
PROVIDER: HOBBS, PATRICIA (LICENSED CLINICAL SOCIAL WORK)				
13-INDIVIDUAL TREATMENT/COUNS	2	2.0	1	2
29-FAMILY FACILITATION-PATIEN	1	1.5	1	1
PROVIDER TOTAL:	3	3.5	2	3
PROVIDER: JANKE, PAUL (ALCOHOLISM/SUB ABUSE COUNSELOR)				
13-INDIVIDUAL TREATMENT/COUNS	1	1.0	1	1
91-GROUP TREATMENT	28	6.4	16	28
PROVIDER TOTAL:	29	7.4	17	29
PROVIDER: WALTER, KAREENA (LICENSED CLINICAL SOCIAL WORK)				
12-ASSESSMENT/EVALUATION-PATI	4	4.8	3	4
13-INDIVIDUAL TREATMENT/COUNS	14	15.9	10	14
35-COLLABORATION	2	0.9	2	2
56-RECORDS/DOCUMENTATION	7	0.4	7	7
99-INDIVIDUAL BH EHR VISIT	6	6.5	3	6
PROVIDER TOTAL:	33	28.5	25	33
FACILITY TOTAL:	81	45.9	58	81
SU TOTAL:	308	129.1	160	308
AREA TOTAL:	308	129.1	160	308

RUN TIME (H.M.S): 0.0.0

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 CONTRACT/ MOU/ AGREEMENT

Check One: **Contract** **Karuk Tribe Number Assigned:** **Get from Dir. Of Admin Pgms**
 MOU
 Agreement **Funder/Agency Assigned:** **Tribal TANF/Child Welfare**
 Amendment **Prior Amendment:** **N/A**

REQUIRED → ***Procurement Attached** ***Budget Attached**
***System for Award Management (SAM) (CONTRACTS ONLY)**
***KCDC/ KTHA Notification/ review required** **Yes** **No**

Requestor: **Patricia Hobbs LCSW** **Date:** **May 12, 2016**

Department/Program: **Child and Family Services**

Name of Contractor or Parties: **Eduardo Duran, PhD**

Effective Dates (From/To): **June 1, 2016** **September 30, 2016**

Amount of Original: **\$9,060**

Amount of Modification:

Total Amount: **\$9,060**

Funding Source: **5054-01-7601.00**

Special Conditions/Terms:
Project must be complete by 9/30/2016

Brief Description of Purpose:
Provision of overview of Historical Trauma, training and consultation to tribal staff working with tribal community members and training in integrating traditional Native approaches to healing the effects of Historical Trauma.

**** REQUIRED SIGNATURES ****

Requestor *Patricia Hobbs* **Date** *5/24/16*

****Chief Financial Officer** **Date**

****Director, Administrative Programs & Compliance** **Date**

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

Other **Date**

Karuk Community Health Clinic
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 MOU
 Agreement **Funder/Agency Assigned:** **Tribal TANF/Child Welfare**
 Amendment **Prior Amendment:** **N/A**

REQUIRED → *Procurement Attached *Budget Attached
*System for Award Management (SAM) (CONTRACTS ONLY)
*KCDC/ KTHA Notification/ review required Yes No

Requestor: **Patricia Hobbs LCSW** **Date:** **May 12, 2016**

Department/Program: **Child and Family Services**

Name of Contractor or Parties: **Karuk Child Welfare and Karuk TANF**

Effective Dates (From/To): **June 1, 2016** **May 30, 2016**

Amount of Original: **N/A**

Amount of Modification: **N/A**

Total Amount: **N/A**

Funding Source: **5054-01-7601.00**

Special Conditions/Terms:
See attached

Brief Description of Purpose:
Improve the coordination between TANF and Child Welfare Program in an effort to assist TANF clients in attaining self sufficiency.

**** REQUIRED SIGNATURES ****

Patricia Hobbs LCSW
Requestor _____ **Date** _____

****Chief Financial Officer** _____ **Date** _____

****Director, Administrative Programs & Compliance** _____ **Date** _____

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

Other _____ **Date** _____

MEMORANDUM OF UNDERSTANDING

BETWEEN

KARUK TRIBE CHILD AND FAMILY SERVICES PROGRAMS INCLUDING MENTAL HEALTH AND CHILD WELFARE

AND

KARUK TRIBAL TANF PROGRAM

This Memorandum of Understanding (MOU) sets the terms and understanding between the Karuk Tribe Child and Family Services Programs including Mental Health and Child Welfare and the Karuk Tribal Temporary Assistance to Needy Families (TANF) Program.

Background

The Karuk Tribe has identified the need to improve communication and referral systems within the Karuk Tribe organization among service providers: including TANF, Mental Health and Child Welfare service providers. One of the barriers to tribal members working towards the goal of employment may be impacted by mental health and/or child welfare concerns. In addition, families living in poverty have higher levels of stress that may place their children at higher risk of abuse and neglect. Emphasis and priority will be given to families demonstrating multiple risk factors and in need of preventive or intervention services.

Purpose

This MOU will reduce the possibility of abuse and neglect for children of Karuk Tribe TANF clients and improve the capacity of parents to participate in case plans developed to ensure success in meeting employment goals.

Reporting

Referrals and treatment participation will be reviewed on a quarterly basis.

Funding

This MOU does not appropriate funding or incur costs beyond the provisions contained within the Office of Family Assistance Grant Award 90FN0025-01-00.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from the Karuk Tribal TANF Program or Karuk Mental Health Department. This MOU shall become effective upon signature by the authorized officials from the Karuk Tribe and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from the Karuk Tribe this MOU shall end on September 29, 2020.

1. The Karuk Tribe Mental Health Department agrees to provide mental health services to Karuk tribal TANF clients by:
 - a. Completing a biopsychosocial assessment on children and/or adults who receive assistance from TANF.
 - b. Providing individual treatment to TANF clients as needed.
 - c. Providing referral to higher level of services when indicated.

Karuk Tribe



Karuk Tribal Health Board Report For Meeting Date June 09, 2016

1. I will not be available to attend this Health Board meeting; I am scheduled to work at the Happy Camp Dental front desk, while the receptionist is out on leave June 9th.
2. **Training and Staff Schedules:**
 - a. **Dental Assistants Training Update:** Shannon and Kayla B. are studying for the written Registered Dental Assistant test, the test is held in Redding, CA. Once they pass this written test they will become Registered Dental Assistants and will be able to do more assisting functions for the dentist, such as: make temporary crowns & cement or remove them; take preliminary impressions for prosthetic devices; place sealants; place fluoride varnish; remove sutures; placement of temporary fillings; take bite registrations for diagnostic models for case study only; and etc. Most of these duties must be done under the direct supervision of dentist (direct supervision means the dentist must present in the clinic, see the patient; order the procedure and re-check the patient before they are excused).
 - b. **HC Dental Provider Leave Schedule:** Dr. Brassea will be out of the office: June 16, 17 for leave; June 20 (for working on Saturday at the tribal reunion); June 27 for leave; July 18 for leave; July 27 & 28 for Root Canal Training; August 1, 3, 4, 5, and 8th out on leave.
 - i. Due to the providers work and leave schedules there will be no dental providers in Happy Camp on the following days (schedule is subject to change as needed):
 - ii. June 16, 20, 27, 2016; July 18, 27, 28; August 1, 3, 4, 8, 31; and September 1, 7, 8, 19th.
 - c. **Training Reports:** I will be sending out an email to the dental staff that went to training in May, reminding them they need to send me a training report before June, 24, so I can include them in my July board report.
 - d. **Important Advanced Notice:** Yreka Dentist Dr. Felker applied for leave on February 18, 2016, it was approved by his supervisor and I have a copy on file. He is scheduled to be on vacation from September 19, 2016 to October 10, 2016. His vacation arrangements were made in advance because he is traveling to Hungary to visit family.
3. **Orleans Dental Screening Clinic** – The Hygienist will hold a dental screening and fluoride varnish clinic at the Orleans Medical Clinic on September 15, 2016.
4. **Old Business**
 - a. **Yreka Hygienist Vacancy** - The search for an Yreka Dental Hygienist is still on-going. HC Hygienist continues working in Yreka three days a week.
 - b. **Yreka and Happy Camp DA & RDA Vacancy** – We have reviewed the applicants for the Happy Camp Dental Assistant and are waiting for Dion or Dora to confirm the June interview date. So far there are no applicants for the Yreka Vacancy.

- c. **Yreka Dental Director and Dentist Vacancy update** – Dora is working with an agency to find an interim dentist. Also and we were contacted by Dr. Robert Millington DDS last week, he said he's interested in coming back work at the Yreka Clinic.
- d. **Work in progress - Dentrrix/Dental Electronic Dental Record –** There was an I.H.S RPMS Patch done last in April that updated our ADA Dental CDT Procedure Codes to the current 2016 codes and will be upgrading Dentrrix to Dentrrix Enterprise 8.0.7 soon. Now that the update was done in RPMS, Vickie Walden will need to update the procedure codes and add fees to the new 2016 codes we will be using in Dentrrix.

5. Vickie Walden's Report

- a. **Dental Visit entries/billing:** This has been my main focus in the last two months. As of yesterday I have completed the month of April and am working on the first week of May 2016.
- b. **Tribal Reunion:** Preparing for Tribal Reunion, which is June 25, 2016. Dental will be handing out oral health products and have Popsicle stick craft projects for people to design and/or paint. I complete the dental department vendor boot application this week and submitted it to Dora in HR.
- c. **Cancelled Activity:** Due to my busy schedule I am going to cancel my presentation for the Happy Camp Family Resource Center's Kids Day in the Park June 18, 2016 from 12PM to 2PM.
- d. **Dental Joint Staff Meeting** - Due to priority patient scheduling we have changed the meeting time. We have scheduled a conference call meeting from 9 am to 12 noon, on June 23, 2016.
- e. **Pending-** Do the past due Employee Evaluations for the dental assistants and receptionists and update their job descriptions.
- f. **Pending -The new Dentrrix Update-** As soon as the up-date is completed I will update the Dentrrix Dental procedure codes and fees.
- g. **Pending** - Create new dental peer review forms using the draft forms and recommendations from Dr. Millington. Then set up quarterly dates for conducting the chart reviews.

6. **Event- HRSA Site Review:** HRSA site review is scheduled for June 27, 28 & 29 2016

7. **Budgets:** There was only one budget concern this month and that was the CHS Dental Budget used for referred dental services. Lessie informed me yesterday that Laura M. said there were funds available to supplement the dental CHS budget and she would ask council's approval to move the funds.

- a. FYI: The Dental CHS budget started out with \$80, 000.00, due to the high demand for referred dental treatment, the budget was being spent out very quickly , Anna moved money a few months ago to up the budget to 95, 000.00 and as of May 31 we had a balance of around \$2,000.00. Anna told me that at the rate we are spending an additional \$15, 000.00 should last until October1, 2016.

Sorry that I am unable to attend this meeting, please contact me if anyone has question or needs follow-up on anything in my written report.

Report respectfully submitted by Vickie Walden RDA on June 2, 2016



Grants, Compliance and Accreditation/Acting CEO

Board Report

June 7, 2016

Lessie Aubrey, Manage

FTCA Application was completed on time and submitted to HRSA. This will provide Malpractice insurance for year 2017.

Vickie Simmons, Josh Stanshaw and I attended the FTCA University in Las Vegas in May. Because FTCA covers Malpractice, the training covered Risk Management issues. The training was excellent and they covered a lot of quality management materials and topics.

The ACQI meeting for May was canceled when no one had their reports ready and only Happy Camp was in attendance. We found out later that Yreka was having difficulty with their telehealth equipment and that is why they weren't in attendance.

I suspect some of the problems are stemming from me not having much time to work with the program. In fact, the program is getting further and further behind, and I can't keep up with all the CEO business either.

The HRSA site visit will take place the end of June and I will have to make it a priority now to prepare for it. I need to complete the 340 B policy and get it approved at the June 7th Health Board meeting. It's going to take some work.

I'm sorry that Robert Ottone didn't work out. I believe he had a lot of experience in Indian Health. I'm looking forward to meeting the new applicant tomorrow in the Face to Face interview.

I have assigned Josh to begin working on HIPAA compliance and preparing us for a HIPAA Audit that may come sooner or later but they will be coming. Fatima also has some concerns in this area so he will be working with Fatima also.

I do not know who is supervising the Nutrition Site again because decisions were made without my knowledge, and workers placed. I heard Laura Olivas was supervising but I heard it unofficially. So this situation needs to be clarified.

Orleans seems to be doing better now that they have the receptionist/medical assistant on board. KCHC will have an RN starting soon and this is a much needed position. The Yreka clinic has faced some challenges, but they have been dealt with so there is hope for improvement.

Good news that Robert Millington, DDS wants to come back; bad news is that it won't be until October or November. Dr. Lennon will only be coming for the month of July, so we still need someone to replace Chelsea Chambers. Maybe Bill Pease would be interested. We need to tell him about the road over Grey Back so he knows the drive would be much shorter.

	MONTHLY REVENUE REPORT			BUSINESS OFFICE	
	MAY 2016	Happy Camp	Yreka	Orleans	KTHP
	Revenue Medical	\$66,436.68	104832.69	\$5,644.68	\$176,914.05
	PHC Capitation	\$8,481.75	\$14,048.59	\$2,537.46	\$25,067.80
	HPSA Quarterly Incentive	\$0.00	\$0.00	\$0.00	\$0.00
	Revenue Dental	\$54,082.30	\$43,450.34	\$0.00	\$97,532.64
	Revenue Mental Health	\$3,899.65	\$17,800.98	\$1,610.17	\$23,310.80
	Revenue Telehealth	\$86.32	\$18.91	\$0.00	\$105.23
	Revenue Homecare	\$0.00	\$0.00	\$0.00	\$0.00
	Revenue Total	\$132,986.70	\$180,151.51	\$9,792.31	\$322,930.52
		Happy Camp	Yreka	Orleans	KTHP
	Billing MAY Medical	\$38,306.20	\$ 169,405.79	\$14,475.75	\$222,187.74
	Billing MAY Dental	\$29,356.10	\$ 28,393.51	\$0.00	\$57,749.61
	Billing MAY Mental Health	\$7,900.10	7,836.80	\$1,108.54	\$16,845.44
	Billing MAY Telehealth	\$0.00	\$7,324.64	\$0.00	\$7,324.64
	Billing MAY Homecare	\$0.00	\$0.00	\$0.00	\$0.00
	Billed Total	\$75,562.40	\$ 212,960.74	\$15,584.29	\$304,107.43
	BILLING DEPARTMENT BUDGET 2016				
					AVAILABLE %
PROGRAM	YEAR END ANNUAL	EXPENSES TO			Could be spent
YEAR	BUDGET	DATE	BALANCE	% USED	at this date
FY 2016	\$523,661.50	\$315,549.99	\$207,107.08	60.45%	66.40%

RPMS
Karuk Tribal Health and Human Services Program
Health Board Meeting-Orleans
June 9, 2016
Patricia White, RPMS Site Manager



Workload reports

Below is the April 2016 Operations Summary and Tribal Statistics. In April there were 1,985 ambulatory visits/encounters in all locations. This was a decrease of 173 visits over March 2016. Happy Camp was down by 12 visits, Orleans was down by 32 visits, and Yreka was down by 129 visits. Medical was down by 155 visits, Dental was down by 48 visits and Mental Health was down by 53 visits. 814 of these visits were for Native American patients (41%).

Meeting / Conference Calls / Training May 2016

- 05/04 – ACQI Meeting
- 05/05 – RPMS/EHR Office Hours
- 05/11 – Biannual Health Staff Meeting
- 05/16 to 05/20 – IHS EHR-CAC Informatics eLearning Class (4 hours per day)
- 05/17 – Directors Monthly Meeting
- 05/19 – RPMS/EHR Office Hours
- 05/25 – Immunization Package Patch 12 Overview webinar
- 05/31 – IPL (Integrated Problem List) Demonstration Recording/EHR Upgrade in June.

Projects in Process

- **2016 HIPAA Training** - At the time of this writing, 100% of all Health Users have completed this year's training. 91 out of 174 of all other Tribal staff have completed the 2016 training (52%). The deadline set for other Tribal users was May 31st.

Upcoming Projects/tasks

- **EHR version 1.1 Patch 18**-This upgrade is scheduled for June 5, 2016 in the evening. Dale and I will work with Michelle Martinez, IT/IHS to install this patch. The patch will enhance the Integrated Problem List functionality. It should make the providers task of updating a patient problem list easier and will allow for the customizing the list/view. Other changes will include ICD-10 updates and problem fixes.
- **Dentrix upgrade**-Dentrix version 8.0.7 is available. I will coordinate this with Henry Schein and Vickie Walden to allow for as little downtime as possible. We must do this task during the day to fit Henry Schien's schedule and usually these upgrades only take 1-2 hours to complete.
- **Blue Shield Grant Report**-I received notice from the Blue Shield Foundation that the annual report on the Core Support Grant is due June 30th. At this time I do not have any information on how the \$10,000 we received from them was used. It was placed under Raul at the time we received. I have time to research and prepare the report before the deadline.

CAC Training

During the week of May 16-20, I participated in an eLearning course provided by Indian Health Services. The EHR CAC Informatics course was four hours per day beginning at 10:30 AM each morning. Elvira Mosely, RN, Clinical Program Consultant for EHR, Phoenix was the instructor of this class in coordination with David Taylor, Clinical Informaticist for the IHS Office of Information Technology. The course was accessed through an Adobe Connect Session on-line. There were over 200 attendees from across the country.

The objective of the class was to give participants an in depth understanding of the RPMS-EHR Text Integration Utility component (TIU). The course covered Document Definitions, Note Title Creation, Parameters, Business Rules, Templates, Quick Notes, TIU Reports, User Class and other functions/configurations of the EHR. It was set up to provide a hands-on course for the attendees. I was unable to get access to the IHS training database, so followed along in our EHR and RPMS using a Demo patient. This course gave me a view of some of the tasks that Amy does on a routine basis as our Clinical Application Coordinator. Often times Amy and I have to cover for each other and this gave me more insight to the EHR set-up and functions. It was a very good course and glad that I participated.

Tribal Reunion/Health Fair

I am going to set up two computer stations, where we can enroll our patients in the PHR (Personal Health Record) to give them access to their health data. We are not getting many patients signing up for this at the clinics. I hope to boost our numbers by having this available to our patients attending the reunion. Jodi Henderson, PHR registrar for Happy Camp will be assisting me with this booth.

RPMS Budget: April 30, 2016

Program	RPMS
Budget Code	3000-75
Program Year	2015-2016
Appropriation	\$234,558.49
Expenses year to date	\$128,230.15
Unencumbered Balance	\$106,328.34
Percent used	54.67

Respectfully Submitted,

Patricia C White,
RPMS Site Manager

OPERATIONS SUMMARY FOR KARUK TRB HP Service Unit FOR APR 2016

Prepared for Jun 9, 2016

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 19,794 (+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 42 (-48.8) new patients, 0 (**) births, and 4 (+33.3) death(s) during this period. Data is based on the Patient Registration File.

THIRD PARTY ELIGIBILITY

There were 3,000 (+0.0) patients enrolled in Medicare Part A and 2,843 (-0.2) patients enrolled in Part B at the end of this time period.

There were 176 (+21.4) patients enrolled in Medicare Part D.

There were also 7,775 (+3.7) patients enrolled in Medicaid and 6,979 (+3.3) patients with an active private insurance policy as of that date.

CONTRACT HEALTH SERVICES

Total CHS expenditures (obligations adjusted by payments) for this period were 84,277.18 (+80.7). The number and dollar amount of authorizations by type were:

57 - DENTAL	15	17898
64 - NON-HOSPITAL SERVICE	1053	66379.18

DIRECT INPATIENT

[NO DIRECT INPATIENT DATA TO REPORT]

AMBULATORY CARE VISITS

There were a total of 1,985 ambulatory visits (+1.4) 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.

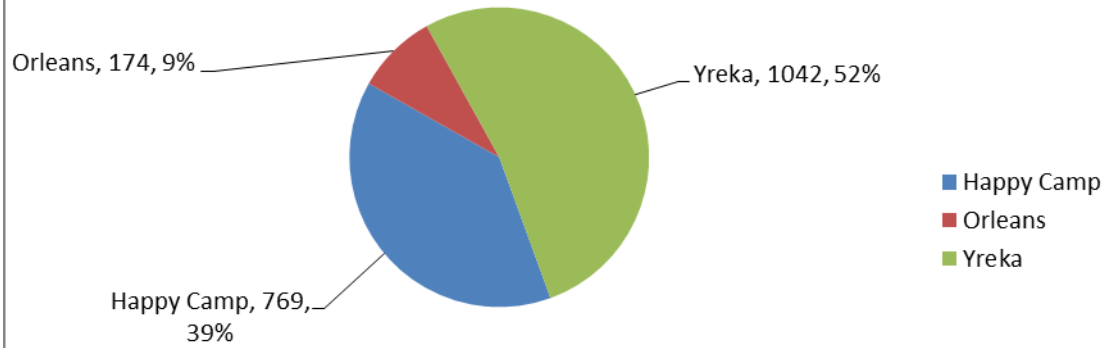
By Type:

TRIBE-638 PROGRAM	1,985	(+1.4)
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By Location:

YREKA	1,042	(-15.3)
KARUK COMMUNITY HEALTH CLINIC	769	(+16.3)
ORLEANS	174	(+159.7)

Visits by Location April 2016



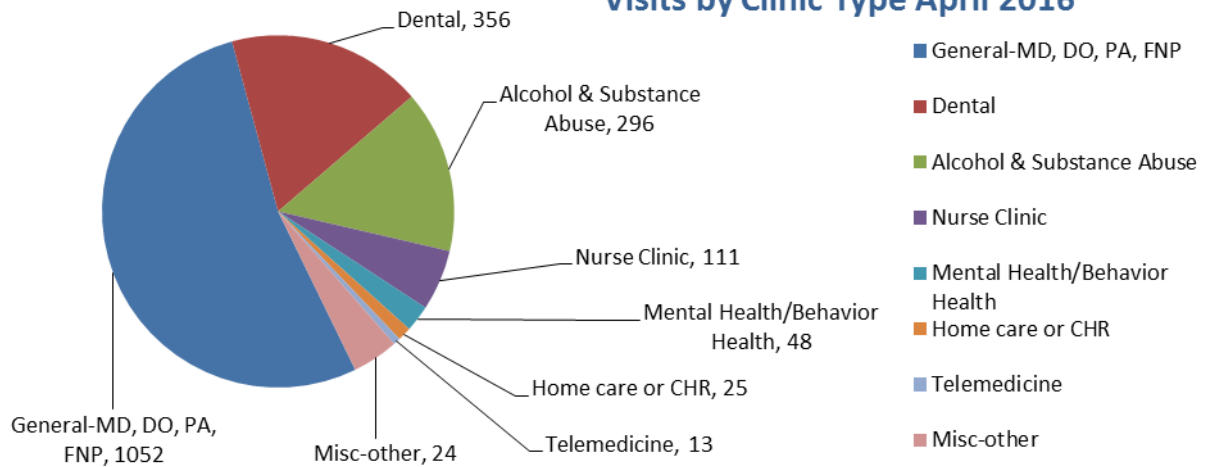
By Service Category:

AMBULATORY	1,937	(+3.5)
TELECOMMUNICATIONS	47	(-46.0)
NURSING HOME	1	(**)

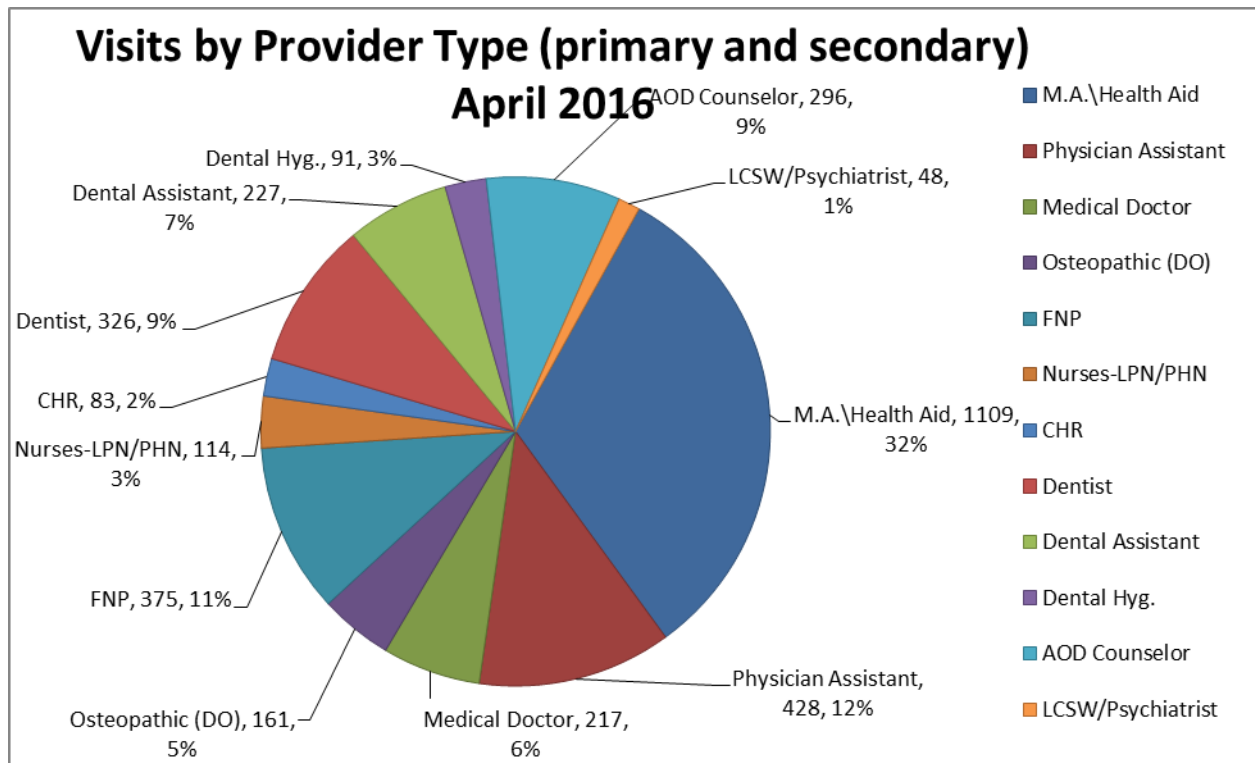
By Clinic Type:

GENERAL	1,052	(+23.5)
DENTAL	356	(-43.3)
ALCOHOL AND SUBSTANCE	296	(+261.0)
NURSE CLINIC	110	(+23.6)
OTHER	58	(-54.7)
BEHAVIORAL HEALTH	48	(-7.7)
HOME CARE	25	(-10.7)
CHART REV/REC MOD	14	(+180.0)
TELEMEDICINE	13	(-60.6)
TELEPHONE CALL	9	(+50.0)
PHARMACY	3	(+50.0)
PHN CLINIC VISIT	1	(**)

Visits by Clinic Type April 2016



By Provider Type (Primary and Secondary Providers):		
MEDICAL ASSISTANT	933	(+48.6)
PHYSICIAN ASSISTANT	428	(-37.0)
NURSE PRACTITIONER	375	(+2,243.8)
DENTIST	326	(-47.0)
ALCOHOLISM/SUB ABUSE COUNSELOR	296	(+261.0)
DENTAL ASSISTANT	227	(-45.8)
MD	217	(-28.9)
HEALTH AIDE	176	(-17.4)
OSTEOPATHIC MEDICINE	161	(**)
LICENSED PRACTICAL NURSE	113	(+0.9)
DENTAL HYGIENIST	91	(-40.5)
COMMUNITY HEALTH REP	83	(-46.8)
LICENSED CLINICAL SOCIAL WORK	48	(-36.0)
UNKNOWN	21	(-38.2)
OTHER	2	(**)
PUBLIC HEALTH NURSE	1	(-92.3)



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). Other specified counseling	226	(**)
2). Essential (primary) hypertension	106	(**)
3). Encounter for dental exam and clean	90	(**)
4). Uncoded diagnosis	66	(**)
5). DENTAL EXAMINATION	63	(-90.1)
6). Type 2 diabetes mellitus without co	62	(**)
7). Encounter for immunization	62	(**)
8). Low back pain	61	(**)
9). Adult physical abuse, confirmed, su	59	(**)
10). Encounter for screening for diabetes	54	(**)

CHART REVIEWS

There were 1,103 (+12.8) chart reviews performed during this time period.

INJURIES

There were 134 visits for injuries (+48.9) reported during this period. Of these, 38 were new injuries (+72.7). The five leading causes were:

- 1). Pedl cyc driver inj in clsn w statn 3 (**)
- 2). Exposure to other specified factors 3 (**)
- 3). Fall same lev from slip/trip w stri 2 (**)
- 4). Fall through floor, initial encounter 2 (**)
- 5). Unspecified fall, initial encounter 2 (**)

EMERGENCY ROOM

[NO EMERGENCY ROOM VISITS TO REPORT]

DENTAL

There were 278 patients (-41.6) seen for Dental Care. They accounted for 356 visits (-43.3). The seven leading service categories were:

- 1). PATIENT REVISIT 256 (-43.1)
- 2). HYPERTENSION SCREENING 167 (-35.3)
- 3). LOCAL ANESTHESIA IN CONJUNCTION WIT 105 (-49.8)
- 4). INTRAORAL - PERIAPICAL FIRST RADIOG 87 (-51.9)
- 5). PREVENTIVE PLAN AND INSTRUCTION 86 (-35.3)
- 6). FIRST VISIT OF FISCAL YEAR 81 (-38.2)
- 7). LIMITED ORAL EVALUATION - PROBLEM F 75 (+33.9)

IN-HOSPITAL VISITS

[NO IN-HOSPITAL VISITS TO REPORT]

PHARMACY

There were 2,161 new prescriptions (+33.1) and 0 refills (**) during this period.

**Tribal Statistics
April 2016**

	Registered Indian Patients April	Indian Patients Receiving Services April	APC Visits by Indian Patients April
Karuk	2119	421	481
Descendants residing in CA	1912	216	221
All other Tribes	2255	119	112
Total	6286	756	814