

KARUK TRIBE
HEALTH BOARD MEETING AGENDA
Thursday, June 8, 2017 3 PM, *Happy Camp, CA*

A) CALL MEETING TO ORDER – PRAYER - ROLL CALL

AA) HEALTH MISSION STATEMENT

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

CH) APPROVAL OF THE AGENDA

EE) CONSENT CALENDAR

F) APPROVAL OF THE MINUTES (May 11, 2017)

H) GUESTS (Ten Minutes Each)

1.

I) OLD BUSINESS (Five Minutes Each)

1.

II) DIRECTOR REPORTS (Ten Minutes Each)

1. Vickie Simmons, HR Coordinator (written report)
2. Tony Vasquez, Medical Director (written report)
3. Josh Stanshaw, Operations Manager (written report)
4. Pat Hobbs, Children & Family Services (written report)
5. Kori Novak, Health CEO
6. Eunsun Lew, Dental Director
7. 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. Laura Olivas
3. Josh Stanshaw
4. Kori Novak
5. Barbara Snider
6. Tribal Council Members

N) SET DATE FOR NEXT MEETING (Thursday, July 13, 2017 at 3 PM ORLEANS.

OO) ADJOURN

**Karuk Tribe – Health Board Meeting
May 11, 2017 – Meeting Minutes**

Meeting called to order at 3:11pm by Chairman Attebery

Present:

Russell “Buster” Attebery, Chairman
Michael Thom, Secretary/Treasurer
Joseph “Jody” Waddell, Member at Large
Alvis “Bud” Johnson, Member at Large
Charron “Sonny” Davis, Member at Large
Renee Stauffer, Member at Large
Josh Saxon, Member at Large

Absent:

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

The Mission Statement was read aloud by Buster Attebery and a prayer was done by Sonny Davis.

Agenda:

Renee Stauffer moved and Bud Johnson seconded to approve the agenda with changes, 6 haa, 0 puuhara, 0 pupitihara.

Consent Calendar:

None at this time. Kori commented that she asked Emma Lee to add a phone for Dr. Lew but that isn't listed. It will be moved to an action item in Kori's report.

Minutes of March 9, 2017:

Jody Waddell moved and Sonny Davis seconded to approve the minutes of March 9, 2017, 5 haa, 0 puuhara, 1 pupitihara (Josh Saxon).

Guests:

1) Trista Parry, Grant Writer:

Not present.

2) Sinead Talley, Grant Writer:

Sinead is present to provide information to the Tribal Council on a proposal with the Six Rivers National Forest.

Josh Saxon moved and Sonny Davis seconded to approve resolution 17-R-040, 6 haa, 0 puuhara, 0 pupitihara.

She then presented the ICDBG proposal which is in final form. It is under 17-R-053 to HUD. The only thing left to collect are letters of support in the service center. She is not seeking formal approval at this time because it is in final form at this time. She will seek final approval next week.

Renee asked if the building will be done in phases. Sinead noted that yes, it will be done at once and then Sandi has confirmed updating the parking facility as well. Eventually they will move

toward workforce housing and updates on fisheries. Sue Burcell has reviewed this proposal as well.

3) Laura Mayton, CFO:

Laura presented agreement 17-A-033, with a landscaper who is also working on the Greenway project in Yreka. This agreement includes cost savings for the casino project. The agreement is paid for out of the gaming loan.

Michael Thom moved and Sonny Davis seconded to approve agreement 17-A-033, 6 haa, 0 puuhara, 0 pupitihara.

Director Reports:

1) Vickie Simmons, HR Coordinator:

Vickie is present to review her report. She mentioned to the Council about FMLA and employees out on leave. She will be monitoring those notices and completing necessary paperwork. Vickie noted that updating the wages on position descriptions is being worked on so she will be bringing those forward as she cleans up the position descriptions.

Michael Thom moved and Jody Waddell seconded to approve Vickie's report, 6 haa, 0 puuhara, 0 pupitihara.

2) Dr. Vasquez, Medical Director:

Dr. Vasquez is present to review his report. He updated the Health Board on the HC Clinic being open at least 4 days a week to ensure coverage. Buster thanked him for the coverage. He also noted that he appreciates all that Dr. Vasquez has done during times like this and overall. His instruction is very positive and communication is appreciated. Dr. Vasquez thanked the Council and commented that he has an excellent staff in both Yreka and Happy Camp.

Josh Saxon moved and Sonny Davis seconded to approve Dr. Vasquez's report, 6 haa, 0 puuhara, 0 pupitihara.

3) Kori Novak, Health CEO:

Kori is present to review her report. She was going to introduce the new HHS Assistant but it will happen at the next meeting. She is working quite a bit so she may have to move that position to full time.

The Bi-Annual Meeting on May 18, 2017. There is an MA that has volunteered to work on pre-authorization. With this extra work being done the MA has saved approximately \$2,600 in a week. Josh asked what prior authorizations are and what the process is. Dr. Vasquez commented that a pre-authorization contains a lot of pre-screening items that need done prior to surgery to ensure all minor procedures are complete and then the surgery may progress as scheduled.

She would like to request a phone for Dr. Lew.

Josh Saxon moved and Renee Stauffer moved to approve a phone for Dr. Lew, 6 haa, 0 puuhara, 0 pupitihara.

The grants and compliance report from Lessie is attached. Lessie provided information on CQI projects. Lessie has been at a HRSA meeting and in DCHS meetings this week. From her reports, there is nothing new to report from DCHS because it is unknown what is happening with ACA at this time.

Patti's report is attached for the Council to review.

The Dental Director report is not attached. She has been cleared to return administratively but unable to serve patients at this time.

Dr. Baracea has submitted her resignation and Dr. Felker will be placed in Happy Camp and provide services. This is her best example of succession because the ease in transition was very easy and coverage will be provided with minimal interruption to the clients.

Dr. Kim is seeing up to 18 patients on weekends. When he and Dr. Lew work together they attempt to have a little competition. It is going very well and they are seeing a lot of patients and providing good care.

Renee asked when Orleans dental services will be up and running. Kori commented that when Dr. Lew is better she may be able to catch up. Josh commented that to have dental services in Orleans there needs to be additional information put out to the public. Renee commented that this can be added to a District Meeting agenda as well.

Her last item is to request a travel to Oregon for CRIHB. Tabled to closed session.

Josh Saxon moved and Jody Waddell seconded to approve Kori and Dr. Lew's reports, 6 haa, 0 puuhara, 0 pupitihara.

4) Josh Stanshaw, Operations Manager:

Josh is present to review his report. He noted that he is waiting to hear back from Emma Lee and a contractor for putting up the park models.

Josh then asked Fred to take over the HVAC repair contract because he was too busy. He had not heard back from Fred so he reached out to the contractor who was unable to lower their original bid. He then discussed it with Emma Lee and then spoke to Maymac. They are going to be providing another bid for the HVAC system.

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

5) Dr. Lew, Dental Director:

Not present, included in Kori's report earlier.

6) Annie Smith, PHN:

Annie is not present, report not provided.

7) Pat Hobbs, Children & Family Services:

Pat is present to provide her report.

She noted that out of state travel is requested by Koreena Walter. Josh asked what ISST is. Pat noted that it is a certification that can be obtained for Sand Tray certification. Pat advised that she uses this as well. There are CEU's obtained and this is a common practice with therapists as well.

There have been some safety issues in the Shasta building. There has been one incident reported and the security of the facility needs to be resolved. Pat noted that the facility is too open and it may need to be secured.

Pat then discussed that the training for Graciella and the Council denying the travel because she is leaving after her resignation. Pat noted that this is a “slap in the face” to employees who have worked at the Tribe and Graciella took this as a punishment. This item is a closed session item. Pat then noted that retention and recruitment starts when people leave. Laura Mayton noted that the Council hasn’t made a final decision as of yet, so she is unsure why there is frustration.

Josh Saxon moved and Sonny Davis seconded to approve Pat’s report, 6 haa, 0 puuhara, 0 pupitihara.

8) Sandra Dodson, Clinic Manager:

Josh asked if the pre-authorizations are being done in Yreka. It isn’t being done in Happy Camp. They are only done on medications. Tracy is good at doing referrals. Kori noted that Pat Doak couldn’t possibly do that work for all sites, because of the volume in Yreka to Happy Camp. Josh commented that he appreciates Sandra’s leadership.

Closed Session:

Josh Saxon moved and Renee Stauffer seconded to uphold CHS Case denial and pay \$496.36 for CHS Case #285, 6 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Josh Saxon seconded uphold the CHS denial and pay \$180 for CHS Case #288, 6 haa, 0 puuhara, 0 pupitihara.

Consensus: for the CHS Supervisor to call the client and provide alternate options; visit with medical provider and different places to obtain OTC medications for CHS Case #289.

Josh Saxon moved and Renee Stauffer seconded to uphold the CHS denial and pay \$1,050 for CHS Case #290, 5 haa, 1 puuhara (Michael Thom), 0 pupitihara.

Renee Stauffer moved and Sonny Davis seconded uphold CHS denial and to pay for CHS Case #291, \$296.98, 6 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Jody Waddell seconded to deny payment for CHS Case #292, 6 haa, 0 puuhara, 0 pupitihara.

Consensus: for the HR Directors to provide salary scale information and the Council will review information organizational wide at their planning session.

Michael excused from the meeting.

Renee Stauffer moved and Jody Waddell seconded to approve the Lead RDA position description with changes, 5 haa, 0 puuhara, 0 pupitihara (Michael absent for vote).

Michael re-entered the meeting.

Renee Stauffer moved and Bud Johnson seconded to approve Yreka Dental Site Manager, 5 haa, 0 puuhara, 1 pupitihara (Michael Thom).

Closed session, Council only, no recording.

Josh Saxon moved and Renee Stauffer seconded to approve the Happy Camp Dental Site Manager position description with changes, 4 haa, 0 puuhara, 0 pupitihara.

Informational: Tribal Member presents to discuss the auction being open to Tribal Members first and then opened to the entire community. Also, hiring is reportedly not getting completed in a timely manner and that provides a barrier to the Membership receiving services.

Renee Stauffer moved and Josh Saxon seconded to approve March 2017 financial report, 5 haa, 0 puuhara, 0 pupitihara (Sonny absent for vote).

Josh Saxon moved and Renee Stauffer seconded to approve April 2017 financial report, 5 haa, 0 puuhara, 0 pupitihara (Sonny absent for vote).

Renee Stauffer moved and Jody Waddell seconded to approval insurance for the wellness center on August 4th, 2017, 6 haa, 0 puuhara, 0 pupitihara.

Kori Novak – she noted that she has reviewed the billboard information but she does not believe she can afford that cost (estimated \$10k).

Informational: may be unable to bill for some services and it's being reviewed but notification shall be provided that some items may not be billable.

Josh Saxon moved and Renee Stauffer seconded to approve out of state travel for NEW client #KB to Idaho, 6 haa, 0 puuhara, 0 pupitihara.

Josh Saxon moved and Sonny Davis seconded to approve travel to the ISST conference for Koreena Walters, 6 haa, 0 puuhara, 0 pupitihara.

Josh Saxon moved and Sonny Davis seconded to approve employee #3641 travel, 4 haa, 0 puuhara, 2 pupitihara (Jody/Renee).

Josh Saxon moved and Renee Stauffer seconded to approve \$50 for employees #3641 and #3434 going away gifts, 6 haa, 0 puuhara, 0 pupitihara.

Josh Saxon moved and Renee Stauffer seconded to approve Buster attending the NCAI June 12-14, 2017, 6 haa, 0 puuhara, 0 pupitihara.

Consensus: approval of the letter regarding out of the area Tribal Member.

Jody Waddell moved and Bud Johnson seconded to approve burial assistance in the amount of \$1,000 for D03731, 5 haa, 0 puuhara, 0 pupitihara.

Josh Saxon moved and Jody Waddell seconded to approve paying lifeline services for Tribal Member #29 in the amount of \$578.64, 5 haa, 0 puuhara, 0 pupitihara.

Consensus: to ask for a Contract Health Budget for review at the next Health Board Meeting.

Consensus: for the HR Director to provide updated information regarding the Reunion.

Renee Stauffer moved and Josh Saxon seconded to allow employee #MC the position based on rating, 6 haa, 0 puuhara, 0 pupitihara.

Informational: Concerns over Directors responding to staff and supporting them throughout the communities. They need to be approachable and respond to requests from staff.

Informational: the Chairman will call the Humboldt County Sheriff to explain that there is a KTHA house in Orleans for a resident officer if they would provide one.

Council Closed Session: No recording.

Informational: travel seems to be excessive and review of coverage for the Tribe should be done.

Josh Saxon moved and Renee Stauffer seconded to approve HHS policy 03-001-126 with changes, 6 haa, 0 puuhara, 0 pupitihara.

Informational: clarification was provided on posting position descriptions and the requirement of the Council to approve position descriptions.

Informational: health program policies will be reviewed and brought back.

Informational: Bi-Annual Meeting will be held May 18th, 2017.

Informational: Revised Health Program Mission, Vision, Values will be tabled for the Council to review.

Closed session: no recording.

Informational: Council Directive shall be issued to staff to hold a budget meeting. Outcome will be presented back to the Tribal Council on June 8th 2017.

Informational: correspondence shall be provided to the Chairman. The Executive Secretary shall review it with him and provide information via copy to the Health Board.

Next Meeting Date: June 8, 2017 in Happy Camp CA

Bud Johnson moved and Sonny Davis seconded to adjourn at 9:42pm.

Respectfully Submitted,

Russell "Buster" Attebery, Chairman

Recording Secretary, Barbara Snider

HR DIRECTOR REPORT
Karuk Tribal Health Board Meeting
June 8, 2017
Vickie Simmons
May Report

ACTION ITEMS:

MAY ACTIVITIES:

1. **New Hires:** One Yreka MA in the screening process.
Physician accepted offer (anticipated Oct 1st start date)

Interviewed:

Yreka Medical Assistant (to replace MA who resigned)

Physician

KTHA Landscape Maintenance

Listen only mode on Casino GM Interviews

Screenings:

Medical Assistant

Physician

Resignations:

Dr. Brasssea's Exit Interview Results (closed session)

HHS jobs yet to fill: Lead RDA for Yreka and one for Happy Camp, Yreka Dentist, Clinic Physician for Happy Camp/ Yreka, Medical Social Worker, Dental Sterilization Technician for Yreka (screenings delayed), Mental Health Therapist II, Mental Health Therapist I-Intern, LVN, and Social Worker for Yreka and/or Happy Camp.

1. Miscellaneous HR opportunities:
FMLA – One employee did not return to work after FMLA (employment terminated), two out on FMLA.
2. Miscellaneous conference calls, meetings (Bi-annual & Tribal Reunion) and orientations.
3. Continuing to help Sheila Super with her GPRA position. There is a lot to learn.
4. Salary Survey project in process.
5. Sent health employee reminder letters/e-mails for soon to be expired licenses, certificates, CPR cards, employee physicals, and evaluations.

MAY TRAININGS:

Dora and I were invited to the HHS Managers' Meeting. I gave a Power Point presentation on Progressive "Positive" Discipline to the HHS Managers. We then had a group discussion on delivering employee discipline. Class participation was good. Dora covered Ten Steps used to investigate employee conduct issues and then gave a scenario for groups to discuss and present their decisions. A make-up class will need to be scheduled for those managers who were absent.

STATISTICS:

HHS Staff – 100

Contracted Staff - 4

MEDICAL DIRECTOR HEALTH BOARD REPORT

June 8, 2017

SYNOPSIS:

The most critical issue facing the Medical Clinic is staffing shortages. The Medical Clinic is short three providers. Ideally, there would be three providers in Yreka, two in Happy Camp, and one in Orleans. Dr. Tyson had a favorable interview. I am hopeful that she will accept a position and join us. I am able to supervise one additional mid-level provider (PA or NP). Currently, we do not have any full time providers based in Happy Camp. I am trying to go there several days per week to keep the clinic open. Once the Medical clinic is at full staff I intend to start planning for a Pain Clinic.

Respectfully,

Tony Vasquez M.D., Ph.D.

OPERATIONS MANAGER REPORT

8 June 2017

SYNOPSIS

The month of May was busy with making preparations for our bi-annual staff meeting/Wellness Conference. This meeting focused on guiding the staff to a path of both physical and mental wellness. In the recent weeks a bid to upgrade the Yreka Clinic HVAC was received and is currently going through contract compliance. Expectations are for the HVAC to be completed mid fall of 2017. The Park Models have been delivered to Happy Camp and at the time of writing are pending set up. I would like to highlight all the hard work our Medical Providers have put in during the past few weeks. Dr. Vasquez, Jennifer, Regina and Amy have all stepped up to ensure that the needs of our patients are still being met. Additionally the support staff (both medical assistants and receptionists) have been outstanding in keeping pace with shifting schedules.

Clinic Reports

Attached are the reports from Cindy Hayes, Yreka Clinic Manager; Sandra Dodson, Happy Camp Clinic Manager; and Babbie Peterson, Orleans Clinic Manager. The highlights from their reports are provided below.

Yreka: The patient load in Yreka continues to increase despite sharing a provider with Happy Camp. Amy has stepped in to help pick up shortages and is providing outstanding care. Cindy, Dr. Novak, and Sam have all been working hard to keep pushing the upgrades to the interior of the clinic. Many rooms are nearly completed in painting.

Happy Camp: Dr. Vasquez and Regina have been sharing duties in providing patient care in Happy Camp while we work to fill the vacancy. We are utilizing the telehealth equipment and Sandra's licensing as a Registered Nurse to fill in gaps when no provider is on site. The support staff in Happy Camp continue to act as the medical home for their patients and working with providers remotely to ensure prescriptions are filled and other orders are taken care of in a timely manner.

Orleans: The Orleans Clinic has seen a slight drop in numbers due to training, staffing and sharing a provider. Travis continues to add skills and become even more of an asset to the clinic and the Tribe. He has completed his EMT training and re-certified for his phlebotomy license. Regina has completed her Suboxone training and is going to schedule her DMV certification test in Redding.

Senior Nutrition

Hannah has been busy working on providing necessary data for grant submissions Her efforts to quickly problem solve issues as they come up have paid off in keeping the senior nutrition sites up and functioning.

Respectfully submitted;



Joshua Stanshaw
Operations Manager
Karuk Health & Human Services

YREKA MEDICAL CLINIC

Health Board date June 8, 2017

Synopsis:

May 2017 our medical providers had 450 face to face visits with patients which are up 4.2% from May 2016 despite sharing Dr. Vasquez with Happy Camp. Amy Coapman has been filling in as much as possible to help Jennifer Cronin with our heavy patient load while Dr. Vasquez is absent from Yreka Clinic. Our Lab visits with the LVN's and MA's I(up 34% from May of 2016) with 85 patients seen. All MA's and LVN's and our coder participated in the CHDP webinar from PHC as they are changing their form and billing process. On May 22, 2017 Bonnie Lyons and Myself (Cindy Hayes) went to training at the Siskiyou Office of Education on Medical Center Home sponsored by PHC. Our Prior-Authorizations for May 2017 are as follows.

6 CHS & Direct for a total savings to the tribe of \$1,199.89

3 Ineligible for a total savings to our patients of \$995.62

All together for the month of May 2017 total is \$2,195.89

Thank you Jamie Wasson MA for all you hard work on this project.

Our efforts to get the interior of the clinic painted are coming along. Although not as fast as we would like as Sam gets pulled away a lot for other projects. We are getting a lot of positive feedback on the painting a lot of the patients are very happy with the change. I.T. has completed setup of our Tele-Conference equipment in the conference room.

Respectfully submitted;



Cindy Hayes

Yreka Medical Clinic Manager

June 1, 2017

HAPPY CAMP MEDICAL CLINIC

June 8, 2017

SYNOPSIS:

These numbers are for April 2017, as May's are not yet available. We saw 200 patient visits for Mr. Ott for the month. This number does not reflect the lab visits, home visits, and dressing change visits which average 5-8 per day for a total of 20-30 for the month. I do at least 3-6 home visits per month and initiated 3 Hospice admissions in April as well as one admission to an assisted living facility. Madrone Hospice and I are on a first-name-basis now. For the month of May I will give a summary of events and what is happening as it is relevant due to significant changes. Mr. Ott left us as of May 6, 2017. Since that time, Dr. Vasquez and Regina Flowers have helped us keep the doors open. Initially, Tony was coming down 3 days a week, but that has varied at times to 1 or 2 days a week for various reasons, not the least of which includes exhaustion and needing a day off! Regina was added on for Friday's here in HC and seems to be enjoying the challenge of a busier schedule for that day. We have done some Telemedicine routine visits and are working together to develop a schedule that works for everyone and does not over-load anyone in this interim time with no provider. My staff members are busy helping handle the flood of prescription refill requests and checking that the patients who are requesting the refills are encouraged to make follow-up appointments if they need labs, med reviews, etc. as well as traveling down river to help the Orleans clinic 2-3 days a week, along with maintaining their regular tasks in the clinic. We want to acknowledge the hard work and sacrifice of Dr. Vasquez and Regina in helping us continue to serve our patients as expediently as we can. The patients are dismayed with the loss of Jeff, but continue to come in and see us as we can schedule them. We are "keeping our nose above water" and looking forward to getting back to normal in the near future.

Respectfully submitted;

Sandra Dodson, RN – Happy Camp Clinic Manager

ORLEANS MEDICAL CLINIC

Health Board Date June,11 2017

SYNOPSIS:

May 2017 our medical provider had 117 face to face visits with patients (down 2.5% from April 2016). We had 25 lab visits (down 55.36% from April 2016) with our M.A. and nurse. Our Medical Provider worked 2 days in Happy Camp this month and had 5 training days this month, which caused our numbers to be lower. Our medical provider has finished her 24 hour on-line training for Suboxone (a drug that you have to be certified to administer, which helps people having withdrawals from opioids), she completed her training on-line training to be certified to do DMV physicals, and will schedule a date to take the proctored test in Redding soon. Travis took his national test for EMT on May 26, 2017 in Redding and is nationally certified and registered EMT. He is also re-certified for his phlebotomy California license.

Respectfully submitted;



06/01/2017

Babbie Peterson

Orleans Medical Clinic

Manager

Clinic Workload Report

** Confidential Patient Data Covered by Privacy Act **

Clinic Name	Date	Sched Appt	Unsched Appt	Over-Books	No-Shows	Cancel Appt	Total Seen
FLOWERS OR	5/1/2017	6	1	0	5	2	7
	5/2/2017	5	2	0	3	2	7
	5/3/2017	7	4	0	3	1	11
	5/4/2017	5	1	0	3	1	6
	5/5/2017	7	0	0	2	1	7
	5/8/2017	7	1	0	3	1	8
	5/9/2017	3	3	0	0	0	6
	5/10/2017	0	0	0	0	1	0
	5/11/2017	11	1	0	1	3	12
	5/12/2017	0	0	0	0	5	0
	5/15/2017	3	1	0	0	0	4
	5/16/2017	11	1	0	4	0	12
	5/17/2017	11	0	0	2	1	11
	5/18/2017	0	0	0	0	2	0
	5/22/2017	12	1	0	1	2	13
	5/30/2017	6	0	0	2	6	6
	5/31/2017	5	2	0	4	0	7
Clinic Total:		99	18	0	33	28	117

Total Seen = Sched + Unsched + Overbooks

Cancelled and No-Shows are not included in the above totals and are given for statistical purposes only.

Clinic Workload Report

** Confidential Patient Data Covered by Privacy Act **

Clinic Name	Date	Sched Appt	Unsched Appt	Over-Books	No-Shows	Cancel Appt	Total Seen
OR LAB	5/1/2017	1	0	0	0	0	1
	5/2/2017	1	0	0	0	0	1
	5/3/2017	0	0	0	1	2	0
	5/4/2017	1	1	0	0	1	2
	5/5/2017	1	1	0	0	0	2
	5/8/2017	2	0	0	1	2	2
	5/9/2017	0	1	0	1	3	1
	5/10/2017	0	0	0	0	1	0
	5/11/2017	3	0	0	0	0	3
	5/12/2017	0	0	0	0	2	0
	5/15/2017	0	2	0	2	1	2
	5/17/2017	3	0	0	0	3	3
	5/19/2017	1	0	0	0	2	1
	5/22/2017	1	1	0	0	1	2
	5/24/2017	2	0	0	0	1	2
	5/25/2017	0	0	0	3	0	0
	5/30/2017	3	0	0	0	0	3
	5/31/2017	0	0	0	0	2	0
Clinic Total:		19	6	0	8	21	25

Total Seen = Sched + Unsched + Overbooks
 Cancelled and No-Shows are not included in the above totals and are given for statistical purposes only.

Clinic Name	Number of Visits 5/1/2017-5/31/2017	Number of Visits 5/1/2016-5/31/2016	Net Change	% Change
OR LAB	25	56	-31	-55.36 %
FLOWERS OR	117	120	-3	-2.50 %

SENIOR NUTRITION REPORT

June 8, 2017

SYNOPSIS:

Happy Camp Senior Center- This month we work on getting the kitchen is good working order for our inspection in June. We did repairs in the kitchen to anything that needed fixed. Also this month I finished the monthly report on time. I also worked on getting Service numbers for all of our Tribal and Non-Tribal elders for our Title VI report due in June 2017. This month I also did some work in the kitchen doing some training with Quentin our on call cook. I showed Quentin how to make rolls that we prepare every day. We also had an inspection from our RD and passed. Orleans Senior Center- Everything went great in Orleans this month. Joanne held her monthly tea group with some of the senior ladies. Nancy did have some troubles with the oven in Orleans, but the oven is back in great working condition. I am going to start doing Pop inspection of both Senior Centers to make sure we are always in compliance with our funders. I got this idea after the food mangers training that was done in the beginning of May.

Respectfully submitted;

Hannah Prukop – Senior Nutrition Supervisor

CHILD AND FAMILY SERVICES

June 8, 2017

SYNOPSIS:

Continued recruitment efforts to fill the following positions:

Substance Abuse Program Manager

Child Welfare Social Worker for Siskiyou and Humboldt counties.

Receptionist – Happy Camp

Mental Health Therapist – Happy Camp/Yreka/Orleans

Submitted continuation grant for Tribal TANF/Child Welfare to Office of Family Assistance.

Working to renew certification of Batterer's Intervention Program in Yreka

Developed a plan for training of Substance Abuse Counselors in Batterer's Intervention and Driving Under the Influence.

Projects in process: Submission of Annual Progress and Services Report for Title IVE/B Program.

Completed Yav Pa' anav Strategic Plan for council review and approval.

Completed 2017 National Survey of Substance Abuse Treatment Services – see attached

Attended the following Meetings:

4/30 – 5/4/2017 World Health Care Congress – Washington DC

5/10/2017 Tribal TANF/Child Welfare Community Conference Call

5/11/2017 ICWA – Meeting with Fatima Abbas and contracted attorney

5/16/2017 OFA Year 2 Budget Modification Planning Meeting

5/18/2017 Biannual Health Program Meeting

5/19/2017 Leadership Meeting – Health Program

5/21 – 22/2017 I H S Annual Meeting – Sacramento

5/30/2017 Directors/Managers Training

Section 2: Division Reports

Substance Abuse Program – I am working on the recertification of the Karuk Tribe’s Batterer’s Intervention Agreement with the County of Siskiyou. Reviewing the department’s Driving Under the Influence Program . Goals are to train staff on both of these programs to increase our ability to facilitate groups. We continue to have staff provide services in Yreka and Happy Camp. We are in the process of developing a plan to address the Orleans site as Clarence Hostler has taken a position with another agency and will not be able to fulfill the MOA developed with the TANF Program.

Child Welfare program is developing plans for provision of parenting classes, healthy family activities for tribal community members and a home visiting program focused on infants and their families.

Mental Health Program continues to provide services in Happy Camp and Yreka. We are working to recruit another provide in the Orleans area.

SECTION 3: ACTION ITEMS

Strategic Plan – Yav Pa’anav

Position Description - Lead Child Welfare Social Worker

Position Description – Substance Abuse Program Manager

Position Description: Intern for Social Work

Respectfully submitted;

Patricia Hobbs MSW LCSW

Director Child and Family Services

DENTAL DIRECTOR REPORT

JUNE 8TH, 2017

SYNOPSIS:

You got to come and take x ray for your exam in our dental office. We got state of art digital x ray technique and intra-oral camera for you and your family. Yreka and Happy Camp all dental staff completed digital x ray training successfully. If you can't make it during the week day, you may come on Saturday too. Yreka Saturday Dental Clinic is very busy and getting good feed back from thankful patients and walk in patients. I am very happy to inform you that Dr. Felker start to work in Happy Camp on June 26th, 2017. In order to have smooth transition, RDA Tammy will attend Dr.Felker at Yreka . Also we are offering a new way to treat tooth decay for children and adult(Silver Ion Antimicrobial Agent). Refer enclosed consent form for SIA service.

SECTION 2

7 dental staff attend annual meeting in Sacramento, 1 RDH attend CDA meeting. Newest staff Latoya and Ashley completed requirements for x ray certification.

SECTION 3:

SCHED + OVERBK -CANCEL= EXPECTED - NOSHOW + WALKIN = TOTAL
878 + 8 - 223 = 663 - 90 + 46 = 619

NO BUGDET ISSUE AT THIS TIME.

Respectfully submitted;

EUNSUN LEW DDS

DENTAL DIRECTOR KTHC

MONTHLY REVENUE REPORT				BUSINESS OFFICE	
MAY 2017		Happy Camp	Yreka	Orleans	KTHP
Revenue Medical	\$36,980.57	\$48,783.28	\$27,137.50	\$112,901.35	
PHC Capitation	\$8,358.36	\$14,884.44	\$2,782.43	\$26,025.23	
HPSA Quarterly Incentive	\$0.00	\$0.00	\$0.00	\$0.00	
Revenue Dental	\$12,272.85	\$13,660.74	\$0.00	\$25,933.59	
Revenue Mental Health	\$11,267.82	\$8,434.52	\$3,180.14	\$22,882.48	
Revenue Telehealth	\$0.00	\$285.48	\$0.00	\$285.48	
Revenue Homecare	\$0.00	\$214.16	\$0.00	\$214.16	
Revenue Total	\$68,879.60	\$86,262.62	\$33,100.07	\$188,242.29	
		Happy Camp	Yreka	Orleans	KTHP
<u>Billing MAY MEDICAL</u>	\$ 56,808.60	\$164,676.91	\$30,207.87	\$ 251,693.38	
Billing MAY Dental	\$ 125,539.80	\$ 146,447.90	\$0.00	\$ 271,987.70	
Billing MAY Mental Health	\$ 17,456.90	\$ 911.16		\$ 18,368.06	
Billing MAY Telehealth	\$200.00	\$ 17,845.50	\$0.00	\$18,045.50	
Billing MAY Homecare	\$0.00	\$0.00	\$0.00	\$0.00	
Billed Total	\$ 200,005.30	\$329,881.47	\$30,207.87	\$560,094.64	
BILLING DEPARTMENT BUDGET 2017					
					AVAILABLE %
PROGRAM	YEAR END ANNUAL	EXPENSES TO			Could be spent
YEAR	BUDGET	DATE	BALANCE	% USED	at this date
FY 2017	\$701,707.10	\$342,925.71	\$358,781.39	48.87%	66.72%



Grants, Compliance and Accreditation

Board Report June 8, 2017

Section I:

Lessie Aubrey

CQI Reports:

- 1. Happy Camp Dental record Audit: Vickie Walden and Lindsay Whitehouse reported that improvements in Dr. Brassea charts were in the categories of pain documentation, patient registration and history review. She decreased in the documentation of x-rays by 10%. These findings were from the adult records.*

IN the children's charts she improved in the categories of patient registration, medical history review and x-ray documentation. However, she declined in documenting children's pain by 20%.

Nikki improved in the area of pain documentation for both adults and children and reached 1005 in patient registration.

- 2. Tara Ware reported on KCHC's Medical Record Audit stating that the MA's are doing well, however Jeff Ott's chart were not complete and she had a difficult time finding the information she needed. She was certain he was obtaining this information but the documentation in the charts was missing.*
- 3. Hypertension –Regina Flowers: Babbie Peterson reported for Regina noting that we had a good control in 47.9% of the hypertensive patients. However, we declined 9% from last quarter.*
- 4. PAP Smear Rates – Sheila Super: Sheila reported that we are at 37.1% and the measurement year is not completed yet. In 2016 our rate was 47.6%.*
- 5. Dental Clinics Patient Satisfaction Survey - Lessie Aubrey; Lessie reported that the need for several improvements were discovered. These areas include Areas found needing improvement were prompt return on calls, time in waiting room, provider listen to you, provider takes enough with you, he explains what you want to know, finding where to go in the facility, privacy, and comfort and safety in the waiting room. The majority of these problems could be corrected with customer service training. Overall the dental clinics are providing good services.*

Section II:

- 1. The Billing and Compliance I attended last month was very good and extremely helpful.*
- 2. The CMS Annual Tribal Designee meeting was the best I've attended. This time they had speakers from many sources explain their programs. It was very informative.*
- 3. Sheila is doing well and Debbie is working very hard amongst her family circumstances.*

RPMS/EHR/EDR Report
Karuk Tribal Health and Human Services Program
Health Board Meeting-Happy Camp
June 8, 2017

-- The Operations Summary for April 2017 showed we had 2047 visits and we were down 458 from March 2017. Yreka was down by 227 visits, Happy Camp was down by 226 visits and Orleans was down by 5 visits. Medical was down by 112 visits (including nephrology), Dental was down by 195 visits, AOD was down by 27 visits, and Mental Health was down by 16 visits. 1,243 of these visits were 'official' APC (Active Patient Count) visits and of these 656 were for Native Americans (53%).

The running total for calendar year 2017 is 8,110 visits compared to 9,747 visits for the same period in 2016.

--The IHS ISSA (Information Systems Security Awareness) Training went out to health users on March 1st and all other users on March 7th. At this time health has 100% of Health users have completed the training. 107 out of 107 have completed

89% of non-health employees have completed. 150 of 170 of non-health staff have completed or been exempted. This includes Council, Administration, Finance, Judicial, Transportation, TANF, KCDC, Headstart, Housing, and DNR.

-- Dental/EDR/Dexis: Josh Hillman, IT Technician has set up the Dexis intra-oral cameras and the platinum x-ray sensors in the Dental Clinics. He also has completed the user configurations for the Dexis\Dentrix integration for this project. His work completes the digital x-ray project for Dental.

RPMS Budget: As of May 31, 2017

Budget Code	3000-75
Program Year	2016-2017
Total Budget	\$240,454.40
Expenses year to date	\$130,474.84
Unencumbered Balance	\$109,204.59
Percent used	54.58%

Respectfully Submitted,

Patricia C White,
RPMS Site Manager

