

**Karuk Tribe – Health Board Meeting  
December 7, 2017 – Meeting Minutes**

**Meeting called to order at 10am by Chairman Attebery.**

**Present:**

Russell “Buster” Attebery, Chairman  
Robert Super, Vice-Chairman  
Michael Thom, Secretary/Treasurer  
Joseph “Jody” Waddell, Member at Large  
Charron “Sonny” David, Member at Large  
Alvis “Bud” Johnson, Member at Large  
Renee Stauffer, Member at Large  
Kristen King, Member at Large

**Absent:**

Arch Super, Member at Large (travel)

**Sonny Davis completed a prayer and Robert Super read the Mission Statement.**

**Agenda:**

Michael Thom moved and Bud Johnson seconded to approve the agenda with changes, 7 haa, 0 puuhara, 0 pupitihara.

**Consent Calendar:**

None. Buster reminded the group to utilize the consent calendar when appropriate.

**Minutes from November 2, 2017:**

Sonny Davis moved and Renee Stauffer seconded to approve the minutes of November 2, 2017, 6 haa, 0 puuhara, 1 pupitihara (Kristen King).

**1) Eric Cutright, IT Director:**

Eric is present to seek approval of a non-disclosure agreement with PG&E.

Renee Stauffer moved and Michael Thom seconded to approve agreement 18-A-036, 7 haa, 0 puuhara, 0 pupitihara.

His second item is a request to provide comments to the FCC regarding Net Neutrality. The effects of changes to the regulations may negatively impact the Aan Chuuphan project, so it is necessary to provide comments. NCAI is actively opposing this as well. The only persons in favor of these changes are large internet companies. Renee commented that she liked Eric’s comments because he touched on impacts to several programs including local schools.

Michael Thom moved and Renee Stauffer seconded to approve the Karuk Tribe’s opposition to restoring Internet Freedom Order, 7 haa, 0 puuhara, 0 pupitihara.

Kristen asked what the odds are of this happening. Eric believes that the Tribe will not be successful, the vote will be 3 Republicans and 2 Democrats so that will most likely not end up in the Tribes, or several other entities, favor.

**2) Trista Parry, HR Director:**

Trista is present to review and seek approval of the revised TANF Receptionist position description.

Renee Stauffer moved and Jody Waddell seconded to approve the TANF Reception position description, 7 haa, 0 puuhara, 0 pupitihara.

**3) Brittany Souza, Administrative Clerk:**

Brittany is present to seek approval of a six month contract with Ram Offset under 17-C-018 for Newsletter distribution.

Renee Stauffer moved and Michael Thom seconded to approve 18-C-018, 7 haa, 0 puuhara, 0 pupitihara.

**4) Josh Saxon, Executive Director:**

Josh is present to seek approval of the revised Construction Manager Position description. It has been updated and revised since the position has not been updated in several years.

Renee Stauffer moved and Jody Waddell seconded to approve the revised Construction Manager Position description, 7 haa, 0 puuhara, 0 pupitihara.

He also needed a VISA for the Education Coordinator who was recently hired.

Renee Stauffer moved and Jody Waddell seconded to approve \$2,500 for Michael Dyer, 7 haa, 0 puuhara, 0 pupitihara.

**Director Reports:**

**1) Darryl McBride, Youth & Family Services Director:**

Darryl is present to review his report. He reviewed his activities that he will be holding in January and March. In Happy Camp and Orleans they are doing a basketball league. Tawnia is assisting Darryl in Orleans. He is coordinating with the Happy Camp principal to ensure he isn't duplicating services to the youth that the community is already providing. He commented that volunteers are welcome to sign up, so he is hoping to receive referrals from persons who are interested.

Michael commented that he doesn't like to stay away from the Miner Street Park due to drug activity. He believes this is an educational opportunity. Darryl noted that every program or activity will have an educational component to it but there are reported and identified needles and other drug paraphernalia onsite, so he would advise to keep the youth safe first. Darryl is requesting additional monitoring from law enforcement but he would like to keep the youth safe. Michael did comment that taking the youth to the site to see healthy activity then it may be helpful for those that use drugs to see a positive activity and want that lifestyle as well.

Buster then explained that he has previous experience in the Redding League and he had direct experience with this similar behavior at a local park. He appreciates the efforts made on both sides which are keep the kids safe first and then create the opportunity for park cleanup as a community.

Buster asked if there is some clinic type activities planned. He would also like to provide some referee clinics as well, to provide some training.

Jody then provided information regarding UCDE coaching which is a national conference that Darryl may be interested in.

Kristen asked if Darryl goes to Orleans for the tournaments in that area. Darryl noted that he participated in the KTHA event which was held at the Wellness Center. Kristen asked if any activities are provided in Orleans similar to that. The Health Board agreed they will assist in additional activities to all the Tribes areas.

Robert Super moved and Sonny Davis seconded to approve Darryl's report, 7 haa, 0 puuhara, 0 pupitihara.

**2) Josh Stanshaw, Operations Manager:**

Josh is not present, report provided.

Robert Super moved and Michael Thom seconded to table Josh's report, 7 haa, 0 puuhara, 0 pupitihara.

**3) Tony Vasquez, MD/Medical Director:**

Dr. Vasquez is not present, report provided.

Renee Stauffer moved and Sonny Davis seconded to approve Dr. Vasquez's report, 7 haa, 0 puuhara, 0 pupitihara.

**4) Pat Hobbs, Children & Family Services:**

Pat is present to review her report. She first introduced Ken Hazelwood as her newest employee. Ken thanked the Health Board for his position. He has 17 years of drug and alcohol treatment experience. He is excited to expand services to Orleans. Renee welcomed Ken aboard. Robert commented that the Health Board has always supported the employees that have emergencies so if he needs to handle items at home with recent fires then to please contact himself or Buster.

She then provided a new position description for a case manager. It is part of the expansion funding received from HRSA. It is specifically to address the opioid addiction. Buster questioned the requirements to reflect equivalent experience. Pat is willing to change the requirements to "and/or" but Buster felt that it was sufficient after review.

Renee Stauffer moved and Jody Waddell seconded to approve the Case Manager Position description, 7 haa, 0 puuhara, 0 pupitihara.

Pat then presented the operational agreements for the Koovra Yee Shiip Program. They are required with different agencies in the community by the grantor to share services for the population that they serve.

Renee Stauffer moved and Michael Thom seconded to approve agreement 18-A-015, 7 haa, 0 puuhara, 0 pupitihara.

She then provided another agreement with the Humboldt County which is a similar agreement to work with the agency as they provide services to the youth as well.

Michael Thom moved and Bud Johnson seconded to approve agreement 18-A-014, 7 haa, 0 puuhara, 0 pupitihara.

She then provided an additional agreement 18-A-016 for the Office of Education in Siskiyou County.

Renee Stauffer moved and Sonny Davis seconded to approve agreement 18-A-016, 7 haa, 0 puuhara, 0 pupitihara.

Kristen asked if there is an agreement with the Office of Education in Humboldt County. Pat will review this but she is replicating what was done in the past.

She would like to obtain a VISA for Ken Hazelwood.

Renee Stauffer moved and Jody Waddell seconded to approve a VISA to Ken Hazelwood in the amount of \$2,500, 7 haa, 0 puuhara, 0 pupitihara.

She briefed her report but didn't include statistics.

Renee Stauffer moved and Jody Waddell seconded to approve Pat's report, 7 haa, 0 puuhara, 0 pupitihara.

- 5) Ensun Lew, Dental Director:**  
Not present, report provided.

Renee Stauffer moved and Sonny Davis seconded to approve Dr. Lew's report, 7 haa, 0 puuhara, 0 pupitihara.

- 6) Cindy Hayes, YR Clinic Manager:**  
Not present, report provided.

Moved to closed session.

- 7) Sandra Dodson, HC Clinic Manager:**  
Not present, report provided.

Moved to closed session.

- 8) Babbie Peterson, OR Clinic Manager:**  
Not present, report provided.

Moved to closed session.

- 9) Kori Novak, Health CEO:**  
Not present, report provided.

Moved to closed session.

- 10) Vickie Simmons, HR Director:**  
Vickie is present to review her report. She has no action items but noted that Vickie Walden is retiring and the Tribal Council is invited to attend.

Jody Waddell moved and Renee Stauffer seconded to approve Vickie's report, 7 haa, 0 puuhara, 0 pupitihara.

**11) Lessie Aubrey, HRSA, Compliance and Accreditation:**

Lessie is present to review her report. She thanked the team members for getting the HRSA proposal submitted. Without each staff member then the proposal would have been even more difficult to submit.

She reviewed her quality improvement reports as submitted. She noted that the HC Dental record audits have decreased from 100% to 90%. This is due to an error found in EHR to Dentrix.

The Medical record chart audit was tabled because there is a new employee and they are currently untrained on how to do the audits.

Danci Harris is hoping to begin CQI projects on patient wait times, cancellations, and information regarding the medical care team.

She reviewed pap smears and the incentive to have additional preventative checkups completed, diabetes awareness month, and mammograms.

Buster asked if another staff member could have done the report for HC medical to ensure it was done. Lessie will assist and have the HC Medical Records report done next month.

Renee Stauffer moved and Jody Waddell seconded to approve Lessie's report, 7 haa, 0 puuhara, 0 pupitihara.

Kristen asked about the HRSA report and how that data is collected. Lessie explained the data collection and the challenges with meeting the numbers regarding visits as well as recruitment and retention.

**5) Patti White, RPMS Site Manager:**

Patti is present to review her report. She first asked the Council if they would like the HIPAA Security training to all employees as mandatory.

Consensus: to make the training mandatory to all employees.

She provided her RPMS data displaying the visit counts for services of the Health Program. The data she collects has approximately a 2 month delay to ensure all information is in the system which will pull an accurate report.

Jody Waddell moved and Renee Stauffer seconded to approve Patti's report, 7 haa, 0 puuhara, 0 pupitihara.

**Closed Session:**

Robert Super moved and Renee Stauffer seconded to uphold the CHS denial and pay for CHS Case #296 from Third Party, 6 haa, 0 puuhara, 0 pupitihara (Michael Thom).

Michael Thom moved and Bud Johnson seconded to approve the Health Financial Report, 7 haa, 0 puuhara, 0 pupitihara.

Michal Thom moved and Robert Super seconded to approve removal of Tribal Member #CG suspension from the debt list for LIHEAP services for a period of one year, 7 haa, 0 puuhara, 0 pupitihara.

Robert Super moved and Sonny Davis seconded to approve the ED of the Tribe and HR Representative to handle the termination of employee, 7 haa, 0 puuhara, 0 pupitihara.

Consensus: for the Health Board to deny the pay increase and the Tribes ED draft a letter regarding action moving forward.

Informational: Exit interview was provided to the Health Board from previous FNP.

Renee Stauffer moved and Sonny Davis seconded to approve the remainder of fees for rental car after allowable costs for shuttle and taxi are applied, also a step process should be provided to travelers for rental cars, 7 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Michael Thom seconded to approve Babbie's report, 7 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Jody Waddell seconded to approve Sandy's report, 7 haa, 0 puuhara, 0 pupitihara.

Consensus: to assign the Tribe Executive Director to evaluate a plan for coverage.

Renee Stauffer moved and Robert Super seconded to approve Kori's report, 7 haa, 0 puuhara, 0 pupitihara.

Robert Super moved and Renee Stauffer seconded to approve Cindy's report, 7 haa, 0 puuhara, 0 pupitihara.

Informational: The Tribes ED will work on a template to provide for Health Board reports and submit options for the Health Board to review.

Renee Stauffer moved and Jody Waddell seconded to approve Laura's report, 7 haa, 0 puuhara, 0 pupitihara.

Robert Super moved and Sonny Davis seconded to deny resolution 17-R-148 and terminate the non-binding agreement, 7 haa, 0 puuhara, 0 pupitihara.

Informational: There needs to be a faster process to PRC appeals and possibly having Managed Care conduct phone votes to assist Tribal Members in the appeal process.

Request for the Tribe to replace a power drill lost during travel. Died on the floor.

**Next Meeting: January 11, 2018 at 10am in Happy Camp.**

Robert Super moved and Sonny Davis second to adjourn at 3:29pm.

**Respectfully Submitted,**

---

**Russell "Buster" Attebery, Chairman**

**Recording Secretary, Barbara Snider**