

**Karuk Tribe – Health Board Meeting  
April 12, 2018 – Meeting Minutes**

**Meeting called to order at 10am by Vice-Chairman Robert Super.**

**Present:**

Robert Super, Vice-Chairman  
Michael Thom, Secretary/Treasurer  
Kristen King, Member at Large  
Joseph “Jody” Waddell, Member at Large  
Alvis “Bud” Johnson, Member at Large

**Absent:**

Russell “Buster” Attebery, Chairman (excused)  
Charron “Sonny” Davis, Member at Large (excused)  
Renee Stauffer, Member at Large (excused)  
Arch Super, Member at Large (excused)

**Robert read the Mission Statement. Bud completed a prayer for the group.**

**Agenda:**

Kristen King moved and Michael Thom seconded to approve the agenda with changes, 4 haa 0 puuhara, 0 pupitihara.

**Consent Calendar:**

**Behavioral Health- Out of State Travel**

- Requesting approval for out of state travel for Paul Janke to attend Behavioral Health and Addiction Disorders training in Seattle, WA, May 29<sup>th</sup> – June 2<sup>nd</sup>, 2018.

**RPMS Site Manager- Out of State Travel**

- Requesting approval for out of state travel for Emily Kinsella to attend RPMS Site Manager Boot Camp training in Phoenix, AZ, April 29<sup>th</sup> – May 5<sup>th</sup>, 2018

Michael Thom moved and Kristen King seconded to approve the consent calendar, 4 haa, 0 puuhara, 0 pupitihara.

**Minutes of March 8, 2018:**

Kristen King moved and Michael Thom seconded to approve the minutes of March 8, 2018, 4 haa, 0 puuhara, 0 pupitihara.

**Guests:**

1) **Abigail Yeager, Community Member:**

Abigail is present to provide information to the Tribe regarding an event they are having. They are having an event on Thursday April 19<sup>th</sup> at the Happy Camp Elementary School; which is Movies With A Purpose. It will include information on adverse childhood experiences study. She is present to invite the Tribal Council personally. Also, Dancing Toes is doing a fundraiser and dance recital. She is asking for the Tribes support and if there are any ideas to get the Tribal Community to be involved she would appreciate those. Kristen asked if this would be offered

another time. Abigail will discuss the option of another date and time in the future or review having another event.

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

Eric is present to seek approval of a resolution 18-R-041 which is a letter of credit in the amount of 75,000 to Frontier Communications Inc. Emma Lee would like to have an updated agreement soon to ensure there are clear guidelines on accessing that funding.

Eric noted that the bank asked for reference in the previous resolution that was with Verizon.

Kristen King moved and Bud Johnson seconded to approve resolution 18-R-041 with changes, 4 haa, 0 puuhara, 0 pupitihara.

He then updated the Council on an agreement with PG&E Agreement that requires the Council to carry a \$10million general liability. It will cost the Tribe an additional \$1,826 annually. Eric would like to increase the Tribes liability insurance. Michael asked if there was clarification on why the increase was needed. It was noted that the agreement is between the contractor and the Tribe who may inadvertently damage PG&E equipment.

Michael Thom moved and Bud Johnson seconded to approve the increase of the Tribes liability insurance to \$10 million, 4 haa, 0 puuhara, 0 pupitihara.

He then presented procurement and a contract with The Electrician to install a generator to the Happy Camp TANF Office. ACF has approved this item and the work has already been done. The contract number is, 18-C-081.

Michael Thom moved and Bud Johnson seconded to approve procurement and sole source for The Electrician, 4 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Kristen King seconded to approve contract 18-C-081, 4 haa, 0 puuhara, 0 pupitihara.

He then sought approval of procurement and a contract, 18-C-078 for a new generator installation with James Electric. KTHA and the Tribe will split the cost using the funds that were received back from the other generator move.

Michael Thom moved and Kristen King seconded to approve contract 18-C-078, 4 haa, 0 puuhara, 0 pupitihara.

**3) Emma Lee Perez, Contract Compliance:**

Emma Lee is present to seek approval from the Tribal Council on the 2018 Indian Health Services Sanitary priorities. The Council can identify new priorities but the identified priorities will most likely score high enough for eligibility toward funding. Michael asked if Indian Health Services meets with Emma Lee prior to what ranks the highest. Emma Lee reported that the reports are received and communication is shared on how the point system works and what has priority.

Consensus: to provide the Karuk Tribes consensus regarding the Indian Health Service Sanitary deficiencies list.

**Old Business:**

The language was presented to the agenda. The Council read the words and translated the Karuk words to English. They encourage staff and themselves to use the Tribe language throughout the Tribal organization.

**Director Reports:**

1) **Darryl McBride, Children & Family Services:**

Not present.

Kristen King moved and Jody Waddell seconded to approve Darryl's report, 4 haa, 0 puuhara, 0 pupitihara.

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

Pat is present to review her report. She asked about consent calendar items and how to submit those. She will contact Emma Lee for a briefing of the process.

Pat then presented procurement for approval, which is equipment from Quill.

Michael Thom moved and Kristen King seconded to approve procurement and the order of equipment, 4 haa, 0 puuhara, 0 pupitihara.

Pat provided information regarding a letter from the Tribe regarding Kareena Walter's recent designation as Social Worker of the Year for 2018. Michael would like to provide a \$50 gift card from the People's Center.

Michael Thom moved and Bud Johnson seconded to approve a \$50 gift certificate for her outstanding work and submit the letter of congratulations, 4 haa, 0 puuhara, 0 pupitihara.

She then noted that she submitted her proposal for the continuation grant and she signed it on accident but now needs an Executive Officer to sign the form.

Cultural Day went well and she would like to have this event more frequently. Crystal Richardson is really wonderful and her whole story was told in Karuk. Her storytelling was wonderful.

Michael Thom moved and Jody Waddell seconded to approve Pat's report, 4 haa, 0 puuhara, 0 pupitihara.

3) **Emily Kinsella, RPMS Site Manager:**

Emily is present to review her report. She has one action item but it was approved on the consent calendar. She provided a brief of her report including the monthly visit count. Yreka shows down, but both Orleans and Happy Camp have improved. There are fewer visits for AOD and medical overall per year. Tele Medicine is continuing to stay at a high level of visits.

She continues to monitor the HIPAA Security training. Josh Stanshaw asked that health staff be emailed and cc'd to their Supervisors and him to ensure Supervisors are held accountable for their staff to do their required training. Robert asked what the consequence is for not having access for their computer. Medical staff shall be suspended without pay if their testing is not done.

Kristen King moved and Jody Waddell seconded to approve Emily's report, 4 haa, 0 puuhara, 0 pupitihara.

4) **Vickie Simmons, HR Director:**

Vickie has two action items. She first reported that Dr. Hess' contract did not include after-hours care, which allows him to take calls. She would like to seek approval of modification (1) to contract 18-C-052.

Jody Waddell moved and Bud Johnson seconded to approve modification (1) to contract 18-C-052, 4 haa, 0 puuhara, 0 pupitihara.

She then provided an agreement for the Yreka Center Street house and the new CEO. It is under agreement 18-A-098.

Michael Thom moved and Jody Waddell seconded to approve agreement 18-A-098, 4 haa, 0 puuhara, 0 pupitihara.

There was such a good response for the Health CEO ads but there hasn't been a good response for a Happy Camp provider. She continues to work on advertisement for the Health Program. She noted that she has been very busy. Vickie reported that she doesn't put the persons who have left in her report but Michael asked that she include it because the Health Board doesn't know when staff leave and he would like to congratulate the employees who are leaving the Health program but are joining another entity of the Tribe. The terminated employees who leave don't need to be known, but employees advancing their career should be acknowledged.

401k meetings were held and that was informational. HR is working on ensuring compliance with their 401k.

Michael Thom moved and Kristen King seconded to approve Vickie's report, 4 haa 0 puuhara, 0 pupitihara.

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

Josh is present to provide information on head hunter firms that Josh Saxon has directed him to seek. He will present three different head hunter firms and they are not exclusive and only paid once a provider is received. He presented agreements with three different firms; Bristol Associates, Enterprise Medical Recruiting, and REAP Healthcare Agents. Robert asked if the head hunters firm have some stability in their recruitment.

Jody asked if there is a timeline that the providers have to stay. Josh explained again that there is little stability once providers enter into recruitment firms, but there are some contingencies in place that may assist the Tribe moving for a short period of time.

Michael Thom moved and Bud Johnson seconded to approve all three agreements, 4 haa, 0 puuhara, 0 pupitihara.

He then provided an addendum to contract 17-C-106 (2).

Jody Waddell moved and Bud Johnson seconded to approve contact modification (2) to contract 17-C-106, 4 haa, 0 puuhara, 0 pupitihara.

His last item is the last phase of the policies which are redlined but the Council doesn't have them. Josh would like them approved at the Council Meeting. Barbara will assist in making copies. However, he would like to have policy 07-002-201 approved ASAP. There was no policy in place previously so this will meet internal requirements.

Michael Thom moved and Kristen King seconded to approve policy 07-002-201, 4 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Kristen King seconded to approve Josh's report, 4 haa, 0 puuhara, 0 pupitihara.

**6) Tony Vasquez, Medical Director:**

Dr. Vasquez is present to provide his report. He reviewed the provider coverage at the facilities.

Michael Thom moved and Kristen King seconded to approve Dr. Vasquez's report, 4 haa, 0 puuhara, 0 pupitihara.

**7) Ensun Lew, Dental Director:**

Dr. Lew is present to review her report. Dr. Lew reported that for the month of March they completed several outreach services throughout the County to provide services to local youth. In Happy Camp and Yreka there is new Receptionist. There are other staff members who provide coverage which is nice to have the support. Last month there was training and Susan Beatty attended and she attended when she didn't have patients.

Last year they received \$3,000 for equipment and this year they received another \$10,000 from CRIHB.

Michael Thom moved and Kristen King seconded to approve Dr. Lew's report, 4 haa, 0 puuhara, 0 pupitihara.

Jody thanked Dr. Lew for her work and the staffs work. She and her staff do great work and the Health Board appreciates it.

**8) Cindy Hayes, Yreka Clinic Manager:**

Report provided, not present.

Bud Johnson moved and Jody Waddell seconded to approve Cindy's report, 4 haa, 0 puuhara, 0 pupitihara.

**9) Babbie Peterson, Clinic Manager:**

Report provided, not present.

Michael Thom moved and Bud Johnson seconded to approve Babbie's report, 4 haa, 0 puuhara, 0 pupitihara.

**10) Sondra Dodson, Clinic Manager:**

Not present, report provided.

**11) Lessie Aubrey, Manager of Grants, Compliance and Accreditation:**

Lessie is present to review her report. Lessie thanked Josh Saxon and Tonya Albers for their hard work on policies. She won't be in attendance of the Casino opening because she will be on travel.

Quality reports have not all been being submitted so Josh Saxon will issue a reminder and notify staff that they are directed to provide them. Of the reports that were submitted, the quality reports show some improvement on immunization rates however it is still low. The Yreka Medical Records Audit showed only one pain management notation missing.

Risk Management and Complaints were provided to the Health Board. There were three incident reports received for the month.

Michael Thom moved and Kristen King seconded to approve Lessie's report, 4 haa, 0 puuhara, 0 pupitihara.

**Closed Session:**

Michael Thom moved and Kristen King seconded to approve resolution 18-R-022 including a limited waiver of sovereign immunity, 4 haa, 0 puuhara, 0 pupitihara.

Kristen King moved and Michael Thom seconded to approve out of state travel for Laura Olivas to DC, April 30-May 4, 2018, 4 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Kristen King seconded to approve Math & Science advertisement and invitations via Enrollment, 4 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Bud Johnson seconded to approve the health financial report, 4 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Jody Waddell seconded to approve life alert from Third party for Tribal Member #61, 4 haa, 0 puuhara, 0 pupitihara.

Kristen King moved and Michael Thom seconded to approve agreement 18-A-089, 4 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Kristen King seconded to provide up to \$50 in raffle items from the People's Center to the Youth Baseball League raffle, 4 haa, 0 puuhara, 0 pupitihara.

Jody Waddell moved and Kristen King seconded to approve resolution 18-R-026 authorizing agreement 18-A-099, 4 haa, 0 puuhara, 0 pupitihara.

Bud Johnson moved and Kristen King seconded to approve agreement 18-A-100, 4 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Kristen King seconded to donate \$300 to the CIBA gathering, 4 haa, 0 puuhara, 0 pupitihara.

Informational: to have the tutor payments be monitored for timeliness.

Michael Thom moved and Kristen King seconded to approve the Domestic Violence Service position description, 4 haa, 0 puuhara, 0 pupitihara.

Consensus: switch to items and not use locations for Elder's calendar.

Michael Thom moved and Jody Waddell seconded to approve contract 18-C-080, 4 haa, 0 puuhara, 0 pupitihara.

Kristen King moved and Michael Thom seconded to approve Controller I and Controller II position descriptions, 4 haa, 0 puuhara, 0 pupitihara.

**Next Meeting:** May 10, 2018 at 10am in Happy Camp

Michael Thom moved and Jody Waddell seconded to adjourn at 1:41pm, 4 haa, 0 puuhara, 0 pupitihara.

**Respectfully Submitted,**

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**Robert Super, Vice-Chairman**

**Recording Secretary, Barbara Snider**