

**Karuk Tribe – Health Board Meeting
June 14, 2018 – Meeting Minutes**

Meeting called to order by Chairman Attebery.

Present:

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

Absent:

None

Agenda:

Robert Super moved and Bud Johnson seconded to approve the agenda with changes, 8 haa, 0 puuhara, 0 pupitihara.

Consent Calendar:

Renee Stauffer moved and Robert Super seconded to approve the consent calendar, 8 haa, 0 puuhara, 0 pupitihara.

Minutes of May 10, 2018:

Renee Stauffer moved and Arch Super seconded to approve the meeting minutes, 6 haa, 0 puuhara, 2 pupitihara (Michael/Bud).

Language: Arch presented Karuk language words for the Health Board and audience.

Who

akâay who?; anyone

What

fâat / fata- what?, something

When

hârivari when?

Where

hôoy where; somewhere

How

hûut how

Why

fâat kumá'ii why?

hûut kumá'ii why?

Guests:

1) Eric Cutright, IT Director:

He would like to seek approval of a renewal of an agreement with the TeleHealth Network under agreement 18-A-118. This provides discount priced broadband circuits that run to each of the Karuk Health Clinics. Changes in the Federal program are that FCC has cut back services to save money. This agreement renews services offered by AT&T. Additional services for Orleans would need another service provider and keep getting discounts and then go after more bandwidth once it is provided.

Renee Stauffer moved and Kristen King seconded to approve agreement 18-A-118, 8 haa, 0 puuhara, 0 pupitihara.

2) Emma Lee Perez, Contract Compliance:

Not present. She presented resolution 18-R-068 for the Office of Head Start to accept COLA funding.

Jody Waddell moved and Kristen King seconded to approve resolution 18-R-068, 8 haa, 0 puuhara, 0 pupitihara.

3) Laura Mayton, CFO:

Not present, Laura Olivas will present her item.

4) Lester Alford, TANF Director:

Lester is present to provide a rental agreement with the Happy Camp Community Center to allow for space, childcare and services while TANF staff provides Fatherhood/Motherhood training. It is for 8 weeks. TERO tax applies to the agreement.

Renee Stauffer moved and Kristen King seconded to approve agreement 18-A-117, 8 haa, 0 puuhara, 0 pupitihara.

Old Business:

None listed.

Director Reports:

1) Velda Williams, Health CEO:

Velda is present to review her report. She was supposed to have action items but they are pending contract compliance review. She did provide an update explaining that they are doing a contract for Care Learning, which is an online learning module which allows online training for staff in different subjects. It is for new employees as well as a part of their orientation and then ongoing training for current employees. She feels that this is part of efficiency.

Robert Super moved and Jody Waddell seconded to approve agreement 18-A-119 with Care Learning, 8 haa, 0 puuhara, 0 pupitihara.

Kristen asked how this affects accreditation. Velda explained that other entities use this module for training and are also a part of accreditation training.

She then has another item which is a National Consultation company which looks at the billing processes. This opportunity provides an expert review of billing when it comes to Tribal billing practices. They have 16 years' experience working with Indian Health Services and working with

RPMS. Josh explained that DT track has a master agreement with CRIHB. Josh is still attempting to work through the contracting documents to determine what the rates are. This will come back once it is finalized.

As far as her remaining report, she continues to learn the programs and resources within the communities. She is familiarizing herself with the communities. The AAAHC is scheduled for July 19-20, 2018. The date was pushed back to ensure the staff is very prepared for the survey. They have had consultant contracts to provide initial review as well, which has assisted in initial review prior to AAAHC.

The Bi-Annual meeting held in May was successful and it was a good opportunity to learn and be educated about AAAHC, safety & infection control, etc. Velda asked that Josh Stanshaw has a VISA as the Deputy Director.

Arch Super moved and Kristen King seconded to issue Josh Stanshaw a VISA for \$5,000 limit, 8 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Kristen King seconded to approve Velda's report, 8 haa, 0 puuhara, 0 pupitihara.

2) Darrel McBride:

Not present, no report.

Michael Thom moved and Robert Super seconded to table Darrel's report, 8 haa, 0 puuhara, 0 pupitihara.

3) Pat Hobbs, Children & Family Services:

Pat is present to provide her report. Her first item is a TANF and Substance Abuse Disorder MOU. The staff has been working on the MOU for some time and she believes that they have a workable document now.

Michael Thom moved and Robert Super seconded to approve the 14-A-088 modification (2), 8 haa, 0 puuhara, 0 pupitihara (verify the 18-M-005 is not needed).

She then provided the substance abuse disorder program policies which will coincide with the medical part of treatment. The policies have been reviewed with Dr. Vasquez and Dr. Hess to implement and treat opioid abuse treatment. Indian Health Services is coming up on July 10th in Happy Camp at 9am. There is quite a bit of funding available to support this type of program. With these opportunities it is difficult to obtain funding without a grant writer. The policy does not have a number but the program outline was provided and the policies will have numbers. ACQI has approved them but there is no identified process for tracking policies at this time.

Robert Super moved and Michael Thom seconded to approve the Program Description for Substance Abuse Disorder Program, 8 haa, 0 puuhara, 0 pupitihara.

Lessie can assist Pat and assign numbers. Pat then presented policies (which need numbered) but have been approved to coincide with the program and implement compliance. The Council would like to have the policies assigned numbers and have clear tracking prior to approval. The policies will be brought back.

She also updated that they are looking at closing the DUI program in Yreka and that will be in effect July 23, 2018. Pat explained that Paul and Joe cannot provide drug and alcohol treatment as a priority, and complete the class. There is additional service provided in Yreka for persons in that area. There was a large schedule in Yreka, but the time away from the office is not most beneficial. Buster commented that culturally appropriate courses are nice for clients and he likes to have the Membership served by the Tribal programs.

Robert asked if the Tribe is supporting after hour groups similar to AA/NA. Pat commented that they have started one recently in HC and TERO is supporting the group with childcare. Ken does an afterhours class in Yreka.

Robert Super moved and Bud Johnson seconded to approve Pat's report, 8 haa, 0 puuhara, 0 pupitihara.

4) Emily Kinsella, RPMS Site Manager:

Emily is present to review her report. She commented that there were 2,078 visits for April and that is up 3 visits in one month. There are 108 less visits from last year. Dental is up 147 visits from last year. As a whole things are up. Buster asked if training will be provided for telemedicine. It was noted that yes, there will be training provided to staff that need it to be efficient in their positions.

Michael would like to see where the Health Program is with Electronic Health Records. He would like to know where they are in that process. Emily reported that medical is done with the implementation with EHR but dental is still obtaining equipment and in process.

Michael Thom moved and Sonny Davis seconded to approve Emily's report, 8 haa, 0 puuhara, 0 pupitihara.

5) Vickie Simmons, HR Director:

Vickie provided her report but has one action item. It is a position description change for Support Services Specialist. It is a judicial systems position update. The position will be in Happy Camp or Orleans.

Arch Super moved and Renee Stauffer seconded to approve the revised Support Services Specialist position description, 8 haa, 0 puuhara, 0 pupitihara.

She explained that the Care Learning training that Velda invited her to was very interesting and provides modern training.

Renee Stauffer moved and Bud Johnson seconded to approve Vickie's report, 8 haa, 0 puuhara, 0 pupitihara.

6) Dr. Lew, Dental Director:

Dr. Lew is present to review her report. She highlighted her report noting that they are planning to have a joint staff meeting in Happy Camp and Yreka. Happy Camp will be closed on August 17th for the training. Nikki Hokanson was nominated to CRIHB for a scholarship to receive training and she won. Dr. Lew is very excited for Nikki Hokanson. May 6-10, 2018 there was annual training in Sacramento. She received a new grant for preventative care for treatment for youth and under 20 years of age. Shannon is in charge of that program and it will end 2020.

Dental is working toward EHR for the dental program. With digital x-rays they are underway and it is in the process, but until there is the ability to obtain more equipment they cannot move toward complete electronic.

There is some new staff that has not experienced AAAHC so she will provide some training. Dr. Lew commented that she has not obtained assistance to date and she needs it.

Robert Super moved and Kristen King seconded to approve Dr. Lew's report, 8 haa, 0 puuhara, 0 pupitihara.

7) Josh Stanshaw, Operations Manager:

Josh is present to review his report.

Renee Stauffer moved and Kristen King seconded to approve a VISA for Barry Hockaday, \$1,500, 8 haa, 0 puuhara, 0 pupitihara.

Josh then provided a revision to the position description for the Clinic Transporter. The range is within the range based on his research.

Arch Super moved and Renee Stauffer seconded to approve the revised Clinic Transporter position description, 8 haa, 0 puuhara, 0 pupitihara.

He then presented the Compliance Assistant position description. They have adjusted the position description based on no applicants.

Robert Super moved and Michael Thom seconded to approve the Compliance Assistant – HHS position description, 8 haa, 0 puuhara, 0 pupitihara.

He then presented an LVN position description which has had salary changes. This brings the wage ranges where they are comparable. Laura Olivas noted that they can include that updates into the budgets. She will work with Velda to take into consideration California minimum wage.

Robert Super moved and Arch Super seconded to approve the LVN position description, 8 haa, 0 puuhara, 0 pupitihara.

He invited Jeanne Frost who is the new assistant. She has done a great job so far and started Monday. Buster welcomed Jeanne and explained that the Tribe has an open door policy and if there are questions she may reach out to him or the other Council Members.

Jody asked if the courier position is being flown. It will be discussed in closed session. Robert asked about a PHN. Josh noted that they have a head hunter agency searching for one, but there are no interested persons. Amy Coapman maintains her PHN license and the CHR's are under her oversight. The wage range listed for a PHN is not inaccurate but there is a nursing shortage. Josh can reach out to Partnership Health Plan to see if they can assist in posting position descriptions.

Michael noted that there is a need and it has been there for years. He would like to get commissioned nurses to provide assistance.

Robert Super moved and Kristen King seconded to approve Josh's report, 8 haa, 0 puuhara, 0 pupitihara.

5) Dr. Vasquez, Medical Director:

Dr. Vasquez is present to provide his report. He provided the provider coverage for the clinics. He is working with Velda and Josh on two additional providers that may be based in Happy Camp and Yreka. Jody thanked Tony for the excellent care provided by Greg Goodwin. Buster thanked the staff of the Happy Camp Clinic for their good work.

Michael Thom moved and Kristen King seconded to approve Dr. Vasquez's report, 8 haa, 0 puuhara, 0 pupitihara.

6) Cindy Hayes, Yreka Clinic Manager:

Not present, no report.

7) Sandy Dodson, Happy Camp Clinic Manager:

Not present, no report.

Robert Super moved and Michael Thom seconded to table Cindy and Sandy's report, 8 haa, 0 puuhara, 0 pupitihara.

8) Babbie Peterson, Orleans Clinic Manager:

Report provided.

Michael Thom moved and Sonny Davis seconded to approve Babbie's report, 8 haa, 0 puuhara, 0 pupitihara.

Buster asked about a resignation of Babbie and if that position is being flown. Kristen asked about the vandalism to the Orleans Clinic. These will be discussed in closed session.

9) Lessie Aubrey, Manager of grants, compliance and accreditation:

Lessie is present to seek approval of the Behavior Health MAT policy, 04-006-225.

Robert Super moved and Renee Stauffer seconded to approve the policy 04-006-225, 8 haa, 0 puuhara, 0 pupitihara.

She then presented a revised C & P policy. She explained that the TeleHealth Coordinator in Yreka have specialist services. The definition of telemedicine is defined as real time audio visual communication doctor to patient providing consultative and disease management services. With this it would be clarified in the C & P policy on how those persons will be credentialed and privileged.

Robert Super moved and Kristen King seconded to approve the amendment to the HHS program's C & P policy, 8 haa, 0 puuhara, 0 pupitihara.

She then updated that Didi Poe is doing a lot of work on outreach and training. She is now credentialed with cover California. She is traveling to the different sites to assist in signing up for coverage.

She received word from AAAHC that they will be onsite July 19-20.

The HC dental audit is doing better than usual and meeting goals, but there are some small errors and they will look at improvement as they reach the goals. Nikki Hokanson is down two areas

including medication and allergies being entered into the Dentrix software. Susan plans on re-educating the providers on documentation.

Lessie has done a project on mammograms. There are 167 women who need mammograms. They are raising the goal to 70% to reach more women.

She updated the Health Board on incident reports and complaints. There are no current compliance issues at this time. Lessie noted that there are two patients who have requested to grieve to the Health Board and Velda will follow up on that item.

Arch noted that there was discussion on security for the Health Clinics. Incident reports are reflecting the top issue for employees. Lessie noted that they need several security officers. It was notified that law enforcement needs called continually.

Michael Thom moved and Robert Super seconded to approve Lessie's report, 8 haa, 0 puuhara, 0 pupitihara.

Closed Session:

Renee Stauffer moved and Arch Super seconded to approve the revised courier positions for YR and Orleans, 8 haa, 0 puuhara, 0 pupitihara.

CHS Case #305 was already approved.

Renee Stauffer moved and Jody Waddell seconded to approve the revised Medical Billing/Coding Office Manager position description, 6 haa, 1 puuhara (Robert Super), 1 pupitihara (Arch Super).

Informational: the Chairman will set a meeting between the Health CEO and the CFO to ensure communication.

Informational: for the Director to make a professional decision within policy for employees request for leave.

Renee Stauffer moved and Kristen King seconded to approve policy 17-002-130, 8 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Kristen King seconded to approve policy 17-002-131, 8 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Kristen King seconded to approve policy 17-002-132, 8 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Kristen King seconded to approve policy 17-002-133, 8 haa, 0 puuhara, 0 pupitihara.

Robert Super moved and Renee Stauffer seconded to approve policy 17-002-134, 8 haa, 0 puuhara, 0 pupitihara.

Robert Super moved and Sonny Davis seconded to approve policy 17-002-135, 8 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Kristen King seconded to approve resolution 18-R-064, 8 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Kristen King seconded to approve agreement 18-A-121, and requirements in the agreement, 8 haa, 0 puuhara, 0 pupitihara.

Robert Super moved and Kristen King seconded to approve the health financial report for May 2018, 7 haa, 0 puuhara, 0 pupitihara (Sonny absent for vote).

Michael Thom moved and Kristen King seconded to approve 4 youth attending youth council summit at Klamath Tribes, 8 haa, 0 puuhara, 0 pupitihara.

Consensus: for the Health CEO to work with the Medical Director on a possible contract with previous employee and determine professional obligations.

Michael Thom moved and Robert Super seconded to provide insurance for Terry Supahan to check out regalia from the Clark Museum, 7 haa, 0 puuhara, 1 pupitihara (Arch Super).

Consensus: to revise the Commission composition to 7 Commissioners, 5 active and 2 alternates.

Consensus: the Council will handle previous personnel issues. Consultant has draft which lays out interim roles and responsibilities, and hold off on major license suspensions unless notified by the Commission to the Tribal Council.

Directive: from Chairman to IT Director and cc to commission and staff, that the new commissioners have immediate access to official documents and necessary items.

Kristen King moved and Sonny Davis seconded to screen interim gaming commissioner Renee Stauffer from Council gaming discussions, 7 haa, 0 puuhara, 1 pupitihara (Renee Stauffer).

Informational: request to consultant to video trainings so that they may remain with the Tribe.

Bo Co Pa agreement for Phase I and II which is 18-C-134 effective June 14, 2018 - December 31, 2018,

Michael Thom moved and Kristen King seconded to approve contract 18-C-114, 8 haa, 0 puuhara, 0 pupitihara.

Renee excused from meeting at 4:15pm.

Kristen King moved and Arch Super seconded to approve agreement 18-A-120, 7 haa, 0 puuhara, 0 pupitihara.

Arch left the meeting at 4:49pm.

Jody Waddell moved and Michael Thom seconded to terminate employee #DS at will, effective June 26th, 2018, 6 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Kristen King seconded to bring on one consultant to assist in compliance during absence, 6 haa, 0 puuhara, 0 pupitihara.

Informational: RRC shall provide ongoing training to employees. Ordinance shall be reviewed and revised including outlining deadlines and scopes.

Informational: there still needs to be assistance with food delivery in Yreka.

Next Meeting Date: July 12, 2018 at 10am in Orleans.

Bud Johnson moved and Jody Waddell seconded to adjourn at 6:26pm.

Respectfully Submitted,

Russell “Buster” Attebery, Chairman

Recording Secretary, Barbara Snider