

**Karuk Tribe – Health Board Meeting
September 13, 2018 – Meeting Minutes**

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

Present:

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

Absent:

Russell “Buster” Attebery, Chairman (excused)

Prayer was done by Sonny Davis and the Mission Statement was read by Robert Super.

Agenda:

Michael Thom moved and Bud Johnson seconded to approve the agenda with changes, 5 haa, 0 puuhara, 0 pupitihara.

Consent Calendar:

Arch Super moved and Michael Thom seconded to approve the consent calendar, 5 haa, 0 puuhara, 0 pupitihara.

Minutes of August 9, 2018:

Arch Super moved and Bud Johnson seconded to approve the minutes of August 9, 2018, 4 haa, 0 puuhara, 1 pupitihara (Arch).

Guests:

1) Susan Fricke, Water Quality:

Susan is present to report on the KRRC that they will work with the agency to receive funding for work in conjunction with Dam Removal.

Susan has been working with Sinead, Admin Staff, and other staff to ensure this document was moving along. The documents have been reviewed by staff and it has been signed off.

Renee arrived at 10:07am

Susan noted that the delay was having a lot of engineers and attorney’s included in the review. The agreement is an access agreement with PacifiCorp that allows work at sites such as JC Boyle and Irongate dams.

Michael Thom moved and Renee Stauffer seconded to approve resolution 18-R-075 authorizing an agreement with execution of a waiver of sovereign immunity, 6 haa, 0 puuhara, 0 pupitihara.

She then presented agreement 18-A-145 with the United States Geological Survey. They are unable to contract directly with KRRC, so the Tribe will become a pass through to them in order for them to conduct the work.

Arch Super moved and Bud Johnson seconded to approve agreement 18-A-145, 6 haa, 0 puuhara, 0 pupitihara.

For procurement there are items that are needed to be onsite after purchase to ensure they meet the high flows and also before the end of the fiscal year.

She first presented procurement for FTS which is sole source, and included in the KRRC contract.

Michael Thom moved and Arch Super seconded to approve procurement and allow the purchase of FTS, 6 haa, 0 puuhara, 0 pupitihara.

She then presented procurement with Xylem who will do data monitoring. Any equipment that is purchased over \$5,000 KRRC owns, but Susan was able to negotiate prices to stay under that amount so that the Tribe could own the equipment.

Arch Super moved and Renee Stauffer seconded to approve procurement and allow the sole source procurement, 6 haa, 0 puuhara, 0 pupitihara.

She finally presented procurement for Clipper Controls which is also sole source. These will be throughout the river collecting samples. USGS will work on the data retrieval for these because that part is a little tricky.

Michael Thom moved and Renee Stauffer seconded to approve procurement with Clipper Controls, 6 haa, 0 puuhara, 0 pupitihara.

2) Earl Crosby, Watershed Coordinator:

Earl provided an update on the fire. He found some items that were culturally relevant, so he was quickly working on securing that. The Natchez is up to 33,000 acres. There is a weather event coming up so they are monitoring the fire movement but it is moving into an old fire footprint and rocky areas. Robert asked if there is any other cultural staff monitoring during this time. Earl noted that not at this time, because there are no fire suppression activities.

3) Jill Beckmann, GIS:

Jill is present to seek approval of an agreement with USFS, MKWC, and Lomakatsi Restoration Project. This agreement outlines how the Somes Bar project will be outlined by the partners.

It is under agreement 18-A-147 Stewardship Agreement.

Renee Stauffer moved and Bud Johnson seconded to approve agreement 18-A-147, 6 haa, 0 puuhara, 0 pupitihara.

Arch noted that E&F have payments and reimbursements and G which has nothing in it, so he asked about that. Jill commented that that needs to be fixed and Josh Saxon reported that that was probably a typo and needs fixed.

Language:

1) Arch provided a statement. It means “we’re going to fix the river.”

Chími soon
pa- Determiner; the
nanu- (variant nunu-) our
pikyávish world-renewal ceremony
pa- Determiner; the
nanu- (variant nunu-) our
ishkêesh river, the Klamath River

Director Reports:

1) Pat Hobbs, Children & Family Services:

Pat is present to review her report. She liked having DNR present so the Health Program knows what is going on. She announced that there are a couple events in Orleans next week. There are parenting classes and they were held in Happy Camp with only 2 participants, she is hoping that there are additional participants for the next courses, and she will do phone calls and flyers to increase numbers.

There is a lot of work being done for the end of the fiscal year and that includes contracts, but she is hoping that these things are moving along nicely.

Robert asked about homes in the areas that are emergency placements. Pat noted that she has people who are interested in each community, but the staff identifies them as they work in the field. This is an ongoing struggle to obtain more eligible candidates.

Josh Saxon reported that there was a Yav Pa Anav release of information that was provided, but he asked for the Council to have an update. Pat noted that there is a form that was created that is being used since April 2017, but the ROI's are an issue, because there needs to be on file from several departments. There are licensing requirements for professionals so even with an ROI; her profession restricts sharing certain information. They use referrals but the ROI is always going to be difficult.

Michael Thom moved and Sonny Davis seconded to approve Pat's report, 6 haa, 0 puuhara, 0 pupitihara.

2) Emily Kinsella, RPMS Site Manager:

Emily is present to review her report. Happy Camp and Orleans visits are both down, not too significantly, but it was noted. There was a large increase in “other” appointments and that was all Yreka CHR appointments. Emily noted that in Yreka the CHR's were providing air purifiers so that may have included in the count increasing.

Last year to this year the overall visits are similar.

She worked with Dr. Lew for dental scanning and providing training for staff. The Tribe is currently the beta test site for UDS reporting, so this provides an opportunity to complete the report when it is due.

Arch Super moved and Renee Stauffer seconded to approve Emily's report, 6 haa, 0 puuhara, 0 pupitihara.

3) Vickie Simmons, HR Director:

Not present, report provided.

Michael asked why there are so many vacant positions. Josh Saxon reported that it is more difficult to recruit for Orleans and Happy Camp. Some vacancies are the result of staff moving to other positions. As far as recruitment and outside advertisement there are costs associated with that. Josh Stanshaw noted that he isn't sure what key positions are open but it would need to be evaluated for return on investment. Josh Stanshaw noted that he has been monitoring the job market, and has identified that the workforce is shrinking. There is a shortage in the labor market and he would recommend reviewing the position descriptions for accuracy. When he updated the LVN position description it had been nine years since it was reviewed. The salary was way off when he viewed it so that needed updated to allow for accurate recruitment.

Michael noted that as a Health Board Member he would like to know how to assist in recruiting. He would like to budget for advertising to make it work for the team. Josh Stanshaw revised the CHR position descriptions. He was interested in reaching out with TERO to find solutions, but he hasn't had a chance to reach out to Dion as of yet.

Bud noted that he, Renee and Arch can bring this up to the TERO Commission.

Michael also reported that there are Tribal Members that want to work, but may be positive for drugs, even if they aren't using (possibly), because the policy is restrictive for one year. Robert agrees that to have Tribal Members enter into a program and then they can stay healthy and return to the workforce would be better for the individuals rather than continuing their suspension from applying.

Arch requests that Josh Stanshaw attend a TERO Meeting to provide some information.

Michael Thom moved and Sonny Davis seconded to approve the HR Director report, 6 haa, 0 puuhara, 0 pupitihara.

4) Lessie Aubrey, Grants, Agreements, Accreditation Manager:

Lessie is present to provide changes in policies; Adverse Incident Reporting and Laboratory Exemption List and Testing & Maintenance of Emergency Fire Equipment.

Her first policy was a grammar change reflecting JCAHO previous language to AAAHC.

The new policy for laboratory exemption list seems unnecessary but is required.

Her last policy for Emergency Lighting Systems needs tested in compliance with AAAHC standards. Josh was unaware of the testing requirements so now they know and the policy will be included to outline the process for this.

Jody asked if all the buildings are hooked into the fire and security alarms. Josh Stanshaw reported that the Admin Complex or out buildings don't have fire systems.

Arch Super moved and Renee Stauffer seconded to approve the policies with change, 6 haa, 0 puuhara, 0 pupitihara.

The Karuk Community audit, Happy Camp, and Medical Records audit have all improved. The Dental Department will start a new performance improvement project for signatures.

There have been 24 incident reports. There are issues with someone removing files for peer reviews, which did not maintain security. She is providing ongoing letters and reporting to staff regarding policy.

She noted that there may be some persons who entered the facility and slept in the dental lobby. Lessie recommends securing the facility doors or providing more security. Patient behavior is an issue as well. Lessie is providing written warnings to patients when they have these outbursts.

There have been three incidents with the refrigerators at the clinics. Alarms are going off which is sending an alert regarding possible loss of vaccines. There have been new alarms, so this issue should be resolved. Lessie advised to keep an eye on this.

Lessie noted that she received an issue with drug screenings from HR but she was out of town, so by the time she returned it was handled.

Josh Stanshaw commented that there are two different departments to Qwest and he continues to work on that. The best solution is to move the entire collection process and return process to the providers at the clinic. With the lab they can obtain a MRO (Medical Review Officer) which will read the tests and report directly to HR. Robert asked what the costs would be, but Josh Stanshaw is not aware of that just yet. Josh Stanshaw noted that when dealing with these labs it is taking time from the MA, provider time, staff time overall. This is time consuming and costs money.

Renee Stauffer moved and Jody Waddell seconded to approve Lessie's report, 6 haa, 0 puuhara, 0 pupitihara.

5) Ensun Lew, Dental Director:

Dr. Lew is present to provide her report. She reported her new Karuk word is "Ishkayish." She then reported on the activity of the dental program. She noted that the dental clinics are moving toward full electronic health record. She appreciates Emily providing training to each staff member so that they are familiar with how the equipment works and onsite training.

As of October 30th they have restructured the Happy Camp Dental office. Nikki Hokanson has begun as the Deputy Dental Director.

She attached a graph that will be provided to CRIHB and the mini grant that they received. The numbers went up and she is very proud of the staff.

She is getting a new dental chair installed in Yreka. Josh asked about removing the large item from the asset list. Josh will send a note to the fiscal department reminding them of large items not longer considered an asset.

Arch Super moved and Sonny Davis seconded to approve Dr. Lew's report, 6 haa, 0 puuhara, 0 pupitihara.

6) Darryl McBride, Youth & Family Services Director:

Darryl is present to provide his report. He overviewed the activities in each community.

Darryl noted that he is working with community members to provide services in each community, movie nights in collaboration with the Education Coordinator, and use of the wellness centers for youth activities.

He was having issues with parent sign-ups. He would like to be approved for an employee or additional staff person to assist in his department.

Arch asked about purchasing equipment for Orleans and how that is funded. Darryl noted that he has a budget and will go over the discussions of these items.

Darryl is still working on items that need to be finalized. Arch reported that it seems there is boxing for Orleans and Happy Camp, so he asked about Yreka services. Darryl noted that the contractor offers services in Yreka already.

Darryl noted that he is looking for the purchase of some items, so the more advertisement is better. He is taking some orders and has some supplies on hand.

Renee Stauffer moved and Sonny Davis seconded to approve Darryl's report, 6 haa, 0 puuhara, 0 pupitihara.

7) Josh Stanshaw, Operations Manager:

Josh is present to provide his report. He was out of the office for a few weeks. Since his return, he has been getting up to speed. He reported that the Yreka staff, although understaffed, they have done an exceptional job. He noted that during Cindy's absence, Dancy has done an excellent job and really stepped up ensuring the day to day operations of the Yreka Clinic was phenomenal.

In Happy Camp Susanna Greeno has returned. They have fully staffed providers. Laurel Pena deserves recognition for filling in during the absence of a Clinic Manager.

Orleans is showing improvement and Dr. Young-Tripp is doing a good job. He has received reduced complaints.

He sought approval of a VISA for Susanna Greeno.

Arch Super moved and Jody Waddell seconded to approve a VISA for Susanna Greeno, \$5,000, 6 haa, 0 puuhara, 0 pupitihara.

He then sought approval for out of state travel for Carol Thom and Melanie. Arch would like to discuss this in closed session.

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

8) Tony Vasquez, Medical Director:

Not present, no report.

9) Cindy Hayes, Yreka Clinic Manager:

Not present, report distributed.

Michael Thom moved and Sonny Davis seconded to approve Cindy's report, 6 haa, 0 puuhara, 0 pupitihara.

10) Susanna Greeno, Happy Camp Clinic Manager:

Susanna was informed yesterday that she is supposed to do a report so she is present to provide a verbal report. She will be evaluating hiring an LVN for the Happy Camp Clinic. She believes this will be good for coverage for medical refills, labs, etc. that a license could assist with.

She would like to have outreach in the community that includes diabetic lunches as well. She noted that the clinic is operating well.

Josh Saxon noted that when there was Tom Fielden emergency response was operating but since then there hasn't been coverage for this type of service it has fallen on staff. He explained that with constant wildfires, floods, etc., there needs to be some health program staff step up in some manner to ensure there is coverage for emergencies in the areas. Not having PHN's is a hindrance for services as well, but it would be helpful to identify a team to provide assistance during these times.

She will be having Barry Hockaday work on safety kits for vehicles. Josh would like to have health staff coordinate with Admin staff to ensure coverage for these services.

Jody Waddell moved and Sonny Davis seconded to approve Susanna's report, 6 haa, 0 puuhara, 0 pupitihara.

Closed Session:

Arch Super moved and Renee Stauffer seconded to change the courier position location to Orleans from HC and allow the purchase of the car, 6 haa, 0 puuhara, 0 pupitihara.

Tabled: No denial for review and will go over on Thursday's Planning Meeting for review of CHS Case #289.

Arch Super moved and Renee Stauffer seconded to uphold the CHS denial and pay for CHS Case #309, 6 haa, 0 puuhara, 0 pupitihara.

Tabled: CHS Case # 310 tabled for Thursday's Planning Meeting.

Arch Super moved and Renee Stauffer seconded to approve the monthly finance report, 6 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Renee Stauffer seconded to deny access to former employee email and Eric will review requests with the Council should any person want access to another email account, 5 haa, 0 puuhara, 1 pupitihara (Jody).

Arch Super moved and Jody Waddell seconded to approve out of state travel for Carol Thom to Prior Lake, MN., October 1-5, 2018, 6 haa, 0 puuhara, 0 pupitihara.

Informational: location of contract for head hunter firm needs determined.

Michael Thom moved and Arch Super seconded to approve Change Order, RRC, (18), 3 haa, 0 puuhara, 1 pupitihara (Arch Super) (absent for vote Renee/Sonny).

Arch Super moved and Renee Stauffer seconded to have the Tribes ED and HR Director conduct a corrective action plan for employee #3612, 6 haa, 0 puuhara, 0 pupitihara.

Consensus: for a clear discussion to occur regarding hiring and changed schedules on September 25, 2018 Gaming Meeting.

Michael Thom moved Arch Super seconded to approve contract 18-C-183 with Hobbs Strauss, not to exceed \$14,000, 3 haa, 0 puuhara, 1 pupitihara (Jody Waddell) (absent for vote Renee/Sonny).

Informational: the ED will work with the Construction Manager and CFO on Head Start repairs.

Renee Stauffer moved and Jody Waddell seconded to approve CRIHB annual meeting for \$500, 5 haa, 0 puuhara, 0 pupitihara (Arch absent for vote).

Michael Thom moved and Bud Johnson seconded to approve agreement 18-A-095, 5 haa, 0 puuhara, 0 pupitihara (Arch absent for vote).

Consensus: to have the Executive Secretary seek outside attorney firm.

Next Meeting Date: October 11, 2018 at 10am in Happy Camp.

Renee Stauffer moved and Sonny Davis seconded to adjourn at 3:21pm.

Respectfully Submitted,

Russell “Buster” Attebery, Chairman

Recording Secretary, Barbara Snider