

**Health Board Meeting
January 10, 2019 – Meeting Minutes**

Meeting called to order at 10am by Chairman Attebery.

Present:

Russell “Buster” Attebery, Chairman
Robert Super, Vice-Chairman (late)
Michael Thom, Secretary/Treasurer
Wilverna Reece, Member at Large
Renee Stauffer, Member at Large
Alvis Johnson, Member at Large
Charron Davis, Member at Large
Arch Super, Member at Large
Kristen King, Member at Large

Absent:

None

Buster read the Mission Statement and Sonny completed a prayer.

Agenda:

Renee Stauffer moved and Sonny Davis seconded to approve the agenda with changes, 8 haa, 0 puuhara, 0 pupitihara.

Consent Calendar:

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

Minutes of December 6, 2018:

Arch Super moved and Verna Reece seconded to approve the minutes of December 6, 2018, 8 haa, 0 puuhara, 0 pupitihara.

Guests:

1) Vickie Simmons, HR Director:

Vickie is present to seek approval of agreement 19-A-021. The drug and alcohol testing company for Class A drivers went out of business and a new company has been sought. There is an agreement required to have this service.

Renee Stauffer moved and Robert Super seconded to approve agreement 19-A-021, 8 haa, 0 puuhara, 0 pupitihara.

Language:

“Listen” was provided in Karuk.

Director Reports:

1) Dr. Lew, Dental Director:

Dr. Lew is present video-conference from Yreka. Dr. Lew thanked the Health Board for her recent vacation. She reviewed the revenue generated for the dental program. Her goal is to reach \$2.9million in revenue. The dental team is working as a team and this was also another one of her goals. She is happy to have her team members and is excited to begin using dental software. She

would like to provide more training for staff on dental software but there was not enough funding for training which was estimated at \$6,000. She has determined that there was a grant opportunity from CRIHB which will allow staff training.

One provider retired in Happy Camp and there is another provider in place to care for the patients in that community.

Robert asked about software and training that accompanies the purchase. Dr. Lew reported that the training was provided when it was purchased but there is additional training and new staff that needs the high level training.

Renee told Dr. Lew good job on her first quarter revenue. Dr. Lew thanked the Health Board and thanked them for supporting the staff.

Arch asked about Dr. Lew's request to talk about additional services such as implants. Dr. Lew noted that that hasn't been discussed yet, but services are something the Board should look at. The Health Board will add this to the list to discuss with the Health CEO and Dental Director. It may possibly be an option at their planning session in May.

Arch Super moved and Michael Thom seconded to approve Dr. Lew's report, 8 haa, 0 puuhara, 0 pupitihara.

2) Dr. Vasquez, Medical Director:

Dr. Vasquez is present to review his report. He provided a 2018 year in review. He provided the clinic visit count and noted that Orleans is down a little bit but now that there is a full time provider those numbers should increase.

Susanna Greeno has been hired for Clinic Manager at Happy Camp and that will add to the team because she is superstar. The Telemedicine staff is exceptional.

He and Dr. Hess are allowed to provide saboxone and Dr. Tyson just received her training to provide the service as well.

On December 28th he received notice that there are new standards for triplicate prescribing. These new guidelines are going into effect January 1st, 2019. Susanna Greeno provided ordering that will allow for correct documentation and continuity in prescribing.

Kristen asked if Dr. Young-Tripp will be prescribing saboxone or obtaining the certification. Dr. Vasquez believes she will work toward that.

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

3) Darryl McBride, Youth and Family Activities:

Darryl is not present. Report to be reviewed in closed session.

4) Josh Stanshaw, Operations Manager:

Josh is present to provide his report by video-conferencing from Yreka. He complimented the staff and managers for overcoming challenges in 2018 and he is looking forward to growth in 2019.

Josh did comment that when he was writing his report and he was verifying his reports were having small errors in visit counts. That will be corrected moving forward.

Arch Super moved and Verna Reece seconded to approve Josh's report, 8 haa, 0 puuhara, 0 pupitihara.

5) Cindy Hayes, Yreka Clinic Manager:

Cindy is present to review her report by video-conferencing from Yreka. She provided the patient numbers by providers at the Yreka Clinic.

Arch noted that Cindy providing the visit count in her report is just fine but Josh and Emily also provide them. He is wondering if the clinic managers could provide patient satisfaction, operations, staffing, and services provided in their reports. Arch asked for this additional information. Cindy has no problem providing additional information but was instructed to provide patient numbers. The Health Board will discuss additional information that they would like to see in the Clinic Manager reports.

Arch Super moved and Bud Johnson seconded to approve Cindy's report, 7 haa, 0 puuhara, 0 pupitihara (Renee absent for vote).

6) Pat Hobbs, Children & Family Services:

Pat is present to review her report by video-conferencing in Yreka. She noted that they changed the name of the program some time back.

Pat is concerned about the confidentiality at the Family Services Center. It is noise from the front desk or offices next to each other. They are going to work on the noise or overhearing others' conversations to remedy that.

Michael noted that if the staff played some soft music throughout the building then that may assist in noise in the building.

The MOU for KTHA was signed by the BOC and is still under legal review at the Tribe. Pat noted that this is a dream of Joe Snapp's for some time. Pat talked to Joe Snapp for naming the facility for men's transitional housing after him. She would like to have a contest for naming that facility. He would like to have a tribal name for that facility as well. Buster noted that the Council will think of some names for that facility and communicate with Pat. Pat would like to have some tribal connection to naming the facility.

She first announced that she is tabling a position description but her front office position description needs to be approved for a temporary on-call position.

Arch Super moved and Michael Thom seconded to approve the Human Services Receptionist position description with changes, 8 haa, 0 puuhara, 0 pupitihara.

Buster asked about the DUI program in Happy Camp and Yreka. Buster asked if there are Tribal Members who would choose to go to Happy Camp's class if the tribe provides transportation or costs for traveling. Pat noted that there are additional services in Yreka and those clients may receive assistance from the County and not travel to Happy Camp. Robert announced that TERO can assist in some costs with Drivers Licenses so clients can be referred to TERO as well.

Pat thanked Kristen for attending the all-day workgroup Humboldt County Roundtable Meeting with Children Services. Pat noted that this will set precedence in the State of California on how County's work with Tribes.

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

7) Babbie Peterson, Orleans Clinic Manager:

Babbie is not present. Arch asked if the printers are set up as noted in Orleans report that is a challenge. Emily reported that the printers are being set back up after server failure.

Josh Stanshaw updated the Health Board that there are some issues with the new server and the issues should be resolved very soon. Josh is unsure if the IT Department has issues resolved to date. He will follow up with Eric.

Arch Super moved and Michael Thom seconded to approve Babbie's report, 7 haa, 0 puuhara, 0 pupitihara (Robert absent for vote).

8) Lessie Aubrey, Grants, Agreements and Accreditation:

Lessie is present to review her report. She announced that Jodi Henderson has accepted a new position with her as her Trainee.

She sought out of state travel approval for a compliance conference April 7-10, 2019 in Boston. Arch asked if Lessie has been attending annually. Lessie reported that she has attended but does not go annually, because of scheduling conflicts.

Arch Super moved and Renee Stauffer seconded to approve out of state travel for Lessie Aubrey and Sheila Super to the conference April 7-10, 2019, 8 haa, 0 puuhara, 0 pupitihara.

Lessie then provided an update on CQI reports for the month. There have been quality reports identified and they are monitoring them monthly. Each medical team has a home and of those patients who are identified of having a medical home assigned they are monitored to see if more patients are enrolled. Continuity of care identifies if patients who have an identified medical home are seeing their regular provider. Those numbers identify that medical home providers have gone down in being consistent in seeing their patients, except Dr. Tyson, hers went up. Goodwin and Mondragon have also gone up. The primary care providers assigned should be seeing their patients and the data should be continually monitored to ensure there is a trend in the numbers going up.

Immunizations have improvement in connection with additional training, tracking, and services provided for children vaccines. Josh Saxon asked about the timeline of several months' delays and notification to parents about the delays. Susanna reported that there was a refrigerator failure which caused a delay in services. Lessie reported that "vaccines for children" who provides services were providing slow service and Lessie finally asked that a new one be ordered. Josh asked if those refrigerator units are in all three clinics. The refrigerators have been replaced over time. Michael asked about news reports of vaccine's causing autism. Lessie noted that there are reports but there is no official link to these reports as of yet. Lessie noted that there are several reports but until things are proven and acknowledged the HHS program does not change services offered.

Robert asked if there is an amount of time for vaccines to go bad. It was reported that yes, and the HHS program identifies how to safeguard vaccines and equipment. Susanna asked if Lessie wanted a power outage incident report for the Happy Camp Complex. Lessie would like to have that documentation if she has it.

She reviewed the access to care quality management project. The Orleans clinic is having some issues with timeliness of paperwork. Babbie is going to work on this and asks that paperwork be mailed and filled out prior to the appointment to assist patients in completing their paperwork.

Incident reports were asked if they are confidential in nature. Josh Saxon noted that even without patient identifiers it may allow for more discussion if presented in closed session.

Lessie noted that every time a termination in care is provided the letters sometimes come back. Susanna asked if a list is provided. Lessie should be providing this information to be updated in the RPMS system to flag all clinics about a patient being suspended from the facilities.

Robert asked if the providers go down in their quality reports if they have to explain this reduction in meeting the percentage. Lessie noted that they discuss this and try to solve issues in the quality measures. They work as a team to improve and monitor improvement.

Robert asked if there is a scale or standard for patients to receive services for covered California. Lessie and Rondi noted that there isn't a standard and sometimes it's hard to get patients to access insurance coverage. Lessie noted that provider stability has been an issue but as they are in place for a consistent period of time, changes and improvements can be made.

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

9) Emily Kinsella, RPMS Site Manager:

Emily is present to review her report. She includes visit counts for the facilities and noted that the numbers are lower for the holiday months. The percentage of Native American visits has gone up. This report is 58% of visits are Native American visits.

The HIPAA security training email went out and she will be monitoring that.

She commented that software training is wonderful but it's important to discuss training options internally. Dentrax and RPMS are not compatible and she would hate to see training and money spent on services when they can be provided internally that meets each other's needs. Josh Saxon asked if there will be discussions on using a different electronic system. Emily noted that there is no movement on different systems at this time. Josh asked if the Tribe is a test site. Eileen noted that she was asked to be a test site and she declined that option. Rondi noted that Indian Health Services is looking toward a VA system. Rondi will be evaluating options and will monitor the pros and cons of this for the HHS program. Buster asked if the CRIHB representatives are monitoring this. Michael noted that they discuss it and once they move to it, he will provide an update to the Health Board. As of right now, this is still being worked on with the VA.

Arch asked if the UDS report is late and if it is due February 14, 2018. Emily noted that no, it is due in 2019.

Arch Super moved and Renee Stauffer seconded to approve Emily's report, 8 haa, 0 puuhara, 0 pupitihara.

10) Rondi Johnson, Health CEO:

Rondi is present to review her report. She thanked the Health Board for the Holiday Party. Through this month there have been some issues with the Government shutdown. Luis wrote a letter to Doug LaMalfa regarding the government shutdown. Arch asked that this letter be sent to all representatives. The inclusion of HR195 is in the letter which will provide a safeguard to Indian Health Services should a government shutdown occur in the future, and it's important for all representatives to know this is the Tribes stance on the issue.

Renee Stauffer moved and Arch Super seconded to approve letter regarding government shutdown, 8 haa, 0 puuhara, 0 pupitihara.

Documentation by the providers is doing better and she is hoping to have them increase even more.

Robert asked if in Rondi could include in her report CHR services. Rondi noted that an LVN is providing oversight of the CHR's and she is working with them directly on goals. Robert asked to provide the percentage of services provided in the communities. Jessica English should provide a monthly report on Elders services and CHR services.

Arch asked how evaluations went for her deadline. Rondi noted that they were completed and she feels that it went well.

Verna Reece moved and Renee Stauffer seconded to approve Rondi's report, 8 haa, 0 puuhara, 0 pupitihara.

11) Susanna Greeno, Happy Camp Clinic Manager:

Susanna is present to review her report. She provided the Happy Camp clinic numbers. The monthly visit count was lower because of vacations, time off, training and sick days.

Susanna will begin to include transportation services in her report. She noted that the Happy Camp transporter provided 18 transports. The GPRA measures are identifying meeting 20 of the 25 measures and that is very good since they were at 5%. The patient satisfaction survey is going to be released soon.

There was discussion on the generator repairs that need to be handled and contact information should be provided on who to call when there are issues.

Michael thanked Susanna for coming back to the HHS program. He agrees that quality of care is more important than quantity. Susanna noted that numerous people in the community have commented on the care provided at Happy Camp Clinic in a positive manner.

Verna Reece moved and Arch Super seconded to approve Susanna's report, 8 haa, 0 puuhara, 0 pupitihara.

Closed Session:

Renee Stauffer moved and Verna Reece seconded to allow employee #3405 to borrow the Tribes car dolly, 7 haa, 0 puuhara, 1 pupitihara (Arch Super).

Consensus: to have the Health CEO review PRC denials and determine why the Third Party budget is not be accessed for Tribal Members and their medical bills.

Informational: Incident reports should be provided in closed session. Transportation services shall be provided in Clinic Manager Reports. Providers shall keep their chart notes up to date and if necessary report when they are falling behind.

Arch Super moved and Michael Thom seconded to approve appointment of Christine Crouch, 7 haa, 0 puuhara, 0 pupitihara (Robert chairing meeting).

Arch Super moved and Michael Thom seconded to approve insurance liability for QVIR for event (wrestling), 7 haa, 0 puuhara, 0 pupitihara (Robert chairing meeting).

Kristen King moved and Bud Johnson seconded to approve insurance for Orleans Elementary School for event (basketball), 7 haa, 0 puuhara, 0 pupitihara (Robert chairing meeting).

Renee Stauffer moved and Kristen King seconded to send notice to the TANF ED to update the policy and procedure including criteria for the TANF program and sports costs, 8 haa, 0 puuhara, 0 pupitihara.

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

Informational: discussion was held regarding needs of the communities and families for responsibility in scheduling and being on time. Also, shared communication is important, if someone is reporting something that isn't accurate.

Renee Stauffer moved and Kristen King seconded to donate a used laptop to the Happy Camp Volunteer Department, 8 haa, 0 puuhara, 0 pupitihara.

Buster excused from meeting at 2:30pm, Robert assumed Chairperson.

Arch Super moved and Michael Thom seconded to approve the internal collections of \$24,055.64 from Non-Indian beneficiaries, 7 haa, 0 puuhara, 0 pupitihara.

Informational: HR Director conducted review with the Tribal Council on employee exit interview investigation. No minutes recorded.

Informational: the Health CEO will follow up on the clinics being an option to conduct employee physicals compliantly with the BIA for fire employees.

Informational: medical billing was noted to be stalled due to the government shutdown.

Informational: fiscal policies are being reviewed and revised as necessary; those will be presented to the Council when complete.

Informational: planning efforts for the next ICDBG should occur sooner rather than later to avoid what occurred this year.

Arch Super moved and Renee Stauffer seconded to authorize the ED to counter-offer to the People's Center Coordinator, 5 haa, 0 puuhara, 2 pupitihara (Arch, Kristen).

Informational: issues that are reported to individual Council Members shall be submitted to the Health CEO for her to follow up on and ensure the staff is following the chain of command.

Renee Stauffer moved and Kristen King seconded to approve out of state travel for Bill Tripp and David Medford to Arkansas, 7 haa, 0 puuhara, 0 pupitihara.

Informational: the Education Coordinator shall attend the planning with the Council.

Informational: Council Secretary/Treasurer would like to have a Chairman or Vice-Chairman nominated to the ACF region. Robert Super will submit for the nomination.

Next Meeting Date: February 14, 2019 at 10am

Michael Thom moved and Bud Johnson seconded to adjourn at 4:24pm.

Respectfully Submitted,

Russell “Buster” Attebery, Chairman

Robert Super, Vice-Chairman

Recording Secretary, Barbara Snider